

Kids Central Incorporated Board of Directors Meeting May 21, 2013

The Board of Directors of Kids Central Incorporated met Tuesday, May 21, 2013 at Kids Central's Administration Office. Will Sturgill, President, called the meeting to order at 11:05 a.m.

Board Members present: Teresa Adkins, George Aichel, David Belcher, Karen Davis, Bill Dotson, Mary Hagy, Edward Hutchinson, Ronald Kendrick, Will Sturgill, and Thomas Williams

Staff present: Darrell Edwards, Mary Collins, Vernon Rose Jr., Lisa Bentley, Tammy Mullins, Christy Fleming, Lindsey Sturgill, Misty Hill, and Paula Bates

George Aichel addressed the Board stating he is resigning from the Board of Directors. He reports that he has been on the Board since its inception except for one (1) year and he feels it is time for him to step down. This will be his last meeting.

Minutes:

Thomas Williams presented the minutes of the last Board meeting (April). With no corrections, **Karen Davis made a motion to accept the minutes as presented. Edward Hutchinson seconded the motion. Motion carried.**

Finance Report

Christy Fleming presented the financial statements ending April 30, 2013. We are 11 months into our fiscal year. She drew down \$328,000, leaving \$542,000 of which the majority will go to payroll and benefits.

Thomas Williams made a motion to accept the financial report as presented. Bill Dotson seconded the motion. Motion carried.

OLD BUSINESS

- Purchase of two (2) Buses. USDA has approved Kids Central for a \$50,000 grant to purchase two (2) buses. We received two (2) bids:

▪ Sonny Merryman	\$47,965.00 per bus
▪ Commonwealth Bus Sales	\$56,413.00 per bus

We will use approximately \$35,000 from our budget, money from our CD, and the \$50,000 grant to purchase the buses. Darrell commented that these two (2) new buses will replace two (2) from our old fleet. It will probably be several years before we have another opportunity such as this to purchase new buses. We need a resolution from the Board stating there is a quorum for today's meeting and that the Board of Directors approves the purchase of two (2) new buses from Sonny Merryman. **Edward Hutchinson made a motion to adopt and approve the resolution that a quorum is present and to purchase two (2) new buses from Sonny Merryman using USDA grant money along with funds from the budget and CD. George Aichel seconded the motion. Motion carried.**

- Pound Center Update. Darrell Edwards updated the Board members on the Pound Center. Wise County Schools has agreed to accept our old center building and we are now waiting on approval from the Regional Office to proceed. We have started cleaning out the building to start renovations.
- Virginia State Policy Security Assessment. A copy of the Security Assessment conducted by the Virginia State Police was given to the Board members. The Board needs to act on this for security purposes in the future for our centers. This will help with our insurance premiums. We will send a formal thank you to Sgt. Conroy. We also thank Board member Dave Belcher for his suggestion of having a security assessment completed. **Edward Hutchinson approved the document and to have them included in our Goals and Objectives. Thomas Williams seconded the motion. Motion carried.**

Dave Belcher commented on the time that is involved in conducting this assessment. This is a free service that the Virginia State Police provides.

- Health Specialist Position Description. Tammy Mullins presented a proposal to eliminate the current Health Assistant position to combine the duties with the Health Services Specialist position. The Health Services Specialist positions will be hourly employees and will work under the Assistant Director – Child and Family Services. One position will be full-time, the other will be a full-time 10-month position. This change will save approximately \$11,600 per year. **Thomas Williams made a motion to combine the Health Assistant and Health Services Specialist job descriptions and to have these positions as hourly, non-exempt positions.**
- PALS. Tammy Mullins presented the outcomes of the PALS screening. She reports that we are showing a lot of growth in all areas. This screening is conducted on children who will transition to kindergarten.
- Insurance Proposal. Christy Fleming reported that the insurance committee met with representatives from BB&T and TrustPoint Insurance regarding services and products they provide for their clients. Both gave good advice and we were impressed with both companies. After discussion among the senior management team, it is recommended that we make TrustPoint Insurance our new agent. After approval, we will submit a letter of intent so they may begin negotiating on our behalf. This agency will be proactive with our safety plan and will help keep us in compliance.

Questions were asked by Board members regarding the factors that led to this decision and who were on the insurance committee and what the committee decided. The senior management decided on this recommendation. Last year, TrustPoint came to us and spoke to us briefly on their company and the services they provide. They also began giving us free advice and offering help, as well as evaluated our handbook and recommended some updates. We have been invited to their seminars at no charge and been advised on Health Care Reform. All of this was done prior to us even entertaining the idea of having them as our agent. **Thomas Williams made a motion to accept TrustPoint Insurance as our new agent. Mary Hagy seconded the motion. Motion carried.**

NEW BUSINESS

- KCI Online Training. Tammy Mullins present information regarding online training for Kids Central employees. This training will include modules for professional development of staff. Once the employee studies the information, they can then take a quiz which will go to Human Resources and the employee will receive a certificate for completion of that training module. A

copy of the certificate will also be placed in the employee's personnel file. More training modules will be added later. .

- 40th Anniversary SWOT Survey and General Survey. Currently, we have not completed another five-year plan. June 1 will start our 40th year of service. These two surveys will help us with our planning process. We ask that all Board members complete the surveys and return them. These surveys are not due until the end of August.
- Installation and Awards. The Board and Policy Council will have a combined meeting on June 25, 2013. During this meeting, installation of the Board members as well as nominations and election of officers for the Board of Directors will be conducted. Mike Standifur, Chairman of the Policy Council has been nominated to the Board of Directors.
- 2013-2014 Part-Year Calendar. Tammy Mullins presented the 2013-2014 part-year calendar. We had to cut ten (10) days due to the sequestration. Christy Fleming commented that because of the sequestration, we
 - were cut 5.27% (\$192,784.00) from our budget
 - took away the employee incentive
 - cut ten (10) days per year from part-year services
 - will save on salary costs from the replacement of the Food Services Specialist
 - will save on salary costs by eliminating the supervisory function from the Health Services Specialist and combining the Health Assistant position with the Health Services Specialist position
 - will eliminate one driver position and one bus monitor position
 - will cut repair costs by utilizing our maintenance staff instead of contracting out

Darrell commented that we did not want to lose any staff, nor did we want to do anything to affect the operation of our centers or the children we serve. Children will only lose ten (10) days of service. As for the employee incentive, the policy stated that the incentive would only be paid if funds were available. We were lucky to only be cut 5.27%, other agencies such as Norton Social Services was cut 9%.

George Aichel asked if there was a chance that employees could receive any incentive, even if its 1%. Darrell stated that he did not think so.

Edward Hutchinson made a motion to approve the 2013-2014 part-year calendar and the above listed budget cuts. Thomas Williams seconded the motion. Motion carried.

- Inclement Weather Policy. Tammy Mullins reported that she is updating the inclement weather policy and wanted to clarify that it will only affect part-year centers and staff. The announcement will either say KCI (part-year) closed or on a delay. **George Aichel made a motion to approve the updated inclement weather policy as presented. Mary Hagy seconded the motion. Motion carried.**

- Wayne Herndon vs. Kids Central. A case was filed in Wise County Circuit Court by Wayne Herndon to collect a federal judgment. Attorneys are in discussions and it is expected that the case will be resolved in favor of Kids Central based on Kids Central being judgment proof.

MONTHLY UPDATES

- Education. Tammy Mullins reported that part-year centers are closed.

- Disabilities/Family Services. In Terry Gentry's absence, Tammy Mullins reported that our disabilities are still at 10%.
- Enrollment/Attendance. Lisa Bentley presented the enrollment/attendance report. She stated that we are fully enrolled. Attendance in April was 83.92%. The average attendance for the year is 80.23%.
- Nutrition. Junior Rose introduced himself to the Board members and stated that he is Mary's replacement. He reported the following for the month of April 2013:
 - Visits to Kaseyville 15 Classrooms - (4 classrooms had lunch)
 - Home Base Socials 2 (188 lunches and 326 adult lunches)
 - Breakfast served 3,016
 - A.M. Snack served 1,367
 - Lunch served 4,857
 - P.M. Snack served 4,568
 - Adult lunches served 1,989
 - Field Trips 27
- Family Involvement. Lindsey Sturgill reported that the year-end blast was a huge success. She estimates that the attendance was 1,000. Family days ended in March and Haysi and Nita Bond centers won the family day incentive. Centers had attendance of at least 70% and Haysi had 100% attendance.

FOR THE GOOD OF KIDS CENTRAL/COMMENTS

Will Sturgill thanked Mary Collins for her 32 years of service to Kids Central. George Aichel also commented on Mary's years of service. **George Aichel made a motion for commendation. Ronald Kendrick seconded the motion. Motion carried.** Mary thanked Kids Central for giving her the opportunity to serve the children and families of Kids Central.

Darrell Edwards presented members with an article from The Kingsport Times, along with the letter Darrell wrote concerning the article. Darrell also gave members an article from The Coalfield Progress regarding sequestration and how it affects our area.

Mike Standifur invited everyone to the Policy Council social on July 20th at the Bear Pen Recreation Area in Clintwood.

Bill Dotson commented that MEOC will be sponsoring cancer survivor workshops. These workshops are free to the public.

NEXT MEETING

The next meeting of the Kids Central Board of Directors will be a combined meeting with the Policy Council and will be held on June 25, 2013 at 11:00 a.m. at Kids Central's Administration Office in Norton.

ADJOURNMENT

With no further business, **Thomas Williams made a motion to adjourn the meeting. Ronald Kendrick seconded the motion. Motion carried.** The meeting adjourned at 12:16 p.m.

Thomas Williams
Board of Directors Secretary

Sandra Harvey
Recording Secretary