

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, October 5, 2020 at 4:30 p.m., in City Hall Council Chambers with the following in attendance:

Mayor	Robbie Skinner	Present – by phone
City Recorder	Randy Sanders	Present
Assistant Recorder/Finance Director	Amberle Jenkins	Present – by phone
Board Member	Pam Bucklew	Absent
Board Member	Sam Nolte	Present – by phone
Board Member	Troy “Buddy” Brady	Absent
Board Member	Tammy Samples	Present – by phone
Board Member	Melissa Franke	Present – by phone
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	Present – by phone
MyBuckhannon	Monica Zalaznik	Present

Guests: None

**City of Buckhannon Stockert Youth & Community Center
Board of Directors Meeting - 4:30 pm in City Hall Council Chambers
Meeting Agenda for October 5, 2020**

- 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**
 - E. **Correspondence & Information**
 - E.1
 - F. **Consent Agenda**
 - F.1 **Approval of Minutes: 09/14/2020**
 - G. **Strategic Issues for discussion and vote**
 - G.1 **Update Multi-Purpose Building/Gym**
 - G.2 **Event Bookings at SYCC**
 - G.3 **COVID-19 Guidelines on SYCC Operations**
 - H. **Board Members Comments and Announcements**
 - I. **Mayor’s Comments and Announcements**
 - J. **Adjournment**
- Posted 10/01/2020

A. Call to Order - The meeting was called to order by Mayor Skinner.

A.1 The Mayor 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 City Recorder Sanders.

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	703867	\$	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			
06/30/2020	book int 6-30-2020		\$	30.07			

	Law, Roy donation						
08/31/2020	memorial	742288	\$	175.00			
09/02/2020	Donations to SYCC Law, Roy donation	742983	\$	75.00			
09/10/2020	memorial	744856	\$	300.00			
	Law, Roy donation						
09/23/2020	memorial	747516	\$	225.00	\$	780.20	put in SYCC Savings 10-5-20
			\$	774,387.01			

capital campaign \$ 426,467.89

Contributions

from Utility Bills

needs
votated

D Thomas Pledges not
received yet
\$12,000.00

Total receive	\$	426,467.89		
with pledges	\$	438,467.89		\$12,000.00

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

001-GENERAL FUND

% OF YEAR COMPLETED: 29.00

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	208.50	625.50	0.00	1,874.50	25.02
001-362-000-02 SYC CAMP SUGGESTION FEES	18,300	235.00	5,250.00	0.00	17,050.00	28.65
001-362-000-03 SYC DRILL TEAM FEES	0.00	1,000.00	1,022.84	0.00	3,947.16	21.06
001-362-000-04 SYC BASKETBALL FEES	20,000	470.00	1,304.00	0.00	18,696.00	6.52
001-362-000-05 SYC ROOM RENTAL FEES	5,000	0.00	400.00	0.00	4,600.00	8.00
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	0,696.25	17,000.50	0.00	12,999.50	123.30
001-362-000-08 SYC DRINK/SNACK MACHINE	0	0.00	0.00	0.00	0.00	0.00
001-362-000-09 SYC DYNAMICS	2,000	550.00	720.00	0.00	1,270.00	36.25
001-362-000-10 SYC KARATE FEES	1,000	180.00	500.00	0.00	500.00	50.00
001-362-000-11 RED RIBBON WALK	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 SCARF/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 CHILDRESS 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	90.00	325.00	0.00	1,675.00	16.25
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	15.00	0.00
001-362-000-20 SYC MISC ACTV REVENUE 1T	100	0.00	0.00	0.00	100.00	0.00
001-362-000-99 SYC HROCKET	0	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES FOR SERVICES	132,300	32,388.75	47,195.84	0.00	85,104.16	35.61

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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
STURCHERT YOUTH CENTER						
SALARIES & BENEFITS						
001-907-101-00 STURCHERT YOUTH CENTER SAL	152,540	9,398.73	25,990.33	0.00	132,549.67	16.41
001-907-103-00 CAMP MANAGER SALARIES	24,000	358.76	5,750.26	0.00	18,249.74	24.13
001-907-103-01 SYC BUS DRIVERS	1,000	0.00	0.00	0.00	1,000.00	0.00
001-907-104-00 PITA FEES	14,000	669.72	2,411.17	0.00	11,588.83	17.28
001-907-105-00 GROUP INSURANCE	40,000	1,554.54	7,711.28	0.00	32,288.72	19.28
001-907-106-00 GROUP RETIREMENT	3,284	234.32	1,559.69	0.00	1,724.31	47.50
001-907-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	247,824	11,514.61	43,512.65	0.00	203,311.35	17.54
CONTRACTUAL SERVICES						
001-907-211-00 TELEPHONES	3,300	482.32	1,096.93	0.00	2,203.07	33.24
001-907-213-00 UTILITIES	17,000	1,067.54	3,074.31	0.00	13,925.69	18.00
001-907-214-00 TRAVEL EXPENSE	500	0.00	0.00	0.00	500.00	0.00
001-907-216-00 MAINTENANCE	7,600	100.17	351.88	0.00	7,248.12	4.62
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	764.83	2,900.23	0.00	10,099.77	22.30
001-907-230-00 SYC CONTRACTUAL BUS SER	0	0.00	0.00	0.00	0.00	0.00
001-907-230-01 WORK STEDY/AMERICORP	3,000	0.00	0.00	0.00	3,000.00	0.00
TOTAL CONTRACTUAL SERVICES	44,325	2,424.88	6,359.32	0.00	37,965.68	14.30
COMMODITIES						
001-907-341-00 MATERIALS & SUPPLIES EXPE	6,000	290.22	888.13	0.00	5,111.87	14.80
001-907-341-01 OPERATING EXPENSES	3,500	187.29	543.32	0.00	2,956.68	21.73
001-907-343-00 SYC AUTO SUPPLIES	2,500	0.00	146.94	0.00	2,353.06	9.48
001-907-344-00 DRILL TEAM	0,000	0.00	0.00	0.00	0,000.00	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 TUTORS	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 SUGGESTION SUPPLIES	4,500	25.00	697.49	0.00	3,802.51	8.46
001-907-361-00 AFTER SCHOOL SUPPLIES	5,000	238.48	738.48	0.00	4,261.52	14.77
001-907-362-00 DRINK/SNACK MACHINE	0	0.00	0.00	0.00	0.00	0.00
001-907-363-00 KARATE CLASS INSTRUCTION	1,500	147.00	492.00	0.00	1,008.00	66.80
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 BOYS RAISER	0,000	0.00	0.00	0.00	0,000.00	0.00
001-907-367-00 GIRLS GO GOLFING	0	0.00	0.00	0.00	0.00	0.00
001-907-368-00 SCARF/SYC	0	0.00	0.00	0.00	0.00	0.00
001-907-368-01 ZUMBA	1,500	100.00	412.00	0.00	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	0,000	0.00	0.00	0.00	0,000.00	0.00
001-907-368-05 GRANT EXP SYCC	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	59,250	1,324.90	3,359.36	0.00	55,890.64	5.61

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						
001-907-450-00 CAPITAL CAMPAIGN (BOE & U	0	0.00	0.00	0.00	0.00	0.00
001-907-450-01 SYC CHILDRENS FESTIVAL	1,250	0.00	0.00	0.00	1,250.00	0.00
001-907-450-02 SYCC BUILDING	30,400	0.00	0.00	0.00	30,400.00	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	50,650	0.00	3,900.00	0.00	55,750.00	6.54
CONTRIBUTIONS						
001-907-570-00 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	15,064.39	59,368.53	0.00	347,250.47	14.60

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

**Stockert Youth & Community Center
 October 5, 2020
 Staff Report-Debora Brockleman**

After School Program

- *With the changing of the color code map we have changed our attendance availability to closed registrations. Those who are currently attending study hall and after school programs can still attend SYCC programs. Our hours have changed with the Orange/Red map status and hours are 8:00am-5:00pm, Monday-Friday. We have a schedule in place which will focus on schoolwork and all students must bring their Lunch, water bottle, school issued devise, charging cord, ear buds, and workbooks. We have staff assistants who help the students with their virtual learning. Parents who are wanting their children to attend SYCC during the Orange/Red status are encouraged to have the child registered prior to the county school system going into the remote learning. We are requiring the pre-registration to allow us to plan for staffing and communication with parents prior to the student attending SYCC during this time. We currently have 48 students attending. All staff and children must wear mask, wash, or sanitize hands and practice social distancing. We are also doing extra cleaning between breaks.*

We will have a schedule of learning and play.

- 8:00-9:00 Arrival and free time.
- 9:00- 10:15- School work 10:15-10:30- Brain break
- 10:30-Noon- More School work
- NOON-1:00- LUNCH & FREE TIME
- 1:00-2:00- School work
- 3:00-3:30- Snack
- 3:30-4:15- School work
- 4:15 - Pick Up FREE TIME

Internet Upgrade

- *Currently we are having our internet upgraded to allow more bandwidth. With the addition of our Study Hall program to help with the virtual learning we have found we need more bandwidth to allow our students to be online at the same time. The internet upgrade has been made possible through excess funds from the Community Volunteer program.*

Winter Programs

- *Our Basketball program for this winter is an unknown but with things the way they are at this time it is looking like we will not be having our program this season.*

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.*

USDA after school snack reimbursement

- The grant renewal has been approved

Bus Driver

- We are still in search of a bus driver for the red bus. The driver must have CDL with passenger endorsement.

SYCC Full Time Staff position

- We need to advertise for this position

Other

- I will be giving a virtual tour of our building today for the Delta Kappa Gamma group at 6pm. They are interested to know about our programs and what we do at SYCC.

Discussions regarding the above report and program participation took place with the various Board Members and the Director.

E. Correspondence & Information

E.1 None

F. Consent Agenda

F.1 Approval of Minutes: 09/14/2020

Motion to approve minutes made by Nestor/Shobe. Motion carried.

G. Strategic Issues for discussion and vote

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

G.2 Event Bookings at SYCC – The Mayor recognized the Director who reported that we still could not allow birthday parties and confirm with the COVID-19 Guidelines. A discussion regarding the request forms and waivers took place. It was determined that Director Brockleman would provide a copy of the current SYCC request form to City Recorder Sanders and he would work on a specialized document for SYCC using the City of Buckhannon Request Form to present at the next Board meeting. The Board agreed that we had time before we will be able to allow gatherings for outside events at SYCC.

G.3 COVID-19 Guidelines on SYCC Operations – Debora Brockleman provided an overview of the COVID-19 Guidelines. As Board Member Rupp noted, we are staying “Stockert Safe”. Board Member Nestor ask how the CARES Act could help with SYCC, perhaps with a grant. Callie Cronin-Sams provided an overview of what the CARES Act would help and not help with. She did mention that the internet upgrade was being covered by Volunteer Center funds. CARES will cover cleaning supplies that are covered under COVID-19 protocols. One area that we have a need is with tech support for the students, including a tech help card or sheet that could be distributed. She will check on other possible areas the CARES act might cover for SYCC.

Other ideas discussed included using WWWC students that have moved back to Buckhannon and those who will be coming back in January. Holding a class to assist parents in understanding the necessary technology to assist their children.

H. Board Members Comments and Announcements – No further comment from the Board Members.

I. Mayor's Comments and Announcements

Mayor – The Mayor thanks us for all that the Board is doing! The next meeting will be Monday, November 2, 2020.

J. Adjournment

Motion to adjourn at 5:29 pm made by Shobe/Rupp. Motion carried.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
