



**KIDS Central Incorporated**

*To embrace our children, teach our children and to inspire our children*

# Board of Directors August 16, 2016 A G E N D A

- I. Call to order: ..... Will Sturgill, President
- II. Presentation of Board Minutes of Previous Meeting (June 21): ..... Thomas Williams, Secretary
- III. Kids Central Financial Report ..... Laura Taylor-Baugh, Comptroller
- IV. Monthly Updates:
  - A. Education Services ..... Tammy Mullins, Asst. Director
  - B. Children and Family Services ..... Terry Gentry, Asst. Director
  - C. Nutrition Services ..... Junior Rose, Nutrition Specialist
  - D. Family Engagement ..... Lindsey Sturgill, Fam. Engage
  - E. Health Services ..... Regina Cantrell, Health Specialist
  - F. Human Resources Services ..... Allen Couch, HR Specialist
- V. Old Business:
  - A. Facilities Update ..... Darrell Edwards
    - 1. Appalachia
    - 2. Monte Vista
    - 3. Esserville Early
    - 4. Main Office
    - 5. Coeburn 1
  - B. Copier Lease Proposal ..... Laura Taylor-Baugh
  - C. 401-K Program Form 5500 Submission ..... Staff
  - D. Facility Appraisals ..... Laura Taylor-Baugh
- VI. New Business:
  - A. Lee County Early Head Start Program Update ..... Terry Gentry
  - B. PIR (Program Information Report) 2016 ..... Terry Gentry
  - C. Self-Assessment for 2016 ..... Terry Gentry
  - D. Child Outcomes Report 15-16 4<sup>th</sup> Period ..... Tammy Mullins
  - E. Pre Service Training Report ..... Tammy Mullins
- VII. For the good of KIDS Central, Inc. (Open comments):
- VIII. Next Meeting: *–The next Board of Directors Meeting will be held on Tuesday, September 21, 2016 at the administrative Building of Kids Central, Inc. beginning at 11:00 a.m.*
- IX. Adjourn:

# Kids Central Incorporated Board of Directors August 16, 2016

The Board of Directors of Kids Central Incorporated met Tuesday, August 16, 2016 at the Administrative Office. Will Sturgill, President of the Board, called the meeting to order at 11:00 AM..

Board Members present:

Ed Hutchinson, Karen Davis, Thomas Williams, Sister Bernie Kenny, Harry Childress, Jeffery Kiser, Will Sturgill, Bill Dotson, and Paula Herron.

Staff present:

Darrell Edwards, Terry Gentry, Tammy Mullins, Allen Couch, Candice Jennings, Lisa Bentley, Vernon Rose, Jr., Laura Taylor-Baugh, Regina Cantrell.

Prospective Board:

Whitney Scott, Rhonda Bennet, and Ida Mullins.

## MINUTES:

The minutes of the June 2016 Board of Directors meeting were presented by Thomas Williams without corrections. **Thomas Williams made the motion to accept and seconded by Sister Bernie Kenney that minutes be approved. Motion Passed.**

## PRESENTATION OF FINANCIAL STATUS

Laura Taylor-Baugh presented the financial status report. The report consisted of financial status report, USDA funds received, year-end close preliminary financial data, bank reconciliations, check register, and credit card report.. All reports are attached.

**Motion was made by Harry Childress to accept the report as presented. The motion was seconded by Thomas Williams. Motion Passed.**

A presentation was made by Nikki Hicks of the March of Dimes. The presentation included information about the beginning of the March of Dimes, its focus on the health of newborn children, especially premature births. Nikki gave information on a fund raiser that Kids Central could participate with.

Darrell Edwards introduced the prospective Board Members to the remainder of the Board. He explained a little about the operation of Kids Central Inc. He asked each of the prospective members to return in September to an induction ceremony.

## Monthly Updates:

**The Education Services Report** was submitted by Tammy Mullins. Tammy invited the Board to our annual pre-service training day on August 22<sup>nd</sup>. She presented the Child Outcomes Report for the 4<sup>th</sup> period of 2015-2016 school year. A copy of her report is attached.

**The Children and Family Services Report** was presented by Terry Gentry. Terry reported that she was pleased with recruitment efforts to date. A Copy is attached.

**Nutrition Services Report** was presented by Junior Rose, Kids Central's Nutrition for the month of July 2016. A copy is attached.

**Family Engagement Services** Lindsey Sturgill gave an overall picture of family services and the events that are scheduled in the near future.

**Health Services Report** Regina Cantrell was not able to attend the meeting but sent a written copy of her report. Copy attached.

**Human Services Report** Allen Couch, Human Resources Specialist, requested the approval of nine new staff members. List attached.

**Motion to approve new hires was made by Harry Childress and seconded by Paula Herron. Motion Passed.**

### **Old Business**

Darrell Edwards gave a report of the changes that were made to facilities during the summer because of our change from head start to early head start. There were also some repairs to facilities because of damages from water leaks and bad weather.

**Copier Lease Proposals** were presented to the Board by Laura-Taylor Baugh. We have had frequent problems with existing equipment and have been approached by two companies with proposals for updating the equipment. Copies of the proposals were presented to the Board for their consideration.

**Motion was made by Paula Herron and seconded by Harry Childress to accept the lease proposal of our present provider, Bristol Office Supply. Motion Passed.**

**401 K Program** problems with 5500 report submissions by our former 3<sup>rd</sup> party administrator was presented by Darrell Edwards and Will Sturgill. Our new 3<sup>rd</sup> party administrator ERISA Services recommends the hiring of an attorney to get our records corrected with the Department of Labor and IRS pertaining to the filing of 5500 reports on our 401 K program.

**A motion was made by Harry Childress and seconded by Sister Bernie Kenney to engage the services of Kathy D. Aslinger of the Kennerly, Montgomery & Finley, P C. law firm to resolve the problem. Motion Passed.**

**Facility Appraisals** have been completed on all facilities. Reports on all facilities were presented by Laura-Taylor Baugh to the Board. Copies attached.

**A Motion was made by Bill Dotson and seconded by Karen Davis to accept the appraisals. Motion Passed.**

### **New Business:**

**Lee County Early Head Start Program Update:** Terry Gentry presented a summary of the narrative of our application for an expansion grant for Lee County. Laura-Taylor Baugh presented the budget figures for the application. A copy of both are attached.

**A motion was made by Karen Davis and seconded by Paula Herron to approve the narrative and budget application as presented. Motion Passed.**

**Program Information Report:** Terry Gentry said she was working on the report at the present time. She said she would present at next meeting for the Board to review.

**Self-Assessment for 2016:** Terry Gentry presented the self-assessment report. The report is an assessment of our present situation and recommendations for improvement for the future. Copy attached.

**A motion was made by Sister Bernie Kenney and seconded by Karen Davis to accept the report as presented. Motion Passed.**

**For the Good of Kids Central** Terry Gentry gave a thanks to Karen Davis for her letter pertaining to the Lee County Expansion. Darrell Edwards gave a thanks to the Board for their work for Kids Central.

**NEXT MEETING**

The next meeting of the Kids Central Board of Directors will be held on Tuesday, September, 20 2016 at 11:00 a.m. at Kids Central Administrative Offices.

**ADJOURNMENT**

**With no further business, the meeting was adjourned at 12:45 PM**

\_\_\_\_\_  
Thomas Williams  
Board of Directors Secretary

\_\_\_\_\_  
Date



# Sign-In Sheet

Titled Meeting	Board of Directors	Trainer	
Date	8/16/2016	Time	11:00 AM - 12:45
Location	Administrative Building		

Number	Signature	Representing	Center/Town
1	<i>[Signature]</i>	KCI	
2	Allen Couch	KCI	
3	Karen Davison	ITC	
4	Nelli Hicks	March of Dimes	
5	Jama Taylor Burch	KCI	
6	Rhonda Bennett	ITC	
7	Larry Childress	Board	Clintwood
8	Whitney Scott	Board	
9	Lindsley McGill	family services	
10	Thomas Williams	Board	Norton
11	Olisa Bentley	Family Services	Admin
12	Lee Dent	Admin	Essexville
13	Paula Bates	Finance	Admin.
14	Vernon Rose, Jr.	Nutrition	Admin.
15	Candice Jennings	Family Services	Admin.
16	Jiff [Signature]	BOARD	COEBURN
17	Dr. Bernice Kenny	Board	Clintwood
18	Paula Herndon	Board	Mtn End
19	<i>[Signature]</i>	Board	BSG
20	Bill Dotson	Board	Wise
21	Ms. Muller	Board	Wise
22	James D. Mullins	KCI	Wise
23	W. J. [Signature]	Board	
24			
25			

# KIDS CENTRAL INCORPORATED Board and Policy Council Meeting June 28, 2016

The Policy Council of Kids Central Incorporated met in a Joint Meeting with Board Of Directors for purpose of installation of Officers and Members of Board of Directors on Wednesday, June 28, 2016, at Kids Central Administration Office. Thomas Williams, Board Secretary called the meeting to order at 11:00 a.m. A quorum was determined to be present.

Policy Council Present: Crystal Counts, Nikita Branham, Sharon Adams, Tabitha Vanover, Mary Collins, Melinda Edwards, Alesha Moore, Charlotte Counts, Amanda Raleigh, Steven Raleigh, Ida Mullins.

KCI Staff present: Tammy D. Mullins, Vernon Rose, Jr, Laura Taylor Baugh, Terry Gentry, Candice Jennings, Lisa Bentley, Darrell Edwards, Regina Cantrell, Allen Couch, Lindsey Sturgill, Paula Bates.

KCI Board of Directors: Paula Herron, Edward Hutchinson, Jeff Kiser, Thomas Williams.  
Guests of Board Members: Angela Williams, Jacob Williams, and McKenzie Williams

Roll Call:

Ida Mullins, Secretary, dispensed with the roll call and recognized a quorum of members present. (25%)

Presentation of Minutes from previous meeting of May 2016 was approved with no corrections.

Motion by Steven Raleigh to accept minutes as presented.

Motion seconded by Mary Collins.

Motion carried by unanimous vote of members.

Thomas Williams presented the Boards minutes of May 2016.

Motion by Paula Herron to accept and a second by Ed Hutchinson was approved.

## Policy Council Treasurer's Report

Laura Taylor-Baugh gave the Treasurer's report for Crystal Counts, Treasurer for Policy Council. As of May 31, 2016, the balance was \$400.55. Laura encouraged all attending the meeting to submit the mileage reports in a timely manner.

Thomas Williams requested approval of Treasurer's report as presented:

Motion by Steven Raleigh was made to approve Treasurer's report for June 2016.

Motion was seconded by Alesha Moore.

Motion carried by unanimous vote of all members present.

## Staff Reports Presented:

### Finance Report:

Laura Taylor-Baugh presented the bank statements, deposit records, checks written for invoices and for payroll. This is the twelfth month of fiscal year or 100% completed. She also presented the credit statements from Wal-Mart Community Credit and Lowes Business Credit for review. She reported that as of this status report, KCI is on target for budget for fiscal year 15 – 16. She announced that the preliminary figure for total expenses of the 15-16 federal grant funding was \$3,746,105 of the total budget amount of \$3,759,995.

USDA Reimbursement amounts for 15-16 are \$203,260. Cash Balances at May 31, 2016 in total cash accounts at New Peoples Bank is \$9,977.42. Available Federal Funds at May 31, 2016 remaining in Grant Year Funds is \$13,890. Also the estimated USDA Reimbursement Receivable at May 31, 2016 was \$13,484.55. Total funds remaining to complete the 15-16 year is \$27,374. Laura distributed KCI In-Kind Contributions for 2015-2016 by site and by month. Total KCI In-Kind Contribution amount was \$1,339,120.82. Also mentioned was the recent phone poll to request approval for the application budget for the Cost of Living Adjustment of 1.8% of base grant amount on Oct 1, 2016. Council and Board did unanimously approve the application and supporting schedules by phone poll as unanimous.

Thomas Williams requested approval of financial report as presented:

Motion by Paula Herron was made to approve Finance report for June 2016.

Motion was seconded by Ed Hutchinson.

Motion carried by unanimous vote of all members present.

Darrell Edwards reported on Health and Safety Finding. He explained that the finding had to do with the timing of background checks not being returned before employees reported to work. We have written and got approved new policy that brings us into compliance. We are now getting background checks back within 72 hours of being requested from the Virginia State Police. These will always be before a new employees first day.

### Education Services:

Tammy Mullins presented the education services report for June. She reported that summer is their busiest time. Administrative staff is in the beginning stages of planning pre service trainings for the last week of August and first week of September. The All Staff in service day will be August 22<sup>nd</sup> at Holiday Inn in Norton. Since the last meeting, Traci Fisanick has passed her CLASS certification test and now is considered a Certified Pre-K Class Observer. Laura, Terry, and Tammy attended the Head Start Region III Executive Leadership Conference in PA to learn about the Five Year grant process. Brenda Hewitt, the new Region III Head Start Regional Program Manager, shared news that the new program for Head Start Standards will be out in October. Darrell Edwards, Terry and Tammy also attended the annual Virginia Head Start Directors Council conference for two and half day Leadership Challenge training. The School Readiness report was distributed to policy council with the spring PALS child outcome data. This is used to analyze the school readiness goals and action plan. According to the spring PALS data, all our four year olds who are preparing to start kindergarten this fall met their developmental ranges. Calendar Updates were none.

Ongoing Monitoring: The annual Facilities Health & Safety Screener was conducted in all full year classrooms. This is required during the first 30 days of the new program year. The OHS requires certification of the Health and Safety Screening from both governing bodies. This is a good assessment tool for identifying and remedying all concerns. Tammy requested a motion to accept the certification of Health and Safety Screener as presented. The President of Policy Council so ordered:

Motion by Steven Raleigh was made to accept the Health and Safety Screening tool

Motion was seconded by Charlotte Counts.

Motion carried by unanimous vote of all members present.

Sister Bernie Kenny made the motion for the Board to accept the Health and Safety Screening. The

motion was seconded by Ed Hutchinson. It was approved by all members.

Tammy provided a chart of work schedule changes from June 1, 2015 to May 31, 2016 that had been accommodated in the 76 classrooms and Center Transportation Staff.

#### Enrollment and Attendance:

Terry Gentry, Asst. Director of Child & Family Services, distributed the end of month enrollment and attendance report for June 2016. Total enrollment for June was 176. Ms. Gentry reported attendance for June was 84.52%, which is a decrease of -1.33% from April. She shared the increases and decreases of attendance per site. Head Start Enrollment is 80 children and Early Head Start Enrollment is 100.

#### Child and Family Services:

Terry Gentry, Assistant Director for Child and Family Services gave an update of family services staff activities. Recruitment efforts have continued this month of May and June. Staff attended Pound Heritage Days, Best Friends Festival, Virginia Kentucky District Fair, an event at the Pound Center, The Early Childhood Health Fair, and other activities planned in July.

The Obesity Prevention grant concluded and the staff are using the training lessons in their program. Essexville now has a breastfeeding room available to staff and mothers of enrolled infants as well as home base mothers attending socials. Home Base is focusing on growing patio gardens with their families this summer.

WIC clinic will be at Esserville Admin office on July 28<sup>th</sup> from 1:00 to 4:00 pm.

Kids Central will be closed on July 4<sup>th</sup> as holiday.

Instructions on the Early Head Start Expansion grant was released on June 23<sup>rd</sup>, the grant application package for expansion into Lee County can now begin. The grant is due by August 24<sup>th</sup>, 2016

Recruitment will continue throughout the summer months.

#### Nutrition Services:

Junior Rose, Nutrition Specialist provided the report for June 2016. The Nutrition Services report for Kaseyville children includes Head Start Classrooms, Early Head Start Classrooms and Regular and Early Home Base. The total average of monthly-attended meals served was 2463. This report includes field trips, home base lunch served 36 meals, and served 76 adults; adults/classroom served 1202 meals; breakfast meals served 1874; Morning snack served 396; Lunch meals served 2457; and afternoon snacks served 2278.

#### Family Engagement:

Lindsey Sturgill, Family Involvement Specialist, reported on family involvement at Kids Central. Lindsey announced that 7 of 8 centers experienced 50% enrollment and participation of membership in classroom on Family Engagement days. Lindsey announced the first off campus "Cooking Class" to be held on January 19 with limited enrollment available. The location will be at the Wise County Vocational/Technical School in Wise, VA. The Book Fair was announced with a flyer advertising the books available to children and families with the theme this year, "Groovy". The date is March 29 to April 1, 2016 with after hours exhibit and sales planned at the administration offices of KCI building in Norton, VA.

Health Services: Regina Cantrell, Health Services Specialist, has been very busy reviewing children files and making visits to do health screenings of students. Children are encouraged to have dental exams every six months. She continues to schedule dental and hearing screenings for the children

#### **NEW BUSINESS**

Darrell Edwards, Executive Director presented a State of the Corporation Message on "Where Are We



Now? Where Are We Going?"

Darrell Edwards led the Installation of Board Members for 2016 – 2017.  
Darrell Edwards presented the installation of Officers for 2016-2017.

To conclude the meeting, Darrell Edwards presented Awards to the following:

- KCI Parent Policy Council Award
- KCI Staff Service Award
- KCI Community Service Award
- KCI Volunteer Service Award
- KCI Donald Baker Leadership Award

For The Good of Kids Central, Inc.

Open Comment: none

Upcoming Meetings:

Executive Committee No date scheduled

Parents Policy Council. There will be NO meeting in July. The next meeting of the Policy Council will be held on August 10, 2016 at the Administrative Building located in Norton, VA beginning at 11:00 a.m.

With no further business, Ida Mullins, Policy Council Secretary asked for motion to adjourn the meeting at 12:15 p.m.

Motion by Steve Raleigh to adjourn Policy Council meeting.

Motion seconded by Charlotte Counts.

Motion carried by unanimous vote of members.

\_\_\_\_\_  
Ida Mullins, Recording Secretary

\_\_\_\_\_  
Date

Thomas Williams  
Thomas Williams, Board Secretary

8-16-16  
Date