

# Kids Central Incorporated Policy Council Meeting May 12, 2010

The Policy Council of Kids Central Incorporated met on May 12, 2010 at the Kids Central Administration office. Dee Strouth, Chairperson, called the meeting to order at 11:00 a.m. Jennie Thacker, Secretary took the roll.

Present: Dellia King, Samantha Hamm, Jennie Thacker, April Harvey, Maggie Woodruff, Lisa Cantrell, Alicia Armstead, Deanna Dingus, Sue Coleman, Colleen Cantrell, Tabitha Harvey, Dee Strouth, and Thomas Williams

Staff present: Darrell Edwards, Kim Austin, Chris Austin, Lisa Barton, Myrlene O'quin, and Sandra Harvey

## AGENDA

The agenda for today's meeting was presented for approval. **Deanna Dingus made a motion to approve the agenda for today's meeting. Sue Coleman seconded the motion. Motion carried.**

## MINUTES

The minutes of the previous meeting (April 14, 2010) were presented. Without any comments or corrections, **Lisa Cantrell made a motion to accept the minutes. Thomas Williams seconded the motion. Motion carried.**

## DIRECTOR'S REPORT

Darrell Edwards reported that it is time to update our Five Year Plan. This summer, staff will develop a new Five Year Plan. Our last Five Year Plan was very successful.

Our new Program Specialist will be visiting our agency June 1 – 3. Although she is familiar with our program, this is her first visit.

## STAFF REPORTS

Finance. Lisa gave everyone a copy of the financial statements for April. The fiscal year ends May 31<sup>st</sup>. All of current funds must be obligated by May 31st and must be spent by August 31<sup>st</sup>. The ARRA funds will end September 30<sup>th</sup>. Our required in-kind for the 2009 – 2010 fiscal year has been met.

Education. Kim asked to defer her report for "old business".

Transportation/Enrollment. Chris gave everyone a copy of April's enrollment report. We are fully enrolled. The St. Paul center is still struggling for attendance.

Nutrition. In Mary Collins' absence, Myrlene O'quin gave parents menus and handouts for May. Myrlene also gave a report on children's heights and weights. She stated that we have 17 children over weight/under weight; two (2) over weight and fifteen (15) under weight.

### **FINANCE REPORT FOR POLICY COUNCIL**

Deanna Dingus reported that the balance of the Policy Council account at the end of April was \$1506.29. All mileage and babysitting reimbursement forms must be turned in due to May 31<sup>st</sup> being the end of the fiscal year.

### **OLD BUSINESS**

- End of the Year Bash. Kim Austin reported that the end of the year bash will be held May 14<sup>th</sup> at the Dickenson County Fairgrounds. This year's activities include a train ride, bounce houses, soccer games, karaoke, prizes, and more.
- Scholastic Book Fair. The book fair was great. All of our centers received books. Next year we hope to have two (2) book fairs, one before Christmas and one towards the end of the year.
- Health Fair. Myrlene O'quin reported on the Health Fair that was held April 15<sup>th</sup>. Over 200 people received free medical services, including 60 physicals; 190 vision screenings; 160 hearing screenings; 65 chiropractor visits; 119 dental screenings; and 180 lab work ups. The Health Wagon told Myrlene that they would like to have the health fair held here again next year.

### **NEW BUSINESS**

- Long Range Plan Audit. Darrell explained the Long Range Plan to the Policy Council. It is a vision plan for Kids Central, stating goals and how to obtain those goals. We will be working on updating the Long Range Plan during this summer.
- SWOT Survey. SWOT stands for Strengths, Weaknesses, Opportunities, and Threats. This survey will be given to the Policy Council and Board for responses to KCI's strengths, weaknesses, opportunities and threats. The survey should be returned to Darrell by June 15<sup>th</sup>. Last year, the biggest complaint was compliancy within the Agency.
- 2010 – 2011 Program Calendars. Kim Austin gave members a copy of the proposed 2010 – 2011 program calendars for full-year and part-year centers. For the 2010 – 2011 program year, we will have an early dismissal one time per month to allow professional development time for staff. **Lisa Cantrell made a motion to approve the proposed 2010 – 2011 program calendars as presented. April Harvey seconded the motion. Motion carried.**
- Personnel Actions (New Hires, Terminations, and Promotions). We have an employee who did not satisfactorily fulfill their job duties and at the end of their 90-day probation, it was agreed not to continue employee. **Deanna Dingus made a motion to approve the employee termination. April Harvey seconded the motion. Motion carried.**

- Refunding Application for Early Head Start ARRA Grant. Lisa Barton reported that she is working on the refunding application for the Early Head Start ARRA funds. The current fiscal year ends September 30<sup>th</sup> for this grant. She states she will have the application prepared and present it at next month's meeting.
- 2009 – 2010 Awards. The presentation of awards for the 2009 – 2010 year will be held during May's combined Board of Directors and Policy Council meeting.
- Coeburn II, Nita Bond and St. Paul Centers. Chris Austin reported that St. Paul's attendance has been low all year. The operating costs for the St. Paul center are too high for us to have low attendance. Coeburn II and Nita Bond centers are located in housing projects, and there are not many children from those projects who actually attend our centers. The modular units for Coeburn II and Nita Bond are not in good condition and they are old.

Chris is requesting approval to pursue an alternative location in the Coeburn area that would be big enough to combine Coeburn II, Nita Bond, and St. Paul centers into one location. Options include locating an existing structure, or locating land to purchase and build a center on.

**Deanna Dingus made a motion to approve pursuing the search for an alternative location for the Coeburn II, Nita Bond, and St. Paul centers. Lisa Cantrell seconded the motion. Motion carried.**

### **COMMENTS**

Thomas Williams expressed his thanks for the good turnout at today's meeting. He also stated that members, whose children will not be in Head Start next year, may still continue to serve on the Policy Council as long as they have not served a total of three years on any Head Start Policy Council. They may become Community Representatives. The Policy Council may have ten (10) Community Representatives. The bigger the membership of the Policy Council, the more the Policy Council is able to do.

A concern regarding playground vandalism was brought up for discussion. Darrell stated that vandalism is bad near the housing projects and our centers have also been vandalized. We have installed security cameras in some of the areas and will prosecute anyone who is caught vandalizing our property.

### **NEXT MEETING**

The next Policy Council meeting will be a joint meeting with the Board of Directors and will be held June 15, 2010 at 11:00 a.m. at the Kids Central Administration Office.

A Policy Council Executive meeting will not be held in May.

With no further business or discussion, Dee Strouth adjourned the meeting at 11:45 a.m.

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Jennie Thacker, Secretary

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Sandra Harvey, Recording Secretary