

Kids Central Incorporated Policy Council Meeting January 13, 2010

The Policy Council of Kids Central Incorporated met on January 13, 2010 at the Kids Central Administration office. Dee Strouth, Chairperson, called the meeting to order at 11:06 a.m. Policy Council member applications and job descriptions were distributed to new representatives to be seated at today's meeting.

In the absence of the Secretary, Vice-Chair Thomas Williams took the roll.

Present: Kayla Wallace, April Harvey, Lisa Cantrell, Tabitha Harvey, Dee Strouth, Thomas Williams, and Edward Hutchinson

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

The following representatives were present for their first meeting:

Clifton Lyall
Marsha Steele
Alicia Armstead

Thomas Williams made a motion to accept the above representatives as members of the 2009 – 2010 Policy Council. Kayla Wallace seconded the motion. Motion carried.

Darrell Edwards gave the new members a copy of the governance training book. The information discussed included:

- Introduction to Head Start
- Fiduciary Duties
- Running Efficient Meetings
- Head Start Governance
- Confidentiality and Communications
- Policy Council Activities
- Impasse Procedures

AGENDA

The agenda for today's meeting was presented for approval. **April Harvey made a motion to approve the agenda for today's meeting. Lisa Cantrell seconded the motion. Motion carried.**

MINUTES

The minutes of the previous meetings (November and December 2009) were presented. With no corrections or additions, **Deanna Dingus made a motion to accept the minutes. April Harvey seconded the motion. Motion carried.**

BOARD REPORT

Darrell Edwards reported that Head Start is the most highly regulated federal program. We must follow regulations from The Department of Health and Human Services, The Department of Social Services Licensing Division, and The Health Department.

Anyone who could not attend the December meeting should go to our website to view the presentation that was given. December's meeting was not well attended; however the Policy Council was well represented. It is important for members to attend meetings. We must have twenty-five percent (25%) of members present in order to have a quorum and conduct business.

DIRECTOR'S REPORT

Darrell Edwards stated that the parent store is operating out of the Administration Office. Due to the new buses, a bus that will be taken off a route will be converted into a mobile store. The mobile store will visit the centers so parents have the opportunity to use their KCI bucks.

STAFF REPORTS

Finance: Lisa Barton gave members the financial statements for December. At the end of December, we have spent 48% of Head Start funds and 50% of Early Head Start funds. This is on target for this time of year. We have purchased three (3) new buses and they were delivered December 17th. The buses were purchased with funds from The Department of Health and Human Services (\$65,000), and a grant from Rural Development (\$50,000). The remaining amount was paid by program funds.

A budget workshop will be held January 26th at 10:00 a.m. All Policy Council Members are invited to attend. Lisa will explain the Policy Council's role in the budget process during this meeting.

Education: Kim Austin reported that the next Kasey's Academy field trip has been planned. The focus of the education department at this time is getting the Early Head Start expansion ready to begin February 1.

Transportation/Enrollment: Chris Austin reported that since we received three new buses, we will be removing some of the older buses with high mileage from the transportation fleet.

Kids Central has made a new Head Start transportation training video series for new Bus Drivers. We have been asked to present this training video at the March Virginia Head Start Association meeting. We may offer these videos for sale on our website.

November's attendance was 80.33%, December's attendance was 81.67%.

Nutrition: Mary Collins gave members copies of the menus and handouts for January. She stated that center menus may need to be changed this month due to the loss of food from the power outages. The food delivery truck has not been able to deliver food to all the centers yet due to the weather.

FINANCE REPORT FOR POLICY COUNCIL

Deanna Dingus stated that at the end of December, the Policy Council had a balance of approximately \$1600.00. She explained to the new members how to get mileage reimbursements and babysitting expenses.

OLD BUSINESS

There was no old business to discuss at this meeting.

NEW BUSINESS

Early Head Start Expansion Grant: Darrell Edwards reported that we have received an expansion grant for Early Head Start. This grant will expand our Early Head Start program by thirty-two (32) children. We have a new Early Head Start center next door behind the Esserville center to accommodate a toddler center and we will have two (2) new Early Head Start Home Base. The Early Head Start expansion center will open February 1, 2010, and will serve Wise County and the City of Norton.

Disabilities Coordinator Job Description: Kim Austin explained that due to the Early Head Start expansion grant, we were given funds to hire a Homebase Supervisor. Kim stated that she did not want to hire a new person for this position and risk not being able to fund the position after two years if we were not able to receive funding. She has expanded the duties of the Disabilities Coordinator to include Homebase Supervisor. The job title has changed to Disabilities Coordinator/Homebase Supervisor. This position will no longer be supervised by the Executive Director. It will be supervised by the Educational Services Director. **April Harvey made a motion to change the Disabilities Coordinator position to Disabilities Coordinator/Homebase Supervisor. Lisa Cantrell seconded the motion. Motion carried.**

Organizational Chart Update: Due to the change to the Disabilities Coordinator job description, and the change in the direct supervision, it was necessary to update the organizational chart to reflect the changes. **Lisa Cantrell made a motion to update the organization chart with the new title and line of supervision. April Harvey seconded the motion. Motion carried.**

New Hires/Transfers: Chris Austin reported that Kids Central has hired or promoted the following people:

- Kiley Farmer – Early Head Start Home Visitor
- Terry Gentry – Change from Disabilities Coordinator to Disabilities Coordinator/Homebase Supervisor
- Christy Chandler – Change from Early Head Start Caregiver to Early Head Start Lead Caregiver at Esserville II
- Angela Hall – Early Head Start Caregiver at Esserville II
- Laura Mullins – Family Advocate
- Amber Turner – Early Head Start Caregiver at Esserville II

Deanna Dingus made a motion to approve the above listed new hires and promotions. April Hay seconded the motion. Motion carried.

COMMENTS

Darrell Edwards told the Policy Council that everything we do can be found on the website. We post our documents, minutes of meetings, calendars, etc on our website. Everyone should visit the site.

Any business that is necessary for Kids Central to operate comes through the Policy Council prior to being presented to the Board of Directors. Parents in this program are our first line of defense. Our program can only be as good as you allow it to be.

A big issue with this agency is rumors. Given the size and the area we cover, rumors are bound to happen. Anytime anyone hears something, pick up the phone and call someone in Administration. They will be able to tell you whether or not what you heard is true. Do not rely on what someone said.

April Harvey stated she was asked by Ann Odle, the Cook at the Nita Bond Center to request that more corn be put on the menus. Mary Collins, Nutrition Assistant, stated we use a 15 day cycle menu that has been approved by USDA and we must go by that menu. She states that if the Cook has any questions, she needs to contact Mary directly.

NEXT MEETING

The next Policy Council meeting will be February 10, 2010 at 11:00 a.m. at the Kids Central Administration Office.

A budget meeting and Executive meeting will be held on January 26, 2010 at 10:00 a.m. at the Kids Central Administration Office.

With no further business or discussion, **April Harvey made a motion to adjourn. Lisa Cantrell seconded the motion. Motion carried.**

Meeting adjourned at 11:45 a.m.

Jennie Thacker, Secretary

Sandra Harvey, Recording Secretary