

Kids Central Incorporated Policy Council Meeting May 9, 2007

The Policy Council of Kids Central Incorporated met on May 9, 2007 at the Kids Central Administration office. Jason French, Chairperson, called the meeting to order at 11:00 a.m.

Present: Vanessa Smith, Tiffany Adams, Kenneth Rose, Jason French, Ellen Baird, and Lisa Blair

Staff present: Darrell Edwards, Lisa Barton, Chris Austin, Mary Collins and Sandra Harvey

Agenda:

After review of the agenda for the present meeting, **Ellen Baird made a motion to accept the agenda. Lisa Blair seconded the meeting. Motion carried**

Minutes:

The minutes of the last meeting were presented to the Policy Council members. With no changes, the minutes were accepted as written.

Open Comments:

Vanessa Smith reported that during the outing at the Kiwanis Park in Haysi, two adults were injured in separate accidents. One woman fell and hit her head while another flipped out of her wheelchair and cut her head. Vanessa asked if it was possible to have a paramedic or EMT on site when the agency has outing such as this one. Darrell Edwards stated that this could be added to our planning of outings. Our staff is certified in First Aid and CPR and could assist in accidents such as these.

Jason French reported that the trip to Vance's Farm was great. The children and parents seemed to enjoy themselves very much.

Tiffany Adams asked about the situation at Coeburn I (Nita Bond Center). Darrell Edwards stated that there have been some changes made and he could not comment on personnel matters. Tiffany asked if these changes were permanent. Darrell stated that some were permanent but some staff may change for the new school year.

Board Report:

Jason French advised the Policy Council on the actions and outcomes of the Board of Directors meeting held in April.

Director's Report:

Darrell Edwards stated that we have had several bad years of funding in the past. The refunding bill should be approved this summer. It will be proposed that the funding that was cut in the past be given to the grantees this upcoming year. KCI has made many changes in the past because of these changes to stay ahead. This year, we were able to give staff members a merit increase. KCI is in good shape.

Transportation Report:

Chris Austin reported that all but three of our buses have brought to the Administration Office for the summer. The Mechanics will begin their scheduled maintenance to have the buses ready for the beginning of the school year.

Chris stated that he does not believe there will be any changes to the Bus Drivers or Monitors for the upcoming year.

Nutrition Report:

Mary Collins stated that everyone had a good time at the Kiwanis Park and she is looking forward to next year. Over 200 people were fed that day. Mary gave handouts and May menus to the Policy Council members.

Policy Council Finance Report:

Lisa Barton, in the absence of Yvonne Hall, Treasurer of the Policy Council, stated that the beginning balance April 1st was \$2,098.96 and after expenditures for the month, the ending balance is \$1,505.14. After expenditures for May, the balance in the account will be available for products to be bought for the Parent Store that will be in operation by the beginning of the next school year.

Lisa informed members that she had mileage and babysitting forms if they needed to complete one.

Finance Report:

Lisa Barton stated that we have approximately \$50,000 available to spend for this fiscal year. We will be ordering items that are needed.

As of April 30, we have spent 85% of our Head Start funds and 85% of our Early Head Start funds.

In-kind has not been completed for the month. We have exceeded that amount necessary for the entire fiscal year. We are required to have \$.25 in-kind per every \$1.00 federal monies received.

We received a letter stated we have received a 1.5% Cost of Living Allowance for the next fiscal year. This amounts to \$41,571 in Head Start and \$6,452 in Early Head Start. Some staff members will also receive a merit raise for the next fiscal year.

Due to staff turnovers, etc., our budget needed to be adjusted. We have a total of \$47,517 Head Start funds and \$4,167 Early Head Start funds left. We have requested that Philadelphia allow this amount of \$51,684 to purchase a new bus, with the remaining amount to be used for increases in our utility expenses.

Lisa Barton requested that the Policy Council approve the budget as is. If Philadelphia disapproves the purchase of a new bus, we will use the funds as necessary. **Lisa Blair made a motion to accept the budget. Ellen Baird seconded the motion. Motion carried.**

In addition to giving staff a 1.5% COLA increase, we had to increase our pay scale 1.5%. We have corrected some of the titles. The Weldon Cooper Center is in the process of conducting a wage survey, which we are required to do. **Kennith Rose made a motion to accept the pay scale showing the 1.5% increase. Lisa Blair seconded the motion. Motion carried.**

New Hires:

Chris Austin reported that the following staff members have been recently hired:

- Sarah Hamilton – Classroom Assistant (Temporary Position) for Coeburn I Center
- Helen Fillmore – Classroom Assistant for Appalachia I Center

Lisa Blair made a motion to accept the above listed new hires. Vanessa Smith seconded the motion. Motion carried.

Change to the Home Visitor's Job Description:

The Home Visitor's job description has been changed to include the requirement of a Commercial Driver's License (CDL). Only three Home Visitors do not have their CDL, the rest already have theirs. They will have until September to receive their CDL.

Lisa Blair made a motion to approve the new job description for the Home Visitors. Kenneth Rose seconded the motion. Motion carried.

OLD BUSINESS:

- Nominations for Awards: The nominations for the awards are as follows:
 - The Donald Baker Leadership Award – Edward Hutchinson
 - The KCI Volunteer Award – Ronnie Woodruff
 - The KCI Community Service Award – Ed Carter, Flatwoods Job Corp
 - The KCI Staff Award – Carolyn Withers
 - The Policy Council Award – Gaynell Deaton

Lisa Blair made a motion to accept the above listed nominations. Tiffany Adams seconded the motion. Motion carried.

NEW BUSINESS:

- Change of Center Representatives to Community Representatives: Some Policy Council Members no longer have children enrolled in our program due to their transition into Kindergarten. These members are eligible to continue on the Policy Council as Community Representatives if they choose. The following members have asked to be changed to Community Representatives effective October:

- Ellen Baird
- Heather Mullins
- Jason French
- Vanessa Smith

- Committee for Parent Store: A committee is needed to help set up a store for the Policy Council. This concept behind the store is that parents who attend center meetings, Policy Council meetings, etc., will be given a voucher with an amount. Parents may collect these vouchers and exchange them at the store. The store will be stocked with a variety of items. We will use office space upstairs for the store and will install shelves for this project. Jason French stated he would like to have one person in charge of the store.

Policy Council members who stated that would agree to be on the committee are Ellen Baird, Heather Mullins, Lisa Blair and Vanessa Smith.

NEXT MEETING:

- The next Executive Meeting of the Policy Council will be held May 29th at 11:00 a.m. at the Kids Central Administration Office.
- The next Policy Council meeting will be held Tuesday, June 19th at 11:00 a.m. at the Kids Central Administration Office. This meeting will be a joint meeting with the Board of Directors.

With no further business, **Lisa Blair made a motion to adjourn the meeting. Kenneth Rose seconded the motion.**

The meeting adjourned at 11:40 a.m.

Lisa Blair, Secretary

Sandra Harvey, Recording Secretary