

Burrillville Extended Care (BEC)

Board of Directors

Minutes

December 6, 2010

Called to Order and Attendance/Review Agenda:

Meeting called to order-by Dr. David Van Dyke at 6:35 p.m.

Members Present-Dr. David Van Dyke, Juliette Lopez-Recinos, and Newt Stevens

Members Absent-None

Members Excused-Richelle Wheeler and Christine Hammond

Others Present: BEC Program Director Lisa Nault; BEC Program Director Kelly Cournoyer; Parks & Recreation Director, Cheri Hall; School Committee Liaison Mary Karmozyn; Town Council Liaison Kevin Heitke, Esq.; and Michael Karmozyn, guest.

Minutes of the June 7, 2010 regular meetings to be accepted:

Motion to accept by Juliette Lopez-Recinos. Second by Newt Stevens. Motion carried 3-0.

Minutes of the September 7, 2010 regular meetings to be accepted:

Motion to accept by Juliette Lopez-Recinos. Second by Newt Stevens. Motion carried 3-0.

Welcome:

Dr. David Van Dyke welcomed all board members.

Correspondence:

The Director reported notification from the Town Manager's Office of the upcoming Rhode Island League of Cities and Towns convention with an invitation extended to the Burrillville Extended Care Board of Directors.

Good and Welfare:

The Director reported that last month Kelly Cournoyer, Lisa Nault, four BEC employees and herself attended the "Crowd Management Training" at the Burrillville High School. This would affect Burrillville Extended Care Facility, Spring Lake Beach Facility and facility usage. Those in attendance received their Crowd Management certifications.

Old Business:

1. Program Updates-

BEC Program Director Lisa Nault reported that BEC will be open the week of Christmas vacation from December 27th including two field trips to the movies and Disney on Ice. The other three days the children will stay onsite for activities. The numbers have been consistent. The increases in tuition will assist with the upcoming budget.

2. Financials-

The Director reported the Auditor was contacted regarding the charges duplicated for property and liability insurance for 2010 that

need to be corrected. The other adjustment to be made is to reverse the amount of \$9,178 for depreciation listed as an expense on the profit & loss. It is thought that depreciation should only be listed on the trial balance sheet. A few items were transferred out of Burrillville Extended Care funds by the Finance Department that was unanticipated. The Director will meet with the Finance Director to allow inclusion of such expenses for the upcoming Budget process. The new table expense will be verified as an expense from the investment account and not the operating funds. The program will just meet its annual expenses due to increased payroll expenses, insurance increases and a small unemployment expense.

The financials from July 1, 2010 to current were shared with the board. Dr. Van Dyke stated that the budget looks to be on target. Newt Stevens questioned what items appear under "Uncategorized Expenses". The Director stated this "Uncategorized Expense" was for the unexpected expense for property and liability insurance and the purchase of the new department vehicle, which should have been an investment account expense and not an operating budget expense. The Director will meet with the Town Manager in regards to the third of the salaries for the Parks and Recreation Director and Administrative Aide being paid by Burrillville Extended Care.

Currently, capital improvements are being compiled with operating budget requests to be compiled in the near future.

3. Parent and Employee Handbook Changes-

The Director stated the addition of the wording referring to the state statute regarding the drug and alcohol policy where it may be requested to have testing done. Kevin Heitke stated this is general information touching on the policy.

Dr. Van Dyke questioned the policy stating “A complaint will be dismissed if it is unfounded”. Lisa Nault explained that there is an investigation for each complaint to determine if the complaint is founded or unfounded. If unfounded, then the complaint will be dismissed.

Motion to add the changes to the Rules of Conduct section in the Employee Handbook regarding the Drug and Alcohol Policy to include the State Statute information made by Juliette Lopez-Recinos. Second by Newt Stevens. Motion carried 3-0.

4. Holiday programming-

The Director thanked the BEC staff for their assistance with the Santa on the Town Common festivities. Jason Rhodes read to the children before Santa arrived, Lit’l General supplied the Holiday cookies, Scouts gave out hot chocolate, and Juliette Lopez-Recinos brought Santa his chair for the 80 children who visited Santa.

The Santa Calling program will take place December 9th through 13th with Santa calls being made to the 85 children. Board member Newt

Stevens plays one of Santa's Helpers.

The Holiday Gathering will take place on Monday, December 13th at 7:15 p.m. including the Burrillville Extended Board of Directors.

New Business:

1. 2011/2012 Budget-

“Discussed under Financials above”

The information for the proposed budget requests will be forwarded to the Board members for review. Newt Stevens questioned if BEC has any upcoming projects where grant funds should be sought. The Director stated that grant funds are scarce at this time and funding for the Recreation Center possible expansion and Spring Lake Beach brown building renovations are being focused on at this time.

Meeting adjourned: Motion to adjourn at 7:10 p.m. by Juliette Lopez-Recinos. Seconded by Newt Stevens. Motion carried 3-0.

Next Meeting: Monday, March 7, 2011, 6:30 p.m., Burrillville Parks & Recreation Offices; 92 North Main Street, Pascoag, R.I.

Recorded by

Carol L. Conway, Administrative Aide

Burrillville Parks & Recreation Department