

# Kids Central Incorporated Policy Council Meeting May 8, 2013

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The Policy Council of Kids Central Incorporated met on May 8, 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, Tina Edwards, Vicki DeVaughn, Willie Wood, Lisa Meade, Randy Chisenhall, and Mike Standifur

Staff present: Darrell Edwards, Paula Bates, Leslie Graves, Tammy Mullins, Misty Hill, Vernon Rose, Jr., Mary Collins, Christy Fleming, Lindsey Sturgill, Lisa Bentley, and Terry Gentry

## Minutes

The minutes of the previous meeting (April 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. \$114.64 was paid for travel, leaving a balance of \$1,039.04. 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

- Purchase of two (2) Buses. We have received two (2) proposals for new buses. Sonny Merryman was \$5,000 cheaper with a price of \$90,000. \$50,000 of this price will be covered by our grant from USDA. We have a CD that can help cover our cost. Funds will be moved from the supplies category and placed into the equipment category. **Carolyn Mullins made a motion to accept the proposal from Sonny Merryman and to purchase two (2) new buses. Lisa Meade seconded the motion. Motion carried.**

- Pound Center. Work on the new Pound center has not begun due to the weather and sickness. We have not heard any response from the Regional Office regarding the modular unit that has been used for the Pound center located at J.W. Adams Combined School. We have not received any response from Wise County regarding whether or not they want the unit.

- Virginia State Police Security Assessment. The State Police security assessment is something that was brought up by a Board member at one of their previous meetings. They have put together a detailed report of their assessment. We will use this information in our long-range planning. This was a free service from the Virginia State Police. **Carolyn Mullins made**

**a motion to accept the Virginia State Policy Security Assessment. Tina Edwards seconded the motion. Motion carried.**

- Health Services Specialist Position Description Update. Terry Gentry proposes to eliminate the Health Assistant position and change the title to Health Services Specialist. These two positions will be hourly, non-exempt positions. One position will be a full-time, twelve (12) month position and the other will be a full-time, ten (10) month position. These positions will work with screenings, immunizations, etc. We hope to be able to hire someone for the vacant position who is an Licensed Practical Nurse (LPN). The current Health Assistant will be moved to the Health Services Specialist position. **Cassandra Cline made a motion to approve the change to change the Health Assistant position to Health Services Specialist. Carolyn Mullins seconded the motion. Motion carried.**

- PALS Report. Tammy Mullins gave the Policy Council members a copy of the PALS report. PALS screenings are conducted in the fall and the spring. The last screening results state that all of our transitioning children (children entering kindergarten this fall) are where they are supposed to be. **Willie Wood made a motion to accept the PALS report as presented. Lisa Meade seconded the motion. Motion carried.**

#### New Business

- KCI Online Training. Tammy Mullins announced we hope to launch our online training site June 1<sup>st</sup>. She reports that this site will house lots of training modules for staff's professional development. We will be able to track their training and there will be quizzes they can take. **Carolyn Mullins made a motion to accept the KCI Online Training. Cassandra Cline seconded the motion. Motion carried.**

- S.W.O.T. Survey. Darrell Edwards called attention to the logo for our 40<sup>th</sup> year of service. The S.W.O.T. survey will be used for planning of long range goals. We have conducted this survey seven (7) times in the last nine (9) years. We did not conduct one last year so we need to update. When answering the questions on the S.W.O.T. survey, think of where you see us in ten (10) years from now.

- General Survey. This survey will be sent to parents, vendors, and people in our community. The survey will take approximately thirty (30) minutes to complete. This survey, along with the S.W.O.T. survey needs to be returned by August.

None of our previous Five Year Plans have taken five (5) years to complete. These plans are very important. **Willie Wood made a motion to accept the S.W.O.T. Survey and the General Survey. Carolyn Mullins seconded the motion. Motion carried.**

- Installation and Awards Meeting. The installation of Board of Directors members and awards for 2012-2013 will be conducted during a joint meeting with the Board of Directors and the Policy Council on Tuesday, June 25<sup>th</sup>. Mike Standifur will be nominated to Board membership at this meeting.

- 2013-2014 Program Calendars. Tammy Mullins presented calendars for part-year staff and full-year staff. Days marked in blue are vacation days, yellow are in-service days, and white are children's days. Note that due to the budget cuts, we are cutting ten (10) children's

days. **Cassandra Cline made a motion to accept the 2013-2014 program calendars. Tina Edwards seconded the motion. Motion carried.**

- Sequestration Cuts. Darrell stated that to meet the budget we need to cut 5.27% or \$195,000 from our annual budget; however we did not cut any services or lose any staff members. Christy Fleming presented Policy Council members with a copy of the budget changes due to the sequestration. A discussion began with a Policy Council member questioning the budget cuts. The member stated that cutting the staff incentive is not a good idea. The staff incentive is tied to the program being fully enrolled for a period of one year with the staff receiving a 3% award if the goal is met. Darrell and Christy Fleming reviewed the process with the Policy Council that was used to come up with the necessary budget cuts to meet the amount required by the sequestration cuts. Using all the available information, it was decided that to leave the incentive award and to cut children or staff from the program or to shutter centers was not in the best interest of the company. The incentive award was deemed to be extravagant. **Carolyn Mullins made a motion to accept the revised budget figures with the elimination of the incentive award. Cassandra Cline seconded the motion. Motion carried.**

- Inclement Weather Policy Change. Our inclement weather announcements have been updated with WCYB and hopefully there will not be any confusion this upcoming winter. The announcement should state part year programs for centers listed. We will also have this announcement on the radio. We will close part-year centers because of the weather due to us transporting children at these centers. Drivers will not run on roads they feel aren't safe. Staff members or the Bus Driver will contact parents if they cannot get children home due to road conditions. Darrell comments that full-year centers will remain open unless a catastrophic weather event occurs. **Willie Wood made a motion to accept the inclement weather policy as presented. Carolyn Mullins seconded the motion. Motion carried.**

- Wayne Herndon vs. Kids Central. A case was filed in Wise County Circuit Court by Wayne Herndon to collect a federal judgment. Attorneys are in discussions and it is expected that the case will be resolved in favor of Kids Central based on Kids Central being judgment proof.

- Personnel Actions. Christy Fleming presented the following personnel actions:

- Vernon Rose Jr. Promoted from Assistant/Cook/Housekeeper to Nutrition Services Specialist
- Amber Mullins Promoted from EHS Lead Caregiver to Family Advocate
- Laura Mullins Resigned from Family Advocate position
- Mary Collins Resigned from Nutrition Services Specialist position

**Carolyn Mullins made a motion to approve the above listed personnel actions. Lisa Meade seconded the motion. Motion carried.**

### Staff Reports

- Finance Report. Christy Fleming presented the financial statements for March. \$384,000 was spent in March and a total of \$2,800,000 has been spent in this fiscal year. Our budget shows we are overspent in workers compensation and contract services, however, we are underspent in supplies and repairs. Because of this, we will have the necessary funds to

purchase the new buses. As of now, we are 79% above our required in-kind for the year. **Carolyn Mullins made a motion to accept the finance report as presented. Tina Edwards seconded the motion. Motion carried.**

- Enrollment and Attendance. Lisa Bentley presented the enrollment and attendance report. She states that there is a mistake on the report – Ramsey should show 2 children with disabilities and Home Base Wampler should show 1. These are new diagnosis. Family Advocates are busy recruiting and completing applications for enrollment. **Tina Edwards made a motion to accept the enrollment and attendance report as presented. Cassandra Cline seconded the motion. Motion carried.**

- Education. Tammy Mullins reported that education is going well. Exit interviews are being conducted today with part-year staff. PALS and COR will be finished by the end of the month. She will report on the outcomes next month. **Carolyn Mullins made a motion to accept the education report as presented. Tina Edwards seconded the motion. Motion carried.**

- Health/Disabilities. Terry Gentry reported that we have an opening for a Health Services Specialist. Terry has been attending transition meetings for children to help adapt with transitioning to kindergarten. **Carolyn Mullins made a motion to accept the education report as presented. Willie Wood seconded the motion. Motion carried.**

- Nutrition. Mary Collins reported the following for the month of April 2013:

▪ Visits to Kaseyville	15 Classrooms - (4 classrooms had lunch)
▪ Home Base Socials	2 (188 lunches and 326 adult lunches)
▪ Breakfast served	3,016
▪ A.M. Snack served	1,367
▪ Lunch served	4,857
▪ P.M. Snack served	4,568
▪ Adult lunches served	1,989
▪ Field Trips	27

Mary reported that PFG donated snacks for our year end blast. She thanked Kids Central for allowing her to serve the children and families for 32 years. Junior Rose has been in training with Mary and will take over Mary's position June 1<sup>st</sup>. **Lisa Meade made a motion to accept the nutrition report as presented. Tina Edwards seconded the motion. Motion carried.**

- Family Involvement. Lindsey Sturgill reported we had a huge turnout for our year end blast with approximately 1,000 people attending. This year's was the best so far. Lindsey thanked Mike Standifur for providing the music. The dunk booth was the highlight of the event. Nita Bond (Wise County) and Haysi (Dickenson County) won for family days attendance. **Carolyn Mullins made a motion to accept the family involvement report as presented. Lisa Meade seconded the motion. Motion carried.**

For the Good of Kids Central - Comments/Discussions.

Mike Standifur reminded everyone that the Policy Council will be hosting a social event at the Bear Pen recreation area on July 20, 2013. Everyone is invited.

Terry Gentry gave members a parent survey to complete.

Next Meeting

The next meeting of the Policy Council will be a joint meeting with the Board of Directors and will be held on Tuesday, June 25, 2013 at 11:00 a.m. at Kids Central's Administration office in Norton, VA.

With no further business, the meeting adjourned at 12:10 p.m.

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Samantha Bowens, Policy Council Secretary

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Sandra Harvey, Recording Secretary