

# Kids Central Incorporated

## Joint Meeting of the Board of Directors And Policy Council

**June 24, 2008**

The Board of Directors of Kids Central Incorporated met on June 24, 2008 at Kids Central's Administration Office in Esserville. In the absence of the Chair and Vice-Chair, Edward Hutchinson, Secretary, called the meeting to order at 11:01 a.m. Jason French, Policy Council Chair, called the Policy Council meeting to order at 11:02 a.m.

Board Members present: George Aichel, Teresa Adkins, Jason French, Edward Hutchinson, Larry Kennedy, Sister Bernie Kenny, Carl Mullins, Roy Munsey

Policy Council Members present: Kenneth Rose, Jason French, Melissa Bateman, and Joan McFall

Staff present: Darrell Edwards, Lisa Barton, Chris Austin, Sandra Harvey, Terry Gentry, Kim Austin, Tammy Mullins, Leslie Graves, Lisa Bentley, Teresa Blair, Katherine Price, Frances McKinney and Paula Bates

Others present: Kim LaWall

### Minutes

Board members reviewed the minutes of the last meeting. George Aichel questioned if Larry Kennedy's name should have been listed with the Board Members names. Mr. Kennedy will be listed as a member after he is installed today. With no other comments or corrections, **Edward Hutchinson made a motion to approve the minutes of the last meeting. George Aichel seconded the motion. Motion carried.**

Policy Council members reviewed the minutes of the last meeting. With no comments or corrections, **Melissa Bateman made a motion to approve the minutes of the last meeting. Kenneth Rose seconded the motion. Motion carried.**

### Finance Report

Lisa Barton gave Board members copies of the financial statements. There are still some payables that need to be entered and it looks like we will end the year within \$10,000 of our budget.

Lisa told the Board members that we have received approximately 15% more in-kind than we needed for the fiscal year.

We have received word this morning that it will probably be the end of November before we receive our new bus we ordered a couple of months ago. Lisa needs the Board and Policy

Council's approval to write a letter to the Regional Office informing them of the delay and requesting the funds marked for the purchase of this bus be transferred from the 07-08 budget to the 08-09 budget. She has spoken with the Regional Office concerning this matter.

**For the Board of Directors, Carl Mullins made a motion to approve writing a letter to the Regional Office informing them of the delay of the bus and requesting the funds be transferred from the 07-08 budget to the 08-09 budget. Jason French seconded the motion.**

**For the Policy Council, Melissa Bateman made a motion to approve writing a letter to the Regional Office informing them of the delay of the bus and requesting the funds be transferred from the 07-08 budget to the 08-09 budget. Kenneth Rose seconded the motion.**

Lisa Barton stated that in the past, the Executive Director signed the engagement letter for the auditors to conduct the audit for our agency. Now, new regulations state this letter must be signed by the Chairperson of the Board of Directors. The Chairperson must sign the letter of engagement for Hicok, Fern, Brown and Garcia to conduct the audit for fiscal year ending May 31, 2008.

**For the Board of Directors, Carl Mullins made a motion to table this discussion until the new Officers are installed. George Aichel seconded the motion. Motion carried. For the Policy Council, Kenneth Rose made a motion to table this discussion until the new Board Officers are installed. Melissa Bateman seconded the motion. Motion carried.**

Edward Hutchinson stated it has been a good year and would like to thank all the staff for the work they do.

#### Installation of Board Members

Darrell Edwards installed the Board Members for the 2008-2009 fiscal year. The oath was read and all affirmed. Members installed were:

George Aichel	Teresa Adkins
Jason French	Edward Hutchinson
Sister Bernie Kenny	Carl Mullins
Roy Munsey	Larry Kennedy

Members who were absent will be installed at the next Board meeting. Darrell Edwards read the oath and all the above listed members affirmed the oath.

Darrell installed the Board Officers as follows:

Chairperson	Teresa Adkins
Vice-Chair	Jason French
Secretary	Sister Bernie Kenny
Treasurer	Edward Hutchinson

The oath was read and all the above Officers affirmed the oath.

At this time, the meeting was turned over to the new Chairperson, Teresa Adkins.

### Family Development Associate

Kim LaWall presented Family Development Associates to Lisa Bentley, Katherine Price and Teresa Blair. The Family Development Associates was obtained through Cornell University. Lisa, Katherine and Teresa had to spend 90 hours in class plus 40 hours lab, which included a portfolio and pass the exam in order to receive the Family Development Associate.

### Engagement letter for Hicok, Fern, Brown and Garcia

Lisa Barton stated that in the past, the engagement letter for auditing services was signed by the Executive Director. Regulations now state that the Chairperson of the Board of Directors must sign the letter.

The engagement letter is basically a contract between the auditors and Kids Central stating we agree to pay them for auditing services for the fiscal year ending May 31, 2008. Lisa states a motion is needed to allow the Chairperson to sign the letter.

**For the Board of Directors, Edward Hutchinson made a motion for the Chairperson of the Board to sign the engagement letter for the auditors to conduct Kids Central's audit for the fiscal year ending May 31, 2008. Roy Munsey seconded the motion. Motion carried.**

**For the Policy Council, Kenneth Rose made a motion for the Chairperson of the Board to sign the engagement letter for the auditors to conduct Kids Central's audit for the fiscal year ending May 31, 2008. Melissa Bateman seconded the motion. Motion carried.**

### Presentation of Awards

- Policy Council Award – Jason French presented the Policy Council Award to Kenneth Rose. Kenneth states that the staff at the Haysi center makes it easy to want to volunteer.
- Kids Central Staff Service Award – Darrell Edwards and Teresa Adkins presented the Kids Central Staff Service Award to Frances McKinney. Frances has been with this program for over twenty years.
- Community Service Award – Darrell Edwards and Teresa Adkins presented the Community Service Award to Teresa Gardner and the Health Wagon. In Teresa's absence, Sister Bernie Kenny accepted the award.
- Volunteer Service Award – Darrell Edwards and Teresa Adkins presented the Volunteer Service Award to Jason French. Jason has served on the Policy Council for three years and is now serving on the Board of Directors.
- Donald Baker Leadership Award – Darrell Edwards and Teresa Adkins presented the Donald Baker Leadership Award to George Aichel. Mr. Aichel currently serves on the Board of Directors and has for several years.

### Comments from the new Board of Directors Chairperson

Teresa Adkins stated she was glad to be serving on Kids Central's Board. She loves working with children's programs and currently works in the Upward Bound program at UVA at Wise. She states she looks forward to working more closely with staff.

For the Good of Kids Central

Darrell Edwards stated that the new Head Start Act was approved and enacted in December 2007. We have a review coming up this year. Everything looks good and we are ready.

Darrell wanted the Board and Policy Council to know that they have his utmost respect. He thanked the Board for allowing him to do what he does and thanked the Policy Council for working with him. Everything seems to be going up for this agency.

Teresa Adkins announced RAM will be held in July at the Wise Fairgrounds.

The next meeting of the Board of Directors will be held August 19, 2008 at 11:00 at the Kids Central Administration Office.

The next meeting of the Policy Council will be held August 13, 2008 at 11:00 at the Kids Central Administration Office.

ADJOURNMENT

**Edward Hutchinson made a motion to adjourn the meeting. Carl Mullins seconded the motion. Motion carried.** The meeting adjourned at 11:29 a.m.

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Sister Bernie Kenny  
Secretary

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Sandra Harvey  
Recording Secretary

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Gaynell Deaton  
Secretary

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Sandra Harvey  
Recording Secretary