

# Kids Central Incorporated Board of Directors Meeting April 16, 2013

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The Board of Directors of Kids Central Incorporated met Tuesday, April 16, 2013 at Kids Central's Administration Office. Will Sturgill, President, called the meeting to order at 11:05 a.m.

Board Members present: Thomas Williams, Shirley Rogers, Karen Davis, Bill Dotson, Teresa Adkins, George Aichel, William Sturgill, and Edward Hutchinson

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

Others present: Mike Standifur (PC Chairperson)

## Minutes:

Thomas Williams presented the minutes of the last Board meeting (February). With no corrections, **Shirley Rogers made a motion to accept the minutes as presented. George Aichel seconded the motion. Motion carried.**

## Finance Report

Christy Fleming presented members with the financial statements ending March 31, 2013. She reports that in March we drew down \$284,186 for accounts payable and \$198,000 for payroll. We had three (3) payrolls in March so payroll was higher than normal. We have spent \$2,841,000 of our funds through March 31<sup>st</sup> and have approximately \$831,000 left for the last two (2) months for payroll and expenses. We are over budget in our workers compensation, unemployment taxes, and non-food supplies; however we are under budget in supplies and repairs. We are 83% through our fiscal year.

We have received 179% of our required in-kind through March.

RFPs have been sent out for the purchase of two (2) new buses. The funds to pay for the buses will come from a grant from USDA Rural Development and the budget of KCI. KCI has a fund with around \$10,000 in it for the use of KCI for special projects like this one. The Board of Directors approved action for Christy to send out RFPs for the purchase of two (2) new buses and approved the purchase, if funds are available including using the available funds held by KCI in a non-restricted account. If we do not have the available funds, we are not obligated to accept any offers that we receive.

George Aichel asked about the overage on FICA and SUTA. Christy explained that she may have underestimated payroll. She made the correction that we are not over on FICA but we are on SUTA and Workers Compensation.

Darrell Edwards added that due to the sequestration and the cuts to our budget, we are trying to adjust financially without the loss of any staff members or services to the children. Because we are not connected with the school systems, we have greater control over our program schedule and can adjust where we see the need.

**Thomas Williams made a motion to accept the financial report as presented including the request to purchase two (2) new buses if funds are available. Shirley Rogers seconded the motion. Motion carried.**

#### OLD BUSINESS

- Update on Insurance. We have decided to have a meeting with BB&T and with TrustPoint Insurance to find out what they can offer us regarding products, service and support. The meetings will last approximately one (1) hours and have been scheduled as follows:

April 24<sup>th</sup> at 11:00 a.m. - BB&T and April 29<sup>th</sup> at 11:00 a.m. – TrustPoint Insurance

- Revisions, Updates and Additions to the KCI Personnel Policy Manual. Darrell Edwards presented the Board members at the last meeting with a copy of proposed revisions, updates and additions to the KCI Personnel Policy Manual. After review by the Board members, **George Aichel made a motion to approve the revisions, updates and additions to the KCI Personnel Policy Manual. Shirley Rogers seconded the motion. Motion carried.**

#### NEW BUSINESS

- Full-Year Program Calendar. Tammy Mullins presented the full-year program calendar for the 2013-2014 school year. This calendar includes children's days, in-service days, holidays and mandatory staff vacation days. **Thomas Williams made a motion to approve the 2013-2014 full-year program calendar. Shirley Rogers seconded the motion. Motion carried.**

- Resignation of the Health Services Specialist. The Health Services Specialist submitted her resignation and gave a two weeks notice, however, she did not fulfill her two weeks. We will wait until after the current year to advertise for this position, letting the Health Assistant pick up the work load thru the end of the year. **Bill Dotson made a motion to accept the resignation of the Health Services Specialist. Thomas Williams seconded the motion. Motion carried.**

#### MONTHLY UPDATES

- Education. Tammy Mullins reported that May 7<sup>th</sup> is the last day for children in the part-year program. Children that are going to Kindergarten are currently undergoing PALS testing and we should have the results by the next Board meeting. Bill Dotson asked for a copy of the PALS testing for his Foster Grandparent Program. Tammy explained that this test shows the improvements made.

- Disabilities/Family Services. Terry Gentry reported she is busy with transition meetings. Recruitment is in full force and we have some new ideas for recruiting.

- Health Services. Terry reported that dental screenings are completed. We had thirty-nine (39) children screened on April 9<sup>th</sup> and 10<sup>th</sup>. Less than 25 children have not been seen for dental screenings this year.

- Nutrition. Mary Collins reported the following for the month of March 2013:
 

▪ Visits to Kaseyville	11 (5 lunches)
▪ Home Base Socials	2 (94 lunches and 155 adult lunches)
▪ Breakfast served	2,385
▪ A.M. Snack served	1,002
▪ Lunch served	3,617
▪ P.M. Snack served	3,476
▪ Adult lunches served	1,183
▪ Field Trips	27

Mary also announced that PFG Hale will be at our year-end bash. They have been very gracious and have donated a lot of items for this event.

- Enrollment/Attendance. Lisa Bentley presented the enrollment/attendance report. She stated that we are fully enrolled. Attendance in March was 75.28%. The average attendance for the year is 80.23%.
- Family Involvement. Terry reported that we have volunteers for the year-end bash and have gotten the food coordinated. We still need volunteers for the dunking booth. The trip to the Knoxville Zoo was very successful. We only had three (3) unused tickets. The year-end bash will be April 26<sup>th</sup> from 10 am – 2 pm at Bullitt Park in Big Stone Gap.

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

Thomas Williams stated that his wife passed away in December. A memorial for her will be held this Saturday at noon at Flag Rock.

Edward Hutchinson reported that his health has declined. He has had several surgeries and is preparing to begin chemotherapy for six (6) months.

Will Sturgill introduced Mike Standifur (PC Chairperson) and his wife Vickie. Mike commented on the Virginia Head Start Association meeting he attended in Roanoke in April.

Tammy Mullins commented that earlier in the year, administrative staff agreed to be dunked in the dunking booth at the year-end bash. Contests were held throughout the year and the winners will be able to try and dunk the staff member of their choice.

Mary Collins will resign the end of May with 32 years of service. Next month, we will bring a proposal to the Board in honor of Mary and her years of dedication to this program. When Lisa Barton left, we honored her with the Lisa Barton Training Academy. We honored Myrlene O'quin when she resigned last year. Staff will meet on this and submit the proposal at next month's meeting.

#### NEXT MEETING

The next meeting of the Kids Central Board of Directors will be held on May 21, 2013 at 11:00 a.m. at Kids Central's Administration Office in Norton.

ADJOURNMENT

With no further business, **Shirley Rogers made a motion to adjourn the meeting. Thomas Williams seconded the motion. Motion carried.** The meeting adjourned at 11:36 a.m.

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Thomas Williams  
Board of Directors Secretary

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Paula Bates  
Recording Secretary