

Kids Central Incorporated Policy Council Meeting August 14, 2013

The Policy Council of Kids Central Incorporated met on August 14, 2013 at Kids Central's Administration office. Mike Standifur, Chairperson, called the meeting to order at 11:00 a.m.

Samantha Bowens, Policy Council Secretary, called the roll.

Present: Cassandra Cline, Carolyn Mullins, Samantha Bowens, Willie Wood, Lisa Meade, Randy Chisenhall, Mike Standifur, and Edward Hutchinson

Staff present: Darrell Edwards, Paula Bates, Becky Bolling, Tammy Mullins, Vernon Rose, Jr., Christy Fleming, Lindsey Sturgill, Lisa Bentley, Terry Gentry, and Sandra Harvey

Others present: Maja Tyhurst and Maggie Reinhold from Virginia Tech

Darrell Edwards introduced Maja Tyhurst and Maggie Reinhold from Virginia Tech. They are conducting a health study program called Talking Health. Anyone eligible can participate in the program. The program lasts eight (8) weeks and includes free health screenings, educational sessions, and telephone support. They will be located at the Norton Community Center. We have sent our families information regarding this program.

Minutes

The minutes of the previous meeting (June 2013) were presented. With no corrections, **Carolyn Mullins made a motion to approve the minutes. Willie Wood seconded the motion. Motion carried.**

Policy Council Financial Report

- Carolyn Mullins presented the financial statement for the Policy Council. The beginning balance for June was \$870.73; \$382.61 was paid for travel, leaving a balance of \$488.12. Carolyn asked everyone to turn in their travel reimbursement forms to her. **Willie Wood made a motion to accept the Policy Council financial report as presented. Cassandra Cline seconded the motion. Motion carried.**

Old Business

- Awards from June 2013. Mike Standifur presented the awards for 2012-2013 to those who were not present at the June meeting.
- Actions of the Policy Council during the June 2013 meeting. Due to the low attendance at June's Policy Council meeting, Darrell Edwards read the actions taken by the Policy Council:
 - Minutes of the previous Policy Council were presented. **Cassandra Cline made the motion to approve the minutes as presented. Carolyn Mullins seconded the motion. Motion carried.**

- The Policy Council Financial Report was given by Carolyn Mullins. May's beginning balance was \$1,039.04. Travel and child care reimbursements were \$168.31, leaving a balance of \$870.73. **Willie Wood made a motion to accept the Policy Council report as presented. Cassandra Cline seconded the motion. Motion carried.**

- The following personnel actions were presented:

Promotions: Tesha Stallard to EHS Lead Caregiver
Amber Mullins to Family Advocate
Vernon Rose Jr. to Nutrition Services Specialist

Resignations: Mary Collins
Laura Mullins

New Hires: Rebecca Bolling – Health Services Specialist
Angela Ramey – Assistant/Driver at Wise
Shelia Combs – EHS Caregiver/Driver at Esserville
Karen Bohnert – Assistant/Cook/Housekeeper at Appalachia

Carolyn Mullins made a motion to approve the above listed personnel actions. Willie Wood seconded the motion. Motion carried.

- Updated Written Plans were presented. **Cassandra Cline made a motion to approve the Written Plans as presented. Willie Wood seconded the motion. Motion carried.**

Carolyn Mullins made a motion to approve the above list of actions from the June meeting. Cassandra Cline seconded the motion. Motion carried.

New Business

- 2012-2013 Outcomes Report. Tammy Mullins presented the outcomes report for 2012-2013. The information in this report will be used to set goals for the upcoming school year. Our results at the initial screening showed 38% of children were at the level they should be for their age group. The last screening of the year showed 72% of children were at the level they should be. Early Head Start showed 55% of the children were at the level they should be for their age group. The last screening showed 87% were at the level they should be.

There will be a School Readiness meeting held August 20th after the Board of Directors meeting. Everyone is invited to attend.

- Health Insurance Renewal Options. Christy Fleming reported that our health insurance premiums will be increasing approximately 9% (for the currently plan) and this total increase will be the responsibility of the employees. We have a second option that will only increase the premium approximately 3%. Employees will have a choice of which option they would like to take. The second option will increase the deductible \$500 and the out of pocket \$1,000. It will also increase the cost of a specialist from \$40 to \$50; the emergency room co-pay from \$100 to \$250; maternity care co-pay from \$150 to \$250; and urgent care facilities from \$40 to \$50. The second option is a good plan for employees who don't have many health issues. Bradley

Robinson and Carl Greear from TrustPoint Insurance will be at our in-service on August 26th to explain these changes and options to employees and will answer any questions employees may have.

- Personnel Actions. Sandra Harvey presented the following personnel actions:

➤ Brittany Sexton	Hired as a EHS Home Visitor
➤ Keeley Sanders	Hired at a HS Home Visitor
➤ Amber Mullins	Promoted to Family Advocate
➤ Meghan Sivert	Hired as a Substitute
➤ Aleisha Middleton	Hired as a Substitute
➤ Cassaundra Mullins	Hired as a Substitute
➤ Megan Mullins	Hired as an Assistant/Cook/Housekeeper at Ramsey
➤ Caroline Clasby	Hired as a Bus Monitor at Monte Vista and Dogwood
➤ Constencia Cantrell	Hired as a Bus Monitor at Pound
➤ Sharon Haug	Hired as an Assistant/Cook/Housekeeper at Monte Vista
➤ Vanessa Maine	Hired as an Assistant/Driver at Wise
➤ Gabriela Moore	Hired as a Substitute
➤ Amanda Patrick	Hired as a Substitute
➤ Darlene Robinson	Hired as an Assistant/Driver at Hawthorne
➤ Tina Cole	Hired as a Bus Monitor at Monte Vista and Dogwood

Cassandra Cline made a motion to approve the above listed personnel actions. Carolyn Mullins seconded the motion. Motion carried.

- Policies and Procedures Updates. Sandra Harvey presented updates to the Personnel Policies and Procedures Manual. The following policies were updated:

- Policy 422 – Attendance
- Policy 210 – Employee Probationary Period
- Policy 307 – Federal Family and Medical Leave (FMLA)
- Policy 402 – Cell Phone Use
- Policy 405 – Dress and Appearance

Carolyn Mullins made a motion to approve the above listed updated policies and procedures. Samantha Bowens seconded the motion. Motion carried.

Staff Reports

- Finance Report. Christy Fleming presented the financial statements for June. Accounts Payables were \$81,000 and Payroll was \$54,200. Our audit is complete and the Auditor, Jim Fern, will present the audit to the Board members in September.

- Enrollment and Attendance. Lisa Bentley presented the enrollment and attendance report for July. We were fully enrolled in July with an attendance of 76.14%. We are still recruiting for the upcoming school year. Some of our centers have a full enrollment for the upcoming school year and some of those centers have waiting lists.

- Education. Tammy Mullins reported that she is developing pre-service plans for staff when they return on the 26th. We are currently in need of a Bus Monitor for Clintwood I & II. Everything is going good with our full-year centers.

- Health/Disabilities. Terry Gentry reported that she has been in contact with the school systems regarding disabilities. She presented updates to the Health and Disabilities Policies. These changes consist of some wording and titles that were recommended by the Health Advisory Committee. **Willie Wood made a motion to approve the Health and Disabilities Policies as presented. Cassandra Cline seconded the motion. Motion carried.**

- Nutrition. Junior Rose reported the following for the months of June and July 2013:

June:	Visits to Kaseyville	80 children
	Home Base	22 children and 50 adults
	Breakfast served	1502
	A.M. Snack served	0
	Lunch served	1721
	P.M. Snack served	1681
	Adult lunches served	521
	Field Trips	80 children (4 classes) & 22 HB children
July:	Visits to Kaseyville	80 children
	Home Base	22 children and 50 adults
	Breakfast served	1300
	A.M. Snack served	0
	Lunch served	1451
	P.M. Snack served	1421
	Adult lunches served	511
	Field Trips	80 children (4 classes) & 22 HB children

- Family Involvement. Lindsey Sturgill reported that open house will be September 5 & 6. Family Days will begin September 9th. Our family night drive-in movie night will be September 17th and the movie will be Planes. Kasey's Academy will be taking their first field trip on October 25th to the Aquarium in Gatlinburg TN.

For the Good of Kids Central - Comments/Discussions.

The parent surveys that were given out in March need to be turned in as soon as possible.

Next Meeting

The next meeting of the Policy Council will be held on Wednesday, September 18, 2013 at 11:00 a.m. at Kids Central's Administration office in Norton, VA.

With no further business, the meeting adjourned at 11:50 a.m.

Samantha Bowens, Policy Council Secretary

Sandra Harvey, Recording Secretary