

Kids Central Incorporated Board of Directors Meeting January 19, 2010

The Board of Directors of Kids Central Incorporated met January 19, 2010 at Kids Central's administration building in Esserville. Teresa Adkins, Chairperson, called the meeting to order at 11:07 a.m.

Board Members present: Teresa Adkins, George Aichel, David Belcher, Edward Hutchinson, and Sister Bernie Kenny

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

Minutes:

Sister Bernie Kenny presented the minutes from the November 2009 and December 2009 meetings. With no comments or corrections, **Edward Hutchinson made a motion to approve the minutes. George Aichel seconded the motion. Motion carried.**

Finance Report

Lisa Barton gave Board members copies of the financial statements ending December 31, 2009. She stated that we received three (3) new buses on December 17th with funds from the Department of Health and Human Services and a grant from Rural Development. We can apply for more grant money through Rural Development as long as we have the funds to match.

At the end of December, we have spent 50% of our Head Start funds and 50% of our Early Head Start funds. We have received approximately 68% of our required in-kind so far. Our expenses are in-line to where they should be this time of year.

There will be a budget workshop on Tuesday, January 26, 2010 at 10:00 a.m. All Board members have been sent notices and are urged to attend this meeting.

George Aichel made a motion to approve the finance report as presented. Edward Hutchinson seconded the motion. Motion carried.

Policy Council Report

Edward Hutchinson reported that the Policy Council met on January 13th. Members were very involved during their meeting. They are up to date on the current status of the agency. Three (3) new members of the Policy Council were seated at January's meeting. They were given governance training information and a copy of the job description for a Policy Council member.

OLD BUSINESS

- Haysi Learning Center. Darrell stated that he is getting ready to recommend to the Board of Directors in February that we cease partnership with Southwest Virginia Community College (SVCC) regarding the Haysi Learning Center effective May 31st. A letter will be sent to SVCC stating that we will no longer be associated with the learning center. We no longer have use for

the facility. With the new learning center in Clintwood, most classes are being held at the new facility instead of the learning center. We don't know if SVCC is still using this building.

- Haysi Center Building. It was thought that Kids Central owned the building that the Haysi Center is located in. However, we have found that not only do we not own the building; we don't even have a lease agreement with the owner, Stone Mountain Health. Darrell has sent a letter to Malcolm Perdue with Stone Mountain asking to secure a lease agreement for five years in the amount of \$1.00 per year with Kids Central being responsible for the upkeep and maintenance of the building. Darrell hopes to have a response from Mr. Perdue by the Board's February meeting.

NEW BUSINESS

- Early Head Start Grant. Darrell reported that we have received our Early Head Start grant. Licensing will do an inspection this week for the operating license. The center will open February 1st and the two Home Visitors will begin home visits on this day as well. This grant will give us thirty-two (32) more children in Early Head Start. We will add two (2) Home Visitors and one (1) classroom.
- Disabilities Coordinator's Job Description Change. Kim reported that in the Early Head Start expansion grant, we included a position for a Homebase Supervisor. However, due to the grant being for only two (2) years, she did not want to hire someone for that position only, and take a chance of us losing the funding after two (2) years. She has proposed that Terry Gentry's position as Disabilities Coordinator be changed to include Homebase Supervisor, and that directed supervision be moved to her instead of Darrell (where it is currently). Terry has experience with home visitors. Her new title will be Disabilities Coordinator/Homebase Supervisor. **George Aichel made a motion to approve the change in the Disabilities Coordinator to Disabilities Coordinator/Homebase Supervisor. Sister Bernie Kenny seconded the motion.**
- Organizational Chart. Due to the change in the above job description, a change will need to be made on the organizational chart. The organizational chart has been changed to show the Disabilities Coordinator/Homebase Supervisor position and to show the change in the line of supervision from the Executive Director to the Educational Services Director. **Edward Hutchinson made a motion to approve the changes to the organizational chart. George Aichel seconded the motion. Motion carried.**
- New Hires/Promotions. Chris Austin reported that Kids Central has hired or promoted the following people:
 - Terry Gentry – Promoted from Disabilities Coordinator to Disabilities Coordinator/Homebase Supervisor
 - Christy Chandler – Promoted from Early Head Start Caregiver to Early Head Start Lead Caregiver
 - Kiley Farmer – Hired as an Early Head Start Home Visitor
 - Laura Mullins – Hired as a Family Advocate
 - Amber Turner – Hired as an Early Head Start Caregiver
 - Angela Hall – Hired as an Early Head Start Caregiver

Edward Hutchinson made the motion to approve the above listed promotions and new hires. Sister Bernie Kenny seconded the motion. Motion carried.

- Enrollment. Chris Austin gave Board members a copy of the enrollment status for the months of November and December. He states that we have maintained full enrollment throughout this year. When the Early Head Start expansion starts in February, the numbers will change on the form. Attendance has been at approximately 80%. If attendance falls under 85% per center, a follow up must be completed as to the reason for the low attendance and this must be reported to Philadelphia.

FOR THE GOOD OF KIDS CENTRAL/COMMENTS

George Aichel stated that he is bothered by the lack of interest and participation of the Board of Directors members. The Board is sending four (4) members letters today stating that due to lack of attendance, they are being removed from the Board. Darrell stated that he feels a combined meeting in December between the Policy Council and the Board is a good idea but attendance was very poor this year and seems as if fewer and fewer attend each year.

Kim Austin reminded the Board that we need to have a financial specialist and an education specialist on the Board. She stated she knew someone who is in education who may be willing to serve on the Board.

Edward Hutchinson stated that a commitment to this agency is necessary in order to serve on the Board of Directors.

NEXT MEETING

The budget meeting will be held on January 26, 2010 at 10:00 at the Kids Central Administration Office.

The next meeting of the Kids Central Board of Directors will be held on February 16, 2010 at 11:00 a.m. at the Kids Central Administration building.

ADJOURNMENT

With no further business, **Edward Hutchinson made a motion to adjourn the meeting. George Aichel seconded the motion. Motion carried.**

The meeting adjourned at 11:50 a.m.

Sister Bernie Kenny
Secretary

Sandra Harvey
Recording Secretary