

# Kids Central Incorporated Board of Directors Meeting February 17, 2009

The Board of Directors of Kids Central Incorporated met on February 17, 2009 at Kids Central's Administration Office in Esserville. Teresa Adkins, Chairperson, called the meeting to order at 11:01 a.m.

Board Members present: George Aichel, Teresa Adkins, Donald Baker, David Belcher, Jason French, Edward Hutchinson, Sister Bernie Kenny, Carl Mullins, and William Sturgill

Staff present: Darrell Edwards, Lisa Barton, Kim Austin, Chris Austin, Terry Gentry and Sandra Harvey

Others present: Brandi Black Thacker

## Minutes:

Sister Bernie Kenny presented the minutes from the last meeting (December 2008). Without questions or corrections, **Donald Baker made a motion to approve the minutes of the last meeting. Edward Hutchinson seconded the motion. Motion carried.**

## Finance Report

Lisa Barton gave Board members copies of the financial statements. She stated that we have spent approximately 56% of our Head Start funds and 60% of our Early Head Start funds. We are eight months into our fiscal year. We have already received approximately 60% of our in-kind this year.

The financial statements include credit card statements from Lowe's and Wal-Mart. The Head Start Act requires us to inform the Board of our credit card activity.

**George Aichel made a motion to approve the finance report. Sister Bernie Kenny seconded the motion. Motion carried.**

## Policy Council Report

In Fred Luntsford's absence, Darrell Edwards reported that during the last Policy Council meeting, he explained information on the review, and chose the representatives and parents to be interviewed by the review team. The Policy Council is trying to get parents to volunteer for the store and to get more people involved in utilizing the store.

## OLD BUSINESS

- Review. The review will be held February 22 – 27. The review team will be visiting centers and talking with staff. The review team will be talking to three members of the Board of Directors; Teresa Adkins, Jason French and Edward Hutchinson on Tuesday, February 24 from 10 a.m. – 12 noon.

## NEW BUSINESS

- New Board Member. Harry Childress was introduced to the Board during December's meeting as a candidate for Board member. Mr. Childress stated he would be willing to accept the role as a Kids Central Board member. Although he was not present at today's meeting, **Carl Mullins made a motion to accept Harry Childress as a Board of Directors member. Sister Bernie Kenny seconded the motion. Motion carried.**
- Policy Change. Our employees who work in the classrooms are not given duty-free lunches or breaks due to staff coverage issues with the children. Our Personnel Policies and Procedures Manual, Policy 303 states that we give employees a lunch period and two fifteen-minute breaks. The Department of Labor (both Federal and State) do not require employers to give lunch or break periods.

We have removed Procedure #3 from Policy 303. This change to the Policies and Procedures Manual requires us to update our Employee Handbook removing the section titled "Break Periods" on page 16. This also requires a change to the Table of Contents page.

**Donald Baker made a motion to approve the above listed changes to the Personnel Policies and Procedures Manual. Edward Hutchinson seconded the motion. Motion carried.**

**George Aichel made a motion to approve the above listed changes to the Employee Handbook. Sister Bernie Kenny seconded the motion. Motion carried.**

- 2009 – 2010 Grant Application. Lisa Barton presented the proposed budget for the 2009 – 2010 fiscal year. Head Start has had flat funding for the past three years and because of this, we have had to eliminate non-essential items from our budget for the upcoming year.

Minimum wage will increase to \$7.25 in July, and because of this, we have had to make adjustments to our pay scale. Grade 1, which currently starts at \$6.55, will increase to \$7.25. Grade 2, which currently starts at \$7.21, will increase to \$7.50. The rest of the staff will receive a 2% increase. A loan payoff in May 2008, plus lowering the funding amount to the HRA Account (from \$1000 to \$500), will help make this pay increase possible.

The grant application is due by March 1. **Edward Hutchinson made a motion to approve the grant application and to submit it to the Regional Office. David Belcher seconded the motion. Motion carried.**

A discussion regarding health insurance was held and it was commented that Fred Luntsford of the Policy Council was asking about forming a committee to look into insurance options for all of our coverage needs. The Board agreed a committee was needed and stated they would talk to members regarding volunteering for this committee.

- Mental Health Written Plan. Terry Gentry stated that a change has been made to the Mental Health Written Plan. On the Objective Mental Health Services 130424(a)(3), a sentence has been added to paragraph (a) as follows: "Mental Health services will be scheduled for each center for on site orientation and assistance at least two times per

program year". She states that this has always been our process, but it needed to be stated in writing.

**Sister Bernie Kenny made a motion to approve the addition to the Mental Health Written Plan. Jason French seconded the motion. Motion carried.**

- Chris Austin reported that the following people have been hired by Kids Central or transferred to another position:
  - Stacey Hibbitts ..... Substitute
  - Vickie Stapleton ..... Early Head Start Classroom Assistant at Esserville
  - Ronnie Abshire ..... Bus Driver at Clinchco
  - Lola Sturgill ..... Early Head Start Lead Caregiver at Appalachia
  - Ashley Keesee ..... Classroom Assistant at Monte Vista
  - Pamela Ritchie ..... Transferred from Substitute to Caregiver at Esserville
  - Bridget Helton ..... Transferred from Classroom Assistant at Esserville to Classroom Assistant at Monte Vista

**David Belcher made a motion to approve the above listed new hires and transfers. George Aichel seconded the motion. Motion carried.**

- Food Bank Building. Darrell Edwards reported that the food bank next door to our Esserville classroom is an eyesore. Boxes are piled up on the outside of the building along with food and trash. Kids Central owns the land the food bank building is on, however, Wise County owns the building. Wise County Administrator Shannon Scott has requested Kids Central submit a letter asking that the food bank be made to clean up area surrounding the building. **George Aichel made a motion to submit a letter to Shannon Scott requesting the food bank be required to clean up the area surrounding their building. Edward Hutchinson seconded the motion. Motion carried.**

Teresa Adkins introduced Brandi Black Thacker to the Board members. Brandi is Kids Central's program specialist. The Board members introduced themselves to Brandi.

#### Closed Session

**Edward Hutchinson made a motion that the Board go into closed session as provided by Section 2.2-3711(A)(1) of the Code of Virginia, for discussion, consideration or interviews of prospective candidates for employment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific officers, appointees, or employees of Kids Central Incorporated for the purpose of discussing personnel matters lawfully exempted from public discussion. Carl Mullins seconded the motion. Motion carried.**

**Edward Hutchinson made a motion to reconvene into regular session. Roy Munsey seconded the motion. Motion carried.** Members of the Board of Directors were polled to certify that only those matters lawfully exempt from public discussion pursuant to Section 2.2-3711(A)(1) of the Code of Virginia for which you went into closed meeting to discuss namely the discussion of personnel matters, were discussed.

George Aichel	Yes
Teresa Adkins	Yes

Donald Baker	Yes
David Belcher	Yes
Jason French	Yes
Edward Hutchinson	Yes
Sister Bernie Kenny	Yes
Carl Mullins	Yes
William Sturgill	Yes

**George Aichel made a motion to have Attorney Bruce Shine meet with Darrell Edwards and the Board of Directors as soon as possible. William Sturgill seconded the motion. Motion carried.**

#### FOR THE GOOD OF KIDS CENTRAL/COMMENTS

Darrell Edwards stated that if the stimulus package is approved, Head Start and Early Head Start could be looking towards big benefits. This will include major capital projects and funds for increases in salaries.

Edward Hutchinson stated he thinks Kids Central is selling itself with the website. He is very proud of the website and the people involved.

#### NEXT MEETING

The next meeting of the Kids Central Board of Directors will be March 24. This is a change from the regular meeting date due to the staff being out of town for training.

#### ADJOURNMENT

**Carl Mullins made a motion to adjourn. David Belcher seconded the motion.** The meeting adjourned at 12:10 p.m.

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Sister Bernie Kenny  
Secretary

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Sandra Harvey  
Recording Secretary