

Kids Central Incorporated Board of Directors Meeting October 18, 2011

The Board of Directors of Kids Central Incorporated met October 18, 2011 at Kids Central's Administration Office. Teresa Adkins, Chairperson, called the meeting to order at 11:00 a.m.

Board Members present: Teresa Adkins, George Aichel, Edward Hutchinson, Karen Davis, Shirley Rogers, William Sturgill, Charles Hay, and Fred Luntsford

Staff present: Darrell Edwards, Lisa Bentley, Christy Fleming, Paula Bates, Mary Collins, Leslie Graves, Tammy Mullins, Terry Gentry, and Sandra Harvey

Others present: Policy Council Representative Cassandra Cline, and Jim Fern (Hicok, Fern, Brown, and Garcia)

Minutes:

Shirley Rogers presented the minutes of the last meeting (September 20). With no comments or corrections, **Fred Luntsford made a motion to approve the minutes. Karen Davis seconded the motion. Motion carried.**

Audit Report

Jim Fern, CPA, presented the audit report for the fiscal year ending May 31, 2011. He announced that we had a clean audit, there were no material findings, and we have complied with all Head Start regulations. Mr. Fern also stated that Kids Central has a good staff to work with, and a very knowledgeable accounting staff. **Shirley Rogers made a motion to accept the presentation of the audit. Charles Hay seconded the motion. Motion carried.**

Finance Report

Christy Fleming gave copies of the financial statements to the Board. She stated that that we have currently spent 21% of our Head Start funds. ARRA funds were closed out September 30th. We have already received 40.4% of our required in-kind for the year. **Edward Hutchinson made a motion to file the financial report as presented. Fred Luntsford seconded the motion. Motion carried.**

OLD BUSINESS

- Assistant Director/Education Services Director Position. Darrell explained that we received 17 applications for the Education Services Director position that was advertised in the Kingsport Times, Bristol Herald, Johnson City Press, The Coalfield, The Dickenson Star, and The Post. Out of the 17 applications, none met the requirements of the position. Darrell made a proposal to change the senior management team to have four (4) members: Executive Director, Comptroller, Assistant Director of Education, and Assistant Director of Child and Family Services. In this change, job titles of the current Health Services Manager, Human Resource Manager, Food and Nutrition Assistant, and Fiscal Services Assistant will also change to Health Services Specialist, Human Resource Specialist, Food Service Specialist, and Accounting/Payroll Specialist, respectively. He also is proposing to add a position titled Administrative Aide to work the front to greet visitors and answer the telephones.

Funds to cover the increase in the two Assistant Directors salaries and the Administrative Aide position will come from the money remaining from Kim's salary. **Fred Luntsford made a motion to approve the changes to the administration organization structure, the change of job titles, and the addition of an Administrative Aide position. Shirley Rogers seconded the motion. Motion carried.**

- Website. As requested by the Board of Directors at the last meeting, a proposal was sent to Earl Carter regarding contracting for our webmaster and photographer. Earl refused the proposal. We have since contracted with Web Bones, a web hosting agency. The contract is specific to times, dates, and numbers of pages, and we will be alerted when we are about to go over the specified limits.

NEW BUSINESS

- Employee Incentive. Christy Fleming explained that it was time for the employee incentive to be paid. We have been fully enrolled during the period of November 1, 2010 through October 31, 2011. The incentive will be paid to all staff with full-time and full-time part-year staff receiving 1.5% of their annual salary, and part-time staff receiving \$10 per year for each year of service, up to \$100. **Charles Hay made a motion to approve paying the employee incentive. George Aichel seconded the motion. Motion carried.**

- Written Plans. Written plans are the operational plans for each department in our agency. Each year, written plans must be approved by the Board of Directors and Policy Council. There are no changes to the written plans this year. Written plans are located on our website. **Edward Hutchinson made a motion to approve the written plans as presented. Shirley Rogers seconded the motion. Motion carried.**

- Personnel Actions. Sandra Harvey presented the Policy Council with the following personnel actions:

- Sarah Lane – hired as a Teacher at Hawthorne
- Cynthia Shields – hired as a Classroom Assistant at Dogwood
- Heather Bentley – hired as a Head Start Home Visitor
- Tina Browning – transferred from HS Home Visitor to Early Head Start Home Visitor
- Stacey Collins – hired as a Classroom Assistant at Esserville
- Candice Chafin – hired as a Classroom Assistant at Hawthorne
- Leigh-Anne McDaniel – hired as a Substitute
- Caitlyn Beverly-Boatright – hired as a Substitute
- Tammy Mullins – promote to Assistant Director – Educational Services
- Terry Gentry – promote to Assistant Director – Child and Family Services

It is understood by the Board members that the changes to Tammy Mullins and Terry Gentry's positions will not be in effect until approval is received from the Regional Office. **Charles Hay made a motion to accept the above personnel actions as presented. William Sturgill seconded the motion. Motion carried.**

MONTHLY UPDATES

- Enrollment and Attendance. Lisa Bentley reported that we are fully enrolled and have 35 eligible children on our waiting list. September's attendance was 84.76%. She stated that she believes our enrollment is due to word of mouth from current parents of children in our program.

- Family Involvement. Lindsey Sturgill reported that attendance at family days is great. Parents seem to really want to be involved with their children at the centers. Family days will now include hands on training for parents and children. This month, we are incorporating fire safety and prevention. Movie night was great. We had 598 people attend, including 270 children. The drive-in also gave each family a certificate for a free child's buffet for Mr. Gatti's.

Kasey's Academy will be going to Ripley's Aquarium on October 28. We have approximately 150 people going. Certificates for free pumpkins were given to families that participated in family days during October.

BOARD RESPONSIBILITIES

The Policy Council, Board of Directors and staff make up the governing unit of Kids Central. A representative from the Policy Council attends Board of Directors meetings, and a representative from the Board of Directors attends the Policy Council. This is to share information from one meeting with members of the other.

All fiduciary and programmatic responsibilities belong to the Board of Directors. All Board of Directors members are covered under a \$ 1 Million Dollars insurance bond.

During the review, Board members will talk with the reviewers and answer questions they have regarding their roles and duties. Members are encouraged to talk with staff members and ask any questions they may have.

FOR THE GOOD OF KIDS CENTRAL/COMMENTS

Teresa Adkins welcomed Cassandra Cline to the Board of Directors meeting. Cassandra is the representative to the Board from the Policy Council.

Charles Hay apologized for missing the last few meetings. His wife had been very ill and she passed away last week. Teresa offered condolences from the Board.

Fred Luntsford commending the staff for receiving a clean audit report.

Darrell Edwards stated that he appreciates the Board members for their support to Kids Central.

NEXT MEETING

The next Board of Directors meeting will be held on November 15, 2011 at 11:00 a.m. at Kids Central's administration office.

With no further business, **Shirley Rogers made a motion to adjourn the meeting. Charles Hay seconded the motion. Motion carried.** The meeting adjourned at 11:50 a.m.

Shirley Rogers
Board Secretary

Sandra Harvey
Recording Secretary