

STATE OF WEST VIRGINIA, COUNTY OF UPSHUR, CITY OF BUCKHANNON, TO WIT:

A regular meeting of the Stockert Youth & Community Center Board was held on Monday, September 14, 2020 at 4:30 p.m., in SYCC Conference Room with the following in attendance:

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Assistant Recorder/Finance Director	Amberle Jenkins	Present
Board Member	Pam Bucklew	Present
Board Member	Sam Nolte	Absent
Board Member	Troy "Buddy" Brady	Present
Board Member	Tammy Samples	Present
Board Member	Melissa Franke	Absent
Board Member	Don Nestor	Present
Board Member	Robert Rupp	Present
Board Member	Nancy C. Shobe	Present
Board Member	Pamela Martin	Present
SYCC Executive Director	Debora Brockleman	Present
City Attorney	Tom O'Neill	Absent
Grants & Information Coordinator	Callie Cronin-Sams	Absent
MyBuckhannon	Monica Zalaznik	Present

Guests: None

**City of Buckhannon Stockert Youth & Community Center
Board of Directors Meeting - 4:30 pm in in SYCC Conference Room
Meeting Agenda for September 14, 2020**

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- A. Call to Order**
 - A.1 Moment of Silence**
 - A.2 Pledge to the Flag of the United States of America**
 - B. Recognized Guests**
 - B.1.**
 - C. Financial Report**
 - D. Department Report- Debora Brockleman**
 - D.1 Staff Report: Upcoming Events and Current Programs**
 - D.2 Winter Programs**
 - E. Correspondence & Information**
 - E.1 Cancellation of 2020 Children's Fest, Truck Fest & Fall Fest**
 - E.2 Notice-SYCC Accepting Applications for Part Time Program Assistants for After School Program**
 - F. Consent Agenda**
 - F.1 Approval of Minutes: 07/06/2020**
 - G. Strategic Issues for discussion and vote**
 - G.1 Discussion Update- Multi-Purpose Building/Gym**
 - G.2 Hiring of Full Time Staff Person - previously approved**
 - G.3 Hiring of a Bus Driver to Replace Current Driver (Red Bus)**
 - H. Board Members Comments and Announcements**
 - I. Mayor's Comments and Announcements**
 - J. Adjournment**

Posted 09/10/2020

- A. Call to Order** - The meeting was called to order by the City Recorder.
 - A.1** The City Recorder ask for all to join him in a Moment of Silence
 - A.2** The Pledge to the Flag of the United States of America was led by Mayor Skinner.

- B. Recognized Guests:**
 - B.1 None**

- C. Financial Report** - Amberle Jenkins presented the following report:

02/03/2020 Collett,	699348	\$	1,000.00		
02/21/2020 David McCauley	703367	\$	100.00		
03/03/2020 Citizens Bank donation	705430	\$	243.00		
03/11/2020 Donations to SYCC Community Bank Cap	707434	\$	100.00		
04/08/2020 Campaign	712801	\$	200.00		
04/09/2020 David McCauley	713150	\$	100.00		
05/04/2020 David McCauley	717311	\$	100.00		
05/06/2020 Citizens Bank	718324	\$	100,000.00		
06/02/2020 David McCauley	723999	\$	100.00	\$ 104,043.00	put in SYCC Savings 6-3-20 (0603201461)
book interest 3-31-20		\$	25.22	\$ 25.22	
06/30/2020 book int 6-30-2020		\$	30.07	\$ 30.07	
Law, Roy donation					
08/31/2020 memorial	742288	\$	175.00	\$ 175.00	
09/02/2020 Donations to SYCC Law, Roy donation	742983	\$	25.00	\$ 25.00	
09/10/2020 memorial	744856	\$	300.00	\$ 300.00	
		\$	274,057.01	\$ 274,099.92	
capital campaign	\$ 426,242.89				
Contributions					
from Utility Bills			needs updated		
				\$12,000.00	D Thomas Pledge not received yet
Total receive	\$ 426,242.89				
with pledges	\$ 438,242.89			\$12,000.00	

9-14-2020 08:10 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2020

001-GENERAL FUND

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CAPITAL OUTLAY						
001-907-458-00 CAPITAL CAMPAIGN (BOE & U	0	0.00	0.00	0.00	0.00	0.00
001-907-458-01 SYC CHILDRENS FESTIVAL	1,250	0.00	0.00	0.00	1,250.00	0.00
001-907-458-02 SYCC BUILDING	38,400	0.00	0.00	0.00	38,400.00	0.00
001-907-459-00 CAPITAL OUTLAY	20,000	0.00	3,900.00	0.00	16,100.00	19.50
001-907-477-00 SYC TEEN DANCES	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	58,650	0.00	3,900.00	0.00	55,750.00	6.54
CONTRIBUTIONS						
001-907-576-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL STOCKERT YOUTH CENTER	406,619	4,711.54	49,015.68	537.04	357,066.28	12.19

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2020

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001-GENERAL FUND

% OF YEAR COMPLETED: 25.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CHARGES FOR SERVICES						
001-362-000-00 SYC CONTRIB. UCC AND BOE	45,000	0.00	0.00	0.00	45,000.00	0.00
001-362-000-01 SYC UTILITY REVENUE	2,500	22.00	439.00	0.00	2,061.00	17.56
001-362-000-02 SYC CAMP BUCANNEER FEES	18,200	160.00	5,175.00	0.00	13,025.00	28.43
001-362-000-03 SYC DRILL TEAM FEES	5,000	0.00	52.84	0.00	4,947.16	1.06
001-362-000-04 SYC BASKETBALL FEES	20,000	0.00	934.00	0.00	19,166.00	4.17
001-362-000-05 SYC ROOM RENTAL FEES	6,000	0.00	300.00	0.00	5,700.00	5.00
001-362-000-06 SYC ART/DRAMA FEES	0	0.00	0.00	0.00	0.00	0.00
001-362-000-07 SYC AFTER SCHOOL FEES	30,000	0.00	27,352.25	0.00	2,647.75	91.17
001-362-000-08 SYC DRINK/SNACK MACHINE	0	0.00	0.00	0.00	0.00	0.00
001-362-000-09 SYC DONATIONS	2,000	325.00	500.00	0.00	1,500.00	25.00
001-362-000-10 SYC KARATE FEES	1,000	110.00	430.00	0.00	570.00	43.00
001-362-000-11 RED RIBBON WEEK	0	0.00	0.00	0.00	0.00	0.00
001-362-000-12 SYC GIRLS GO GOLFING	0	0.00	0.00	0.00	0.00	0.00
001-362-000-13 UCARE/SYC	0	0.00	0.00	0.00	0.00	0.00
001-362-000-14 SYC BINGO FUND RAISER	0	0.00	0.00	0.00	0.00	0.00
001-362-000-15 SYC CHILDRENS FESTIVAL DO	500	0.00	0.00	0.00	500.00	0.00
001-362-000-16 SYC TEEN DANCES	0	0.00	0.00	0.00	0.00	0.00
001-362-000-17 ZUMBA REVENUE	2,000	69.00	295.00	0.00	1,705.00	14.75
001-362-000-18 YOGA FITNESS CLASS REVENUE	0	0.00	15.00	0.00	15.00	0.00
001-362-000-19 GUITAR LESSONS REVENUE	0	0.00	0.00	0.00	0.00	0.00
001-362-000-20 SYC MISC ACTV REVENUE 1TI	100	0.00	0.00	0.00	100.00	0.00
001-362-000-99 SYC BEQUEST	0	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES FOR SERVICES	132,300	677.00	35,993.09	0.00	96,306.91	26.75

001-GENERAL FUND

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
STOCKERT YOUTH CENTER						
SALARIES & BENEFITS						
001-907-101-00 STOCKERT YOUTH CENTER SAL	158,340	4,156.11	21,749.71	0.00	136,590.29	13.74
001-907-103-00 CAMP BUCANNEER SALARIES	24,000	220.57	5,652.15	0.00	18,347.85	23.55
001-907-103-01 SYC BUS DRIVERS	1,000	0.00	0.00	0.00	1,000.00	0.00
001-907-104-00 FICA TAX	14,070	334.86	2,896.31	0.00	11,873.69	14.90
001-907-105-00 GROUP INSURANCE	40,000	0.00	6,156.84	0.00	33,843.16	15.39
001-907-106-00 GROUP RETIREMENT	9,984	0.00	1,054.77	0.00	8,929.23	10.56
001-907-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	247,394	4,711.54	36,709.78	0.00	210,684.22	14.84
CONTRACTUAL SERVICES						
001-907-211-00 TELEPHONES	3,300	0.00	604.61	0.00	2,695.39	18.32
001-907-213-00 UTILITIES	17,000	0.00	2,910.77	0.00	14,089.23	17.12
001-907-214-00 TRAVEL EXPENSE	500	0.00	0.00	0.00	500.00	0.00
001-907-216-00 MAINTENANCE	7,000	0.00	281.68	0.00	6,718.32	4.02
001-907-218-00 POSTAGE	250	0.00	0.00	0.00	250.00	0.00
001-907-221-00 TRAINING	275	0.00	0.00	0.00	275.00	0.00
001-907-226-00 INSURANCE & BONDS	13,000	0.00	2,137.38	0.00	10,862.62	16.44
001-907-230-00 SYC CONTRACTURAL BUS SER	0	0.00	0.00	0.00	0.00	0.00
001-907-236-01 WGRK STUDY/AMERICORP	3,000	0.00	0.00	0.00	3,000.00	0.00
TOTAL CONTRACTUAL SERVICES	44,325	0.00	5,934.44	0.00	38,390.56	13.39
COMMODITIES						
001-907-341-00 MATERIALS & SUPPLIES EXPE	6,000	0.00	497.91	40.84	5,461.25	6.98
001-907-341-01 OPERATING EXPENSES	2,500	0.00	376.12	167.20	1,956.68	21.73
001-907-343-00 SYC AUTO SUPPLIES	2,500	0.00	136.94	0.00	2,363.06	5.48
001-907-354-00 DRILL TEAM	5,000	0.00	0.00	0.00	5,000.00	0.00
001-907-355-00 DANCE TEAM	0	0.00	0.00	0.00	0.00	0.00
001-907-356-00 YOUTH BASKETBALL	18,000	0.00	0.00	0.00	18,000.00	0.00
001-907-357-00 TUTORING	250	0.00	0.00	0.00	250.00	0.00
001-907-358-00 MISC. DANCE/PARTIES	500	0.00	0.00	0.00	500.00	0.00
001-907-359-00 ART/DRAMA PROGRAM	1,000	0.00	0.00	0.00	1,000.00	0.00
001-907-360-00 CAMP BUCANNEER SUPPLIES	4,500	0.00	860.49	25.00	3,614.51	19.68
001-907-361-00 AFTER SCHOOL SUPPLIES	5,000	0.00	0.00	0.00	5,000.00	0.00
001-907-362-00 DRINK/ENACK MACHINE	0	0.00	0.00	0.00	0.00	0.00
001-907-363-00 KARATE CLASS INSTRUCTION	1,500	0.00	348.00	144.00	1,008.00	32.80
001-907-364-00 SKATEPARK	0	0.00	0.00	0.00	0.00	0.00
001-907-365-00 RED RIBBON WEEK EXPENSE	0	0.00	0.00	0.00	0.00	0.00
001-907-366-00 FUND RAISER	5,000	0.00	0.00	0.00	5,000.00	0.00
001-907-367-00 GIRLS GO GOLFING	0	0.00	0.00	0.00	0.00	0.00
001-907-368-00 UCARE/SYC	0	0.00	0.00	0.00	0.00	0.00
001-907-368-01 ZUMBA	1,500	0.00	252.00	160.00	1,088.00	27.47
001-907-368-02 YOGA FITNESS CLASS	0	0.00	0.00	0.00	0.00	0.00
001-907-368-03 GUITAR LESSONS	0	0.00	0.00	0.00	0.00	0.00
001-907-368-04 MISC ACTIVITIES-ONE TIME	2,000	0.00	0.00	0.00	2,000.00	0.00
001-907-368-05 GRANT EXP SYCC	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	55,250	0.00	2,471.46	537.04	52,241.50	5.45

Director Brockleman reported that while the Center was closed for a period of time following the COVID-19 outbreak, we have since been designated a Critical Care Center for Children of Essential Employees. Therefore, Mountain Heart continues to pay us whether we have attendees or not. This shows up as a line item in the financial report.

Discussion took place regarding the benefits to the community by having the above designation and how we may be able to offer even more services moving forward. The Director and the Board also discussed several opportunities for virtual learning from the Center and additional programs and individuals who may be available to assist, including some WVWC students (remotely).

Motion to approve the Financial Report was made by Shobe/Nestor. Motion carried.

D. Department Report- Debora Brockleman

D.1 Staff Report: Upcoming Events and Current Programs – Director Brockleman gave a report on all activities and programs as outlined below. Discussion with the Board took place throughout the report.

**Stockert Youth & Community Center
September 14, 2020
Staff Report-Debora Brockleman**

After School Program

- *Began Sept 8*
- *Due to the blended learning situation we are going to Hodgesville Elementary and Washington Dist. Schools. Which is good as we have figured our schedules out to how we can make our program available to all schools. We are also having a Study Hall earlier in the day to help with the virtual*

learning for families that are needing a safe place for the kids during this time which allows parents to go to work.

- Our schedule during this time is: Mon, Tues, Thurs, Friday 10-1 and 2-6:00 and on Wed 8-5
Our sign up is online only at stockertyouth.recdesk.com

Winter Programs

- Our Basketball program for this winter is an unknown at this time. With the current status of indoor sports and attendance stipulations we do not know if we will have a place to have games and also the time constrains as we usually have three games going on at a time at the high school which has a traffic flow of parents of around 275 per hour for 6-8 hours. The situation this year would not allow us to have those numbers in attendance. We want to have our basketball leagues this season but not sure how it will work under current conditions.

USDA after school snack reimbursement

- The grant renewal has been submitted last week. This is a yearly renewal process and requires an attendance to the Child and Adult Food Program annual training. This year is was virtual with testing at the end of the course before we could apply for the grant application.

Inspections

- Health
- Fire Marshall
- Fire Dept

All issues have been fixed or resolved. The Fire door to the outside of the building is being replaced in the next few weeks.

Bus Driver

- We are in search of a bus driver for the red bus. The driver must have CDL with passenger endorsement. Our current driver whose is also a city employee no longer wishes to drive but will until we find someone else.

SYCC Full Time Staff position

- This position was previously approved. When can we advertise for this position?

An additional item the Director brought forth was the numerous requests she is receiving from the public wanting to hold Birthday Parties. The Mayor explained the procedures implemented by the Consolidated Public Works Board for Event Requests in the City Parks and explained the new Event Request Form that has been implemented. It was determined to take this item up as an Agenda Item for the October Board meeting. Don Nestor will also provide additional materials that he feels will be helpful (event rules and a waiver).

Discussion of the need to hire a full-time employee as well as a bus driver took place.

Motion to bring to the table and approve G.2 Hiring of Full Time Staff Person and G.3 Hiring of a Bus Driver to Replace Current Driver (Red Bus) was made by Shobe/Bucklew. Motion carried.

E. Correspondence & Information – The Mayor reviewed the following with the Board:

E.1 Cancellation of 2020 Children's Fest, Truck Fest & Fall Fest

BUCKHANNON, WV: Due to the COVID-19 pandemic and the statewide restriction on fairs and festivals, the 2020 Truck Fest, Stockert Youth & Community Center Children's Festival, and Buckhannon Fall Fest have all been canceled for 2020. We look forward to the time when we can safely host these events once again. See you in September 2021!

Link to the Executive Order closing all WV Fairs and Festivals with more than 25 people:

<https://governor.wv.gov/Documents/2020%20Executive%20Orders/EO-51-20-July-14-2020-Fairs-Festivals-Concerts-Closed.pdf>

E.2 Notice-SYCC Accepting Applications for Part Time Program Assistants for After School Program

The City of Buckhannon – Stockert Youth and Community Center is accepting applications for part time program assistants for the After School Program.

General Job duties will consist of assisting with various children activities. Candidates must enjoy working with children and be able to work flexible hours and some physical activity.

A detailed job description will be available to candidates that are interviewed.

Before employment, candidates must undergo fingerprinting for a background check and a drug test.

Applications may be obtained at City Hall, 70 E Main St, Buckhannon WV, Mon-Fri 8:30 am to 4:30 pm, or call 304-472-1651 for information. The deadline for applications August 31, 2020 at 4:30 pm.

The City of Buckhannon is an EEOC employer committed to the principle of equal opportunity for all qualified persons, and employees without regard to any individual's creed, race, color, ethnicity, national origin, religion, gender, age, handicap, familial status, or sexual orientation.

Run Class II Legal Adv. Record Delta Newspaper: August 20, 2020 & August 27, 2020

F. Consent Agenda

F.1 Approval of Minutes: 07/06/2020

Motion to approve minutes made by Samples/Martin. Motion carried.

G. Strategic Issues for discussion and vote

G.1 Discussion Update- Multi-Purpose Building/Gym – The Mayor provided an update, and led a discussion, on the Multi-Purpose Building/Gym.

G.2 Hiring of Full Time Staff Person – previously approved.

G.3 Hiring of a Bus Driver to Replace Current Driver (Red Bus) – previously approved.

H. Board Members Comments and Announcements –

Bucklew – Nothing further.

Brady – Nothing further.

Samples – Nothing further.

Nestor – Nothing further.

Rupp – Nothing further.

Shobe – Nothing further.

Martin – Nothing further.

Sanders – Nothing further.

I. Mayor's Comments and Announcements

Mayor – Reminded us that our next meeting will be Monday, October 5, 2020.

J. Adjournment

Motion to adjourn at 5:42 pm made by Shobe/Martin. Motion carried.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
