

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, May 3, 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	Present
Assistant Recorder/Finance Director	Amberle Jenkins	Present
Board Member	Pam Bucklew	Present
Board Member	Sam Nolte	Present
Board Member	Troy “Buddy” Brady	Present - by Phone
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
MyBuckhannon	Monica Zalaznik	Present
Record Delta	Macie Queen	Absent

Guests: None

**City of Buckhannon Stockert Youth & Community Center
Board of Directors Meeting - 4:30 pm in City Hall Council Chambers
Meeting Agenda for Monday, May 3, 2021**

- 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 Notice Accepting Applications for Administrative Office/Program Assistant
- F. Consent Agenda**
 - F.1 Approval of Minutes: 04/05/2021
- G. Strategic Issues for discussion and vote**
 - G.1 Continued Discussion Multi-Purpose Building/Gym-Building Options/Cost/Envision
 - G.2 Discussion Parent Representative for the SYCC Monthly Meetings
 - G.3 Continued Discussion Concerning an Additional Alliance between UCBOE & SYCC
- H. Board Members Comments and Announcements**
- I. Mayor’s Comments and Announcements**
- J. Adjournment**

Posted 04/29/2021

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

A.1 Moment of Silence - The Mayor asked for all to join him in a Moment of Silence.

A.2 Pledge to the Flag of the United States of America - The Pledge was led by Mayor Skinner.

B. Recognized Guests:

B.1 None

C. Financial Report – Amberle Jenkins presented the following financial report for May 2021:

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	\$ 725.00	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 McCauley, David New Yr	758877	\$	1,042.80		
12/30/2020 gift	767225	\$	200.00	\$ 1,542.80	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		
		\$	276,067.25		
capital campaign	\$	428,253.13			
Contributions					
from Utility Bills			needs updated		
				\$12,000.00	D Thomas Pledge not received yet
Total receive	\$	428,253.13			
with pledges	\$	440,253.13		\$12,000.00	

5-03-2021 08:18 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2021

001-GENERAL FUND

% OF YEAR COMPLETED: 83.33

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	0.00	25,000.00	0.00	20,000.00	55.56
001-362-000-01 SYC UTILITY REVENUE	2,500	220.00	2,111.50	0.00	388.50	84.46
001-362-000-02 SYC CAMP BUCANNEER FEES	18,200	0.00	5,470.00	0.00	12,730.00	30.05
001-362-000-03 SYC DRILL TEAM FEES	5,000	1,180.00	3,350.84	0.00	1,649.16	67.02
001-362-000-04 SYC BASKETBALL FEES	20,000	0.00	1,304.00	0.00	18,696.00	6.52
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	12,416.00	112,592.90	0.00	(82,592.90)	375.31
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	40.00	10,507.80	0.00	(8,507.80)	525.39
001-362-000-10 SYC KARATE FEES	1,000	450.00	2,095.00	0.00	(1,095.00)	209.50
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	260.00	0.00	(260.00)	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	160.00	1,370.00	0.00	630.00	68.50
001-362-000-18 YOGA FITNESS CLASS REVENU	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	14,466.00	164,377.04	0.00	(32,077.04)	124.25

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	14,406.85	110,268.73	0.00	48,071.27	69.64
001-907-103-00 CAMP BUCANNEER SALARIES	24,000	1,011.88	11,573.14	0.00	12,426.86	48.22
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	1,178.98	9,318.91	0.00	4,751.09	66.23
001-907-105-00 GROUP INSURANCE	40,000	1,116.60	14,988.26	0.00	25,011.74	37.47
001-907-106-00 GROUP RETIREMENT	9,984	861.68	5,995.85	0.00	3,988.15	60.05
001-907-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	247,394	18,575.99	152,144.89	0.00	95,249.11	61.50
CONTRACTUAL SERVICES						
001-907-211-00 TELEPHONES	3,600	57.83	2,525.35	0.00	1,074.65	70.15
001-907-213-00 UTILITIES	17,000	0.00	12,201.06	0.00	4,798.94	71.77
001-907-214-00 TRAVEL EXPENSE	500	0.00	0.00	0.00	500.00	0.00
001-907-216-00 MAINTENANCE	7,000	566.31	3,312.52	0.00	3,687.48	47.32
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	559.94	5,542.07	0.00	7,457.93	42.63
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	1,184.08	23,581.00	0.00	21,044.00	52.84
COMMODITIES						
001-907-341-00 MATERIALS & SUPPLIES EXPE	6,000	794.61	5,127.71	347.80	524.49	91.26
001-907-341-01 OPERATING EXPENSES	2,500	170.21	1,615.16	0.00	884.84	64.61
001-907-343-00 SYC AUTO SUPPLIES	2,500	0.00	809.42	0.00	1,690.58	32.38
001-907-354-00 DRILL TEAM	5,000	1,553.15	1,553.15	0.00	3,446.85	31.06
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	140.00	0.00	17,860.00	0.78
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	885.49	0.00	3,614.51	19.68
001-907-361-00 AFTER SCHOOL SUPPLIES	5,000	0.00	3,734.97	179.16	1,085.87	78.28
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	176.00	1,432.00	0.00	68.00	95.47
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	348.00	1,156.00	0.00	344.00	77.07
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	3,041.97	16,453.90	526.96	38,269.14	30.73
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	14,673.48	0.00	5,326.52	73.37
001-907-477-00 SYC TEEN DANCES	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	59,650	0.00	14,673.48	0.00	44,976.52	24.60
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	406,919	22,802.04	206,853.27	526.96	199,538.77	50.96

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

D. Department Report- Debora Brockleman

D.1 Staff Report: Upcoming Events and Current Programs – Director Brockleman submitted, and reviewed, the following Staff Report as of May 3, 2021:

May 3, 2021

Stockert Youth & Community Center

Board of Directors Meeting

Staff Report

Programs

Programs are going well. After School is having approximately 50 students per day. Karate, Little Ninjas, Kick boxing and Zumba and adding a few more members as folks are receiving their vaccinations.

Drill Team is presently preparing for a performance during Strawberry Festival and other area events this summer. We will be making some changes to our drill team program in August as our current coordinator will be leaving to start her own group.

Camp Buccaneer

We are now accepting applications for summer camp online. We are planning to be full capacity now that restrictions for camps have been lifted. Also we are up for our licensing review next month so we are working on that as well.

Playground Clean up

The Cleanup was held on Saturday, April 17 and went very well. We had WVWC football players and their coach, a team from Kelly Tierney State Farm, SYCC board members and SYCC Staff for a total of 43 volunteers. Everyone did a great job and the playground looks great.

G.2 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 get caught up and start recovering from time loss during the Covid-19. There are so many ways which the pandemic has affected our youth and the goals of this group as with many others is to help get back to a sense of normalcy. One way SYCC is contributing is through planning of activities for the older youth as well as continuing what we already do with the younger kids. We are also assisting with our tutoring volunteers to help out during tutoring sessions which will be held on Wednesday evenings for all students in the community. Our next session will be held on May 5th at BUMS, we are hoping to have homework help once per week until the end of school this month. Other areas we continue to discuss is the mental health issues which have become more prominent during the pandemic.

Good things are continuing to come from this group effort as the announcement was made by Rick Simon, CEO and Kevin Junkins, MD of Community Care of WV that they will be hiring a Community Engagement Coordinator to work with this group on projects and with the Board of Education on behavioral health issues. The responsibilities of this position will be determined by an appointed committee.

Activities for Older Youth

Planning continues for a summer volleyball league for middle and high school students this summer as well as for adults. Signups will begin on May 17. Also we will be having Summer Basketball for all ages and Signups will begin on May 17 as well.

Parent representation on Board of Directors

Per our licensing requirements it is highly recommended that we have parent representation on our Board of Directors. I would like to make recommendations by our next meeting. My suggestion would be 1-2 parents on our board.

Champion to Youth

I do have someone in mind. It is the same person that I proposed from last year. I am working on the details for the presentation.

Respectfully Submitted,
Debora Brockleman

Without objection, the Mayor moved *G.2 Discussion Parent Representative for the SYCC Monthly Meetings* to the table for discussion and vote. Director Brockleman presented a plan to have parent representation on the SYCC Board of Directors and a discussion took place on how to choose the person, whether they would be a voting member or a non-voting member and if that is allowed under the current operating guidelines or if a change to the ordinance would have to be made to allow it. It was suggested by Board Member Sam Nolte that rather than having this person appointed as a Board Member, invite the representative to join the meeting monthly and provide input, from a parent's perspective, to help the current Board Members make more informed decisions. This idea was embraced by the Mayor and other Board Members. Deborah will review this with the parents and get back to us.

Deborah also reported that she has an idea for the Service to Youth Champion and will report back to us in the future.

There was a brief Q & A with the Board Members and Deborah.

E. Correspondence & Information

E.1 Notice Accepting Applications for Administrative Office/Program Assistant

Stockert Youth Center Administrative Office & Program Assistant

The City of Buckhannon is accepting applications for the Stockert Youth and Community Center. The full-time position will consist of billing, making daily bank deposits, assisting with programs, miscellaneous tasks associated with the daily operations of the Center. The hours for this position are 11 am to 7 pm. There will be occasional weekend work as needed.

The candidate must pass a drug test, possess a high school diploma and some college and/or work experience is helpful.

A detailed job description will be available at the time of interview.

All candidates must submit to a background check and fingerprints at the time of hire and before starting work.

Applications may be obtained at City Hall, 70 E Main St, Buckhannon WV or by calling 304-472-1651.

The deadline for applications and submitting a resume is May 14, 2021 at 4:30 pm.

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

Publish Record Delta Run Dates: Once a week for two weeks as Block Adv.

F. Consent Agenda

F.1 Approval of Minutes: 04/05/2021

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

G. Strategic Issues for discussion and vote

G.1 Continued Discussion Multi-Purpose Building/Gym-Building

Options/Cost/Envision - The Mayor confirmed that the closing was going to take place and the City would soon purchase the Knights of Pythias property. Amby Jenkins reported that the \$1,000 earnest money from the City has been delivered to the seller. Board Member Nestor asked about the direction we should move regarding the new building. He mentioned that we do not have enough money to build the new building and he wondered if with all the financial programs being offered by the federal government, if there was something that we could go after to help with the building. A discussion took place concerning this and the next phases including where the cost of the Knights of Pythias property and demolition is coming from. The Mayor confirmed it was being paid from the City's General Fund and not from the SYCC Capital Campaign funds. It was determined that we should allow the purchase to be completed and the City and County officials learn more about the American Recovery Act funds and other new governmental funding programs that are or may become available. The cost of a new building was also discussed, and it was noted that the cost of materials has dramatically increased. It was suggested that we get the deed of the property in hand and perhaps at the next meeting the Mayor could consider appointing a design committee to work with the architect in creating a new model of the proposed building.

G.2 Discussion Parent Representative for the SYCC Monthly Meetings - Discussed earlier in the meeting

G.3 Continued Discussion Concerning an Additional Alliance between UCBOE & SYCC - Mr. Nestor provided a reminder of the next UCBOE & SYCC meeting scheduled for Wednesday at the Opera House.

H. Board Members Comments and Announcements -

Tammy Samples - Nothing further.

Rob Rupp - He is excited that we are now at Phase 2 of our plans for a new building.

Pamela Martin - Nothing further.

Don Nestor – Nothing further.

Debora Brockleman – Nothing further.

Sam Nolte – Nothing further.

Pam Bucklew – She is anxious to get the Knights of Pythias building down and the sign for the new building in that area, which she feels will convince the public that we are moving forward with the project.

Nancy C. Shobe – She is just excited that we are on the move with the property and new building.

Troy “Buddy” Brady – He’s just happy that we have the property and is sure that once the building comes down we can start raising some more money for the new building.

Randy Sanders – Nothing further.

Melissa Franke – Absent

I. Mayor’s Comments and Announcements

Mayor – The Mayor thanked the Board for a great meeting.

J. Adjournment –

Motion to adjourn at 5:52 PM made by Rupp/Brady. Motion carried.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____