

Kids Central Incorporated Board of Directors Meeting August 17, 2010

The Board of Directors of Kids Central Incorporated met August 17, 2010 at Kids Central's Administration Office. Teresa Adkins, Chairperson, called the meeting to order at 11:04 a.m.

Board Members present: Teresa Adkins, Harry Childress, Edward Hutchinson, Sister Bernie Kenny, Shirley Rogers, and Will Sturgill

Staff present: Darrell Edwards, Lisa Barton, Kim Austin, Diane Houston, and Sandra Harvey

Others present: Carolyn Withers

Seating of Board Member:

Due to Teresa Adkins' absence from June's meeting, Darrell seated Teresa as a Board member and Chairperson of the Board for 2010 – 2011.

Minutes:

Will Sturgill presented the minutes from the previous meeting (April 20, 2010). With no comments or corrections, **Shirley Rogers made a motion to approve the minutes. Edward Hutchinson seconded the motion. Motion carried.**

Finance Report

Lisa Barton gave members a copy of the financial statements. She reported that the audit was complete and there were no findings or recommendations. Jim Fern will be at the Board meeting in September to present the audit.

All funds were spent for the fiscal year ending May 2010. We have until September 30th to spend the ARRA funds. In-kind is off to a good start for this year.

OLD BUSINESS

- Special Dedication. Carolyn Withers, a long time loyal staff member of Kids Central. She was the first employee to receive the staff appreciation award. In honor of Ms. Withers, the Early Head Start Toddler II center in Esserville is now named the Carolyn Withers Center. A photo of Ms. Withers along with a plaque will be placed in the center along with a sign outside. Darrell extended his sincere thanks for all Ms. Withers has done for Head Start and Kids Central and told her she was welcomed anytime.

NEW BUSINESS

- Long-Range Plan. A copy of the long range plan was given to all Board members. The goals and objectives has been updated. The difference in this long range plan and previous editions is that this plan includes the SWOT (Strengths, Weaknesses, Opportunities, and Threats) survey results. Last year, the biggest complaint was compliancy. Darrell stated he does not think it is part of this agency. A copy of this plan will be sent to the Regional Office

upon Board approval. **Edward Hutchinson made a motion to approve the long-range plan and send it to the Regional Office. Shirley Rogers seconded the motion. Motion carried.**

- Child Abuse and Neglect Policy. A child abuse policy and procedure was drafted for approval. The draft was sent to the Board members for review. David Belcher was not able to attend today's meeting but did stop by to talk with Darrell. In his discussion, he mentioned that employees were required to have mandatory child abuse and neglect training but nowhere did it mention volunteers. Volunteers should be held to the same standard as employees because they are in the classrooms with the children. As part of the volunteer packet, volunteers will be required to take the child abuse and neglect training online, as well as complete Mental Health Modules 1 and 2 that are located on our website. This must be completed prior to any volunteering. **Harry Childress made a motion to approve the Child Abuse and Neglect Policy with the addition of the volunteer requirement. Sister Bernie Kenny seconded the motion. Motion carried.**

- Bus Loan and Grant. Lisa Barton reported last month about a \$200,000 grant from Rural Development that we were eligible for to purchase six buses. She has since found out that this grant has returned to the original amount of \$50,000. We desperately need six new buses. Seventeen of our buses are over 10 years old. Three of those 17 have been retired this summer because they are not safe to transport children. Nineteen of our buses have over 100,000 miles. Ten of our newest buses are traveling approximately 1,000 miles per day. It will cost approximately \$270,000 for the purchase of six buses. We will be able to use some of the ARRA funds and will get a loan with an interest rate of 4% for the balance. The loan payments will be \$3200 per month for seven years. Darrel told the Board that the loan payments would be covered by additional monies saved from eliminated positions, reduction in transportation repair costs, and converting to a paperless system. We also just recently paid off a loan for vehicles from 2002. The payments on that loan were \$3200 per month. **Shirley Rogers made a motion to approve the grant and loan application, and to contact the Regional Office for permission to purchases these buses. Edward Hutchinson seconded the motion. Motion carried.**

- Personnel Actions. The following people have been hired, promoted, or transferred:

- Caraline Craft – Transferred to Substitute
- Tom McConnell – Bus Driver – Clintwood I and II
- Gabriela Moore – Substitute
- Sherrie Herron – Teacher – Appalachia II
- Jessica Perrigan – Teacher – Hawthorne
- Deborah Stoots – Assistant – Wise
- Tiffany Sexton – Teacher – Pound
- Wendi Branham – Promoted to Caregiver – Carolyn Withers EHS Center
- Daniel Amos – Promoted to Full time – Assistant – Wise Center
- Amanda Crabtree – Promoted to Teacher – Hawthorne
- Tesha Stallard – Promoted to Caregiver – Appalachia EHS
- Lindsey Sturgill – Family Involvement Specialist

Edward Hutchinson made a motion to approve the hiring, promotion, and transfer of the people listed above. Sister Bernie Kenny seconded the motion. Motion carried.

- Family Service Job Descriptions. The job description for the Family Service/MIS Representative was updated to include some new responsibilities and to change the title of the

person this position reports to. The Family Advocate and the Family Involvement Specialist's job description were also updated to change the title of the person they report to. The Family Involvement Specialist was also changed from a full-year to a 10-month position. **Ed Hutchinson made a motion to approve the updates to the Family Service/MIS Representative, Family Advocate, and Family Involvement Specialist's job descriptions. Shirley Rogers seconded the motion. Motion carried.**

- Organizational Chart. Changes were necessary to the organizational chart to show the correct line of supervision within the Family Services component. That was the only change to the chart. Darrell stated that the content area is covered. He is the content expert in Family Services. He meets with family service staff weekly and works with their schedules. **Harry Childress made a motion to approve the above changes to the organization chart. Sister Bernie Kenny seconded the motion. Motion carried.**
- Pay Scale. The pay scale was updated to include the Family Involvement Specialist position. The Family Involvement Specialist will be listed on Grade 8 (along with the Family Advocate). **Shirley Rogers made a motion to approve the above changes to the pay scale. Edward Hutchinson seconded the motion. Motion carried.**
- Enrollment Report. Kim Austin reported that the enrollment report given to Board members only shows full-year centers. The full-year centers are fully enrolled. We do know that we will be losing children that are entering kindergarten this year. By Friday, we hope to have enrollment figures at 360.
- Haysi Lease Agreement. Darrell reported that we have not received any response from Stone Mountain Health regarding the lease agreement for Haysi. We are going to send them a counter agreement and are hopeful they will respond. The Board members were asked if they were in agreement to the counter agreement. All present members acknowledged they were in agreement to send Stone Mountain a counter agreement.

CLOSED SESSION

At this time, Harry Childress made a motion to 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. Edward Hutchinson seconded the motion.

At this time, the recorder was turned off and the Recording Secretary left the room.

Certification of Closed Session – Do you 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 session were discussed?

Sister Bernie Kenny – Yes
 Teresa Adkins – Yes
 Edward Hutchinson – Yes

Shirley Rogers – Yes
 Harry Childress – Yes
 William Sturgill – Yes

Ed Hutchinson made a motion to reconvene in public session. Shirley Rogers seconded the motion. Motion carried. Will Sturgill made a motion to evaluate Darrell Edwards' job performance as "Performance consistently and significantly above standards in virtually all areas; far exceeds normal expectations". Sister Bernie Kenny seconded the motion. Motion carried.

FOR THE GOOD OF KIDS CENTRAL/COMMENTS

Darrell talked with David Belcher today, and Mr. Belcher has talked to Matt O'Quinn, Superintendent of Breaks Interstate Park, and Ronald Kendrick, member of Clintwood Town Council, regarding becoming members of Kids Central's Board of Directors. Darrell stated he will send them a letter, using David's name as a reference, and invite them to attend the Board meeting. While they are here, we will ask them if they are interested in becoming members.

NEXT MEETING

The next meeting of the Kids Central Board of Directors will be held on September 21, 2010 at 11:00 a.m. at the Kids Central Administration Office in Esserville.

ADJOURNMENT

With no further business, **Edward Hutchinson made a motion to adjourn the meeting. Sister Bernie Kenny seconded the motion. Motion carried.** The meeting adjourned at 12:00 a.m.

William Sturgill
 Secretary

Sandra Harvey
 Recording Secretary