

Board Meeting 10/27/2014

New Beginnings Enterprises, Inc.

Location: New Beginnings Board Room – Neodesha

Board Member Attendance: Jim Hogan, Larry Moore, Teresa Kirkpatrick, Rochelle Chronister, Janet Rash, Delbert Lampson, Joanie Cain, Kylee Beck, and Annie Blankinship

Board Members Absent: Rachel Clasen

Staff Member Attendance: Joe O'Rourke, Martha Heffron, Tara Cunningham, and Kirbie Hutchinson.

Staff Member Absent: None

I. Routine

A. Call to Order – The meeting was called to order by Chairman Hogan at 5:05 PM.

B. Notice of Quorum – A Quorum did exist.

C. Approval of Minutes – The minutes of 9/22/2014 were reviewed and approved (Teresa Kirkpatrick, Rochelle Chronister). Motion carried unanimously.

D. Changes to the agenda

Add:

V. C. Policy Revision – 6.0

D. Policy Revision – 30.0

II. Business and Finance

Rochelle Chronister read the September financials.

***Action Item:** Larry Moore made a motion to accept the September financials as presented. The motion received a second from Joanie Cain. The Board approved unanimously.*

III. Operations Report

A. Operations Reports for September

The October CDDO monthly report was presented by Tara Cunningham. Ninety-One individuals currently being served in the CDDO area. Contract negotiations continue with KDADS. One provider requested affiliation with CDDO for host homes. Martha Heffron presented September monthly report. Summarized activities at all 3 sites. Discussed new Critter Corn fundraiser. Joe O'Rourke, Director of Case Management, discussed September totals. September income was \$8,490.72; net increase of \$173.00 when compared to August total income. Summarized Human Resources September monthly report submitted by Donna Schoonover, Director of Human Resources. September 2014 totals: 0 new hires (3 FT and 2 Temp/PT), 0 resignations, 0 terminations (fired or quit

w/o notice), 0 promotions and 0 status changes. Docu-Shred Program collected 6,213.00 lbs. in September (5,371.00 lbs billable; 842.00 lbs non-billable. Three paper bales; 4 cardboard currently in storage.

IV. Old Business

A. Update on Unpaid Transportation Fee – Kirbie Hutchinson **Discussion**

Kirbie Hutchinson reported payment plan of \$25.00 on past due amount with continued payment of \$50.00 monthly. Will continue to monitor and report back to Board with any payment irregularities.

B. Julie Hite Letter – Joe O'Rourke **Discussion**

Provided Board copies of email Julie Hite sent on 10/27 with additional comments to President/CEO responses to Julie's letter.

V. New Business

A. Gift Consideration – Kirbie Hutchinson **Action**

2014-15 Budget included an employee gift that is contingent upon current financial viability.

***Action Item:** Larry Moore made a motion to approve employee gift. The motion received a second from Janet Rash. The Board approved unanimously.*

B. Board Terms – Joe O'Rourke **Discussion**

Larry Moore and Rachel Clasen's terms ends 11/30/14. Larry Moore expressed interest in continuing. Will contact Rachel Clasen and inquire as to her interest. Will contact Greenwood County Commissioners for approval.

C. Policy Revision– 6.0 - Joe O'Rourke **Action**

Revision of policy to allow an employee that has had a positive pre-employment drug screen to reapply to be considered for employment after 6 months.

***Action Item:** Janet Rash made a motion to accept consideration of employment after 6 months of a positive pre-employment drug screen. The motion received a second from Larry Moore. The Board approved unanimously.*

D. Policy Revision– 30.0 - Joe O'Rourke

Discussion

Revision of policy to allow part-time employees to accumulate sick leave at the rate of 3.5 days a year.

Action Item: Teresa Kirkpatrick made a motion to accept accumulation of sick leave at the rate of 3.5 days a year for part-time employees. The motion received a second from Annie Blankinship. The Board approved unanimously.

VI. Adjournment

The Board adjourned at 6:00 pm. Larry Moore made a motion to adjourn and was seconded by Janet Rash.

Respectfully Submitted by: Rochelle Chronister

Rochelle Chronister, Secretary/Treasurer

