

**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, August 2, 2021, at 4:30 p.m., in City Hall Council Chambers with the following in attendance (GTM – GoToMeeting):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Absent
Assistant Recorder/Finance Director	Amberle Jenkins	Present
Board Member	Pam Bucklew	Absent
Board Member	Sam Nolte	Present
Board Member	Troy “Buddy” Brady	Present
Board Member	Tammy Samples	Present
Board Member	Melissa Franke	Present - by GTM
Board Member	Don Nestor	Absent
Board Member	Robert Rupp	Absent
Board Member	Nancy C. Shobe	Absent
Board Member	Pamela Martin	Present
SYCC Executive Director	Debora Brockleman	Present
City Attorney	Tom O’Neill	Present - by GTM

*City of Buckhannon Stockert Youth & Community Center  
Board of Directors Meeting – 4:30 pm in City Hall Council Chambers  
Meeting Agenda for Monday, August 2, 2021*

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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
  - E. Correspondence & Information
    - E.1
  - F. Consent Agenda
    - F.1 Approval of Minutes: 06/07/2021
  - G. Strategic Issues for discussion and vote
    - G.1 Continued Discussion Multi-Purpose Building/Gym-Building Options/Cost/Envision
    - G.2 September 6, 2021 SYCC Meeting Date on Holiday- To Reschedule or Cancel
    - G.3 Position of Custodian/Bus Driver/Maintenance
    - G.4 Employee Pay Increase
    - G.5 Children’s Festival September 18, 2021 10am-2pm
  - H. Board Members Comments and Announcements
  - I. Mayor’s Comments and Announcements
  - J. Adjournment
- Posted 07/29/2021

**A. Call to Order** - The meeting was called to order by Mayor Skinner followed by a moment of silence and pledge to the flag.

**B. Recognized Guests:** None

**C. Financial Report:**

Amberle Jenkins presented and explained the following financial information:

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	
08/31/2020	Law, Roy donation memorial	742288	\$	175.00			
09/02/2020	Donations to SYCC	742983	\$	25.00			
09/10/2020	Law, Roy donation memorial	744856	\$	300.00	DayaWright\$50;alexRoss\$100,BillThurman\$100,Bhunter\$50		
09/23/2020	Law, Roy donation memorial	747516	\$	225.00	BurtonNancyHunter\$100,KellyCunningham\$50,GaryHess\$75	\$	put in SYCC Savings 10-5-20
09/30/2020	book int 9-30-20		\$	21.75		\$	21.75
10/07/2020	Law, Roy donation memorial	750505	\$	100.00	joyce harris-thacker		
10/14/2020	McCauley in honor Law, Roy	751807	\$	200.00	david mccauley		
11/16/2020	Kwanis Club Captcam	758877	\$	1,042.80			
12/30/2020	McCauley, David New Yr gift	767225	\$	200.00		\$	put in SYCC savings 1-7-21
12/30/2020	book int 12-30-20		\$	20.69		\$	20.69
02/16/2021	McCauley, David in honor Toots Bennett	777625	\$	200.00		\$	put in SYCC savings 5-26-21
03/31/2021	book interest 3/31/21		\$	20.40		\$	20.40
06/30/2021	book interest 6/30/21		\$	20.65		\$	20.65
			\$	276,108.30			
capital campaign \$ 428,387.16							
Contributions							
from Utility Bills needs updated							
D Thomas Pledge not received yet							
\$12,000.00							
Total receive	\$	428,387.16					
with pledges	\$	440,387.16				\$12,000.00	

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CITY OF BUCKHANNON

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: JULY 31ST, 2021

001-GENERAL FUND

% OF YEAR COMPLETED: 08.33

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	20,000.00	20,000.00	0.00	25,000.00	44.44
001-362-000-01 SYC UTILITY REVENUE	2,500	191.00	191.00	0.00	2,309.00	7.64
001-362-000-02 SYC CAMP BUCANNEER FEES	18,200	4,282.50	4,282.50	0.00	13,917.50	23.53
001-362-000-03 SYC DRILL TEAM FEES	5,000	0.00	0.00	0.00	5,000.00	0.00
001-362-000-04 SYC BASKETBALL FEES	20,000	0.00	0.00	0.00	20,000.00	0.00
001-362-000-05 SYC ROOM RENTAL FEES	6,000	30.00	30.00	0.00	5,970.00	0.50
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	124,900	17,365.00	17,365.00	0.00	107,535.00	13.90
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	0.00	0.00	0.00	2,000.00	0.00
001-362-000-10 SYC KARATE FEES	1,000	160.00	160.00	0.00	840.00	16.00
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	235.00	235.00	0.00	1,765.00	11.75
001-362-000-18 YOGA FITNESS CLASS REVENUE	0	0.00	0.00	0.00	0.00	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	227,200	42,263.50	42,263.50	0.00	184,936.50	18.60

001-GENERAL FUND

% OF YEAR COMPLETED: 08.33

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	14,977.20	14,977.20	0.00	143,362.80	9.46
001-907-103-00 CAMP BUCANNEER SALARIES	24,000	5,388.71	5,388.71	0.00	18,611.29	22.45
001-907-103-01 SYC BUS DRIVERS	1,000	120.00	120.00	0.00	880.00	12.00
001-907-104-00 FICA TAX	14,070	1,567.12	1,567.12	0.00	12,502.88	11.14
001-909-105-00 GROUP INSURANCE	20,000	5,217.50	5,217.50	0.00	14,782.50	26.09
001-907-106-00 GROUP RETIREMENT	9,984	791.93	791.93	0.00	9,192.07	7.93
001-907-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	227,394	28,062.46	28,062.46	0.00	199,331.54	12.34
CONTRACTUAL SERVICES						
001-907-211-00 TELEPHONES	3,600	468.87	468.87	0.00	3,131.13	13.02
001-907-213-00 UTILITIES	17,000	2,449.54	2,449.54	0.00	14,550.46	14.41
001-907-214-00 TRAVEL EXPENSE	500	0.00	0.00	0.00	500.00	0.00
001-907-216-00 MAINTENANCE	7,000	483.12	483.12	0.00	6,516.88	6.90
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	1,758.02	1,758.02	0.00	11,241.98	13.52
001-907-230-00 SYC CONTRACTURAL BUS SER	0	0.00	0.00	0.00	0.00	0.00
001-907-230-01 WORK STUDY/AMERICORP	3,000	0.00	0.00	0.00	3,000.00	0.00
TOTAL CONTRACTUAL SERVICES	44,625	5,159.55	5,159.55	0.00	39,465.45	11.56
COMMODITIES						
001-907-341-00 MATERIALS & SUPPLIES EXPE	6,000	875.36	875.36	0.00	5,124.64	14.59
001-907-341-01 OPERATING EXPENSES	2,500	195.21	195.21	0.00	2,304.79	7.81
001-907-343-00 SYC AUTO SUPPLIES	2,500	0.00	0.00	0.00	2,500.00	0.00
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	3,000	0.00	0.00	0.00	3,000.00	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	369.11	369.11	0.00	4,130.89	8.20
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/SNACK MACHINE	0	0.00	0.00	0.00	0.00	0.00
001-907-363-00 KARATE CLASS INSTRUCTION	1,500	276.00	276.00	0.00	1,224.00	18.40
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	0	0.00	0.00	0.00	0.00	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	228.00	228.00	0.00	1,272.00	15.20
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	35,250	1,943.68	1,943.68	0.00	33,306.32	5.51
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	164,000	3,900.00	3,900.00	0.00	160,100.00	2.38
001-907-477-00 SYC TEEN DANCES	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	203,650	3,900.00	3,900.00	0.00	199,750.00	1.92
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	510,919	39,065.69	39,065.69	0.00	471,853.31	7.65

SOFTWARE \$3900

Motion Samples/Brady to accept the financial report. Motion carried.

D. Department Report-Debora Brockleman:

D.1 Staff Report-Upcoming Events and Current Programs

Ms. Brockleman reported on the following items:

Aug 2, 2021  
Stockert Youth & Community Center  
Board of Directors Meeting  
Staff Report

Programs

Programs are going well. Karate, Little Ninjas, Kickboxing are continuing through the summer. After School will be back in full swing beginning on Aug 18. Drill Team will be having new sign ups this month as well.

Camp Buccaneer

Camp Buccaneer will be ending this Friday, Aug 6<sup>th</sup>. Campers enjoyed several field trips and swimming at the Upshur Co. Pool 3 days each week. This week the campers will go to Skate Land on Tuesday and Wavtec Pool on Thursday. On Friday we will have our camp beach day with outdoor games, Slip and Slides, obstacle course and a pizza party.

Collaboration with BOE

Don and I continue to meet with Board of Education members, School staff and community members to discuss and plan for ways to help students in whatever way we can. SYCC offers activities for all age groups. Beginning in the fall we hope to offer internships to students from FETC come to SYCC to help with technology in the after school program. We are also planning a computer class for adults and for technical assistance with computer questions and issues.

## **Children's Festival**

We are planning for Children's Festival in conjunction with Truck Fest. Children's Festival will be September 18 from 10am-2pm. This is a fun free day for children and their families. We will be putting a message out on the Buckhannon Volunteer Center site to recruit volunteers for the day. Also we would like SYCC Board members to participate if available.

## **Staff/Employee**

- July 30, 2021 was our custodian's last day. We are going to be hiring a full time person who will be our custodian/bus driver and maintenance person for the City of Buckhannon.
- I have an employee who has been with us for 6 years (part time) making minimum wage, I would like to request putting her up to at least \$9.00 per hours.

Respectfully Submitted,  
Debora Brockleman

Ms. Brockleman also informed the Board members that one child has tested positive for Covid. Contact tracing was conducted and activities can continue at this time.

**E. Correspondence and Information:** None

**F. Consent Agenda:**

**F.1 Approval of minutes 06-07-21:**

**Motion Nolte/Brady to approve the minutes of the meeting held June 7, 2021. Motion carried.**

**G. Strategic Issues for discussion and vote:**

**G.1 Continued discussion Multi-purpose Building/Gym Building Options/Cost/Envision:**

Mayor Skinner suggested that Susan Alois be invited to the next meeting to engage a conversation regarding coordination of youth services. Dr. Alois has been employed by Community Care to work on this. Don Nestor has been part of this endeavor. It would be good to hear from Dr. Alois.

**G.2 September 6, 2021 SYCC meeting date on Holiday- To reschedule or cancel:**

**Motion Samples/Nolte to change the date of the regular scheduled meeting from September 6, 2021 to September 7, 2021. Motion carried.**

**G.3 Position of Custodian/Bus Driver/Maintenance:**

Ms. Brockleman informed the Board that Harry Hornbeck retired as of last Friday (July 30<sup>th</sup>). Ms. Brockleman has interviewed one person to replace Mr. Hornbeck. Ms. Brockleman explained that the Director of Public Works-Jerry Arnold would like to hire someone that would be responsible for multiple functions within the city departments. Custodian for SYCC and a maintenance person to work at various city buildings and a driver for SYCC. This is information for the Board Members.

**G.4 Employee Pay Increase:**

Ms. Brockleman requested a pay increase for a part time employee that is currently making minimum wage. This employee has work for several years and has taken on additional responsibilities.

**Motion Brady/Martin to increase the hourly pay of Rhonda Suder from \$8.75 per hour to \$9.00 per hour. Motion carried.**

The Board Members asked Ms. Brockleman to evaluate all of the part time employee's wages.

**G.5 Children's Festival September 18, 2021 10 am-2 pm:**

Ms. Brockleman reported that the Truck Fest and Children's Fest will be held the same day. Strawberry Festival is also looking to do some activities the same day. SYCC activities will be held Saturday Sept 18<sup>th</sup>. No sales will take place until after noon that day.

**H. Board member comments and announcements:**

Pam Martin would like to begin fund raising again. Mayor Skinner suggested waiting until the Pythias Building is razed. This will show activity beginning on the facility.

Some other Board Members concurred that razing the building will spark interest again.  
There being no further business to be transacted, meeting adjourned at 5:00 pm.

**Mayor Robert N. Skinner III** \_\_\_\_\_

**Assistant Recorder Amberle Jenkins** \_\_\_\_\_