

Agency Board Meeting Minutes

Wednesday, May 11, 2011

10:00 a.m. Central Time (11:00 Eastern)

Dunlap City Hall – upstairs meeting room

Members present: Greg Johnson (Pikeville Mayor), John Graham (Marion County Mayor), Billy Simpson (Jasper Mayor), Ray Evans (SETHRA), Claude Lewis (Sequatchie County Executive), Dwain Land (Dunlap Mayor)

Others present: Judy Graham (COO/Head Start Director), Vicki Mears (Finance Manager), Elaine Duke (Information Manager / AP-Payroll Manager), Gary Harwell (Internal Auditor)

- I. The meeting was called to order at 10:00 by Chair, Pikeville Mayor Greg Johnson. Introductions were made. Marion County Mayor John Graham announced that he would abstain from voting due to Judy Graham (COO/Head Start Director) being his sister-in-law; he further announced his intentions to appoint a designee in the near future. A short discussion was held concerning the challenges associated with Facebooking and other social media.
- II. The minutes of the March 23, 2011 were distributed earlier. A motion was made by Ray Evans, seconded by Billy Simpson that the minutes be approved. The motion passed unanimously.
- III. Old Business
 - A. Roof / building repairs report / lease revisions

The status of the Dayton roof was discussed. It was noted that the project has not yet been bid out but that the board's recommendations for reputable roofers and architects are on record, as the project will certainly necessitate the use of an architect or engineer. It was also noted that securing bids now could prove to be a challenge considering that recent tornados have created a high demand for roofers. Fortunately, since the temporary repair to the roof has stopped the roof from leaking, waiting until Fall Break 2011 should not pose any problems. The status of the Griffith Creek roof was also discussed. Although the product for the roof has been purchased, Clifford Jordan is now busy with roof repairs due to the recent tornados. In regards to the Griffith Creek center,

Judy Graham explained that the attorney for the Marion County Board of Education had recently contacted her to see if we would be interested in leasing space at the Griffith Creek Head Start Center to the Miner's Memorial group. Although we currently allow the private, non-profit group to use our facilities, we are not considering a sub-lease option at this time. A discussion was also held about other groups requesting use of the building and grounds to host fundraisers, as well as the requirement of such groups to purchase one-day event insurance. It was noted that this insurance can be very expensive. A discussion was also held as to the advantages and disadvantages of using a broker to secure insurance through TML, instead of dealing with TML directly.

IV. New Business

A. Contract extension with CPA

The board members noted their satisfaction with Johnson, Hickey and Murchison's work and the proposed fee schedule as follows: FY2011 and FY2012: \$11,025; FY2013 and FY2014: \$11,600; FY2015: \$12,200. A motion was made by Billy Simpson to extend the CPA contract. Ray Evan seconded the motion, with the motion passing unanimously.

B. Self Assessment Plan

The 2010-2011 Self Assessment Overview was presented, with discussion regarding the September 2011 teacher qualifications mandate and OHS's proposed changes to ERSEA regulations. The board was alerted to be looking for an upcoming training on ERSEA, as one proposed change would involve training the governing board about ERSEA. It was further noted that no major issues were found during this year's self-assessment process and that Chair Greg Johnson had participated by answering 2011 Fiscal Protocol board interview questions. It was also pointed out that our Internal Auditor, Gary Harwell, was contracted because of self-assessment concerns a few years ago and that the agency had purchased cameras for all buses, as recommended by Ray Evans. A discussion was then held regarding SETHRA's "rodeo" procedure for bus training. Claude Lewis motioned to approve the Self Assessment Plan. Billy Simpson seconded with the motion passing unanimously.

V. Budget and Program Reports

Budget and program reports were provided with highlights given on each of the four budgets. The fiscal year 2012 proposed budgets were also reviewed and discussed for KidsBank Child Care, USDA and Indirect. It was noted that the Child Care budget had been cut by \$1100 from FY2011 due to decreased revenue resulting from

several months of low enrollment. It was noted, however, that the Child Care fund does have a reserve balance; therefore, they were able to pay all expenses in a timely manner. Although one new employee has been hired now that enrollment has increased, no raises will be given for FY2012. However, if the program adds to their fund balance for FY2011, we could consider offering a one- time pay supplement to employees or purchasing items from the center's "wants" list. The USDA budget for FY2012 remains the same as FY2011; however, it is anticipated that the reimbursement rates will increase in July 2011; therefore, adjustments could be made to the budget. The Indirect budget was decreased by \$4,500 as a result of the indirect cost rate being lowered from 5.9% to 5.64% for FY2012. It was noted that for the past two years, Washington has set our indirect rate based on actual expenses from the preceding fiscal year. Billy Simpson motioned that the proposed FY2012 budgets be approved for Child Care, USDA and Indirect. Claude Lewis seconded with the motion passing unanimously.

VI. Conflict of Interest Form Completion

The Conflict of Interest form was previously distributed for review, as were the agency's vendor listing and employee listing. Members signed the disclosure form, with John Graham reminding the board that he would be appointing a designee because of the risk of conflict of interest stemming from Judy Graham being his sister-in-law.

VII. Personnel Report

Vicki Mears noted the recent resignation of Spring City Teacher Aide, Melissa Smith and the recent hire of Elizabeth Bridges for KidsBank. No employees were completing their six month introductory probation period. It was discussed that the impending mandate for all teachers to have an associate's degree in ECE would necessitate moving staff around, which could open up a vacancy at Pikeville. Billy Simpson motioned to approve the personnel report. Ray Evans seconded with the motion passing unanimously.

VIII. Other Discussions

- A. A discussion was held regarding the completion of seven NAEYC re-accreditation visits.
- B. It was noted that the federal budget had been passed.
- C. It was noted that the Risk Management Call with the HUB office had been scheduled. Chair Greg Johnson was invited to call in.

- D. Ray Evans suggested that the board consider going to a quarterly board meeting schedule with conference calls being held in between quarterly meetings as needed.
- E. The upcoming fiscal training in Atlanta scheduled for June 20th was discussed, and board members were invited to attend.

IX. Future meeting dates were discussed, and it was agreed the meeting would take place on September 14, 2011.

A motion was made to adjourn at 11:10 a.m. by Ray Evans, seconded by Dwain Land. The motion passed unanimously.

Respectfully submitted by Secretary Billy Simpson
Prepared with staff support

Date approved at subsequent meeting