

Kids Central Incorporated Policy Council Meeting February 12, 2014

The Policy Council of Kids Central Incorporated met on Wednesday February 12, 2014 at Kids Central's Administration office. Lisa Meade, Policy Council Member, welcomed everyone and called the meeting to order at 11:07 a.m.

Vice-Chair – Ashley Woods determined a quorum was established.

Present: Wendi Wampler, Rhonda Castle, Lisa Meade, Charlene Moore

Staff present: Becky Bolling, Darrell Edwards, Paula Bates, Tammy Mullins, Christy Fleming, Lindsey Sturgill, Lisa Bentley, Terry Gentry, Paula Bates, and Valerie Lee

Others present: Thomas Williams and Ed Hutchinson from KCI Board of Directors

Roll Call/Quorum

Lisa Meade, Council Member, dispensed with the roll call and recognized a quorum of members.

Minutes of Previous Meeting:

The minutes of the January 15, 2014, Policy Council meeting were distributed and reviewed.

Motion by Rhonda Castle to accept the minutes as written.

Motion seconded by Wendy Wampler.

Motion carried by unanimous vote.

Finance Report of the Policy Council

In the absence of the Policy Council Treasurer Keisha Parton, the finance report was not given.

Staff Reports

Finance: Christy Fleming, Comptroller, distributed year-to-date budget actuals, the vendor check register report and the current balance sheet through 12/31/2013. She noted that 60% of the year is completed with the following financials through December 2013:

Kids Central	\$24,578.96 excess revenue over expenses
Head Start	(\$200,957.76) excess revenue over expenses
Early Head Start	\$227,005.06 excess revenue over expenses

\$134,871.55 in payables spent in December

In kind contributions and volunteer time exceeded budget.

Wal-Mart and Food City charge accounts were paid in full. Copies of the statements for all credit cards were handed out for review.

Motion by Wendy Wampler to accept the financial report as presented.

Motion seconded by Rhonda Castle.

Motion carried by unanimous vote.

Enrollment and Attendance: Lisa Bentley, Family Advocate MIS Manager, distributed the January end of month enrollment and attendance report. She noted that we are fully enrolled. Attendance was down due to winter sickness and weather problems, but the attendance was not bad for this time of year.

Education Services: Tammy Mullins, Assistant Director for Education, reported on education services. She noted that the center staff had finished most of the home visits with the Hawthorne center finishing this month.

Child and Family Services: Terry Gentry, Assistant director for Child and Family Services, noted Cooking with Kasey programs will be held in March. The First Aid and CPR class has not yet been scheduled but is on the project calendar to complete.

Nutrition Services: In Junior Rose's absence, Lisa Bentley, Family Services Manager, presented the Nutrition Services report for January 2014.

Visits to Kaseyville	Children from 4 full-year classrooms, 11 part-year classrooms, 12 home-base classrooms
Home Base Lunch	Children-23, Adults-33
Adults/Classrooms	854
Breakfasts	1,722
A.M. Snacks	783
Lunches	3,177
P. M. Snacks	3,080
Fields Trips	4 full-year classrooms, 3 toddler classrooms, 11 part-year classrooms, 12 home-base classrooms
Total Attendance	3,209

Family Involvement: Lindsey Sturgill, Family Engagement Specialist, gave a report on family activities. She noted:

1. Continuing with family days. Great enrollment to date. Some missed due to weather. One family day remains for the year to be completed in March.
2. End of Year Blast is scheduled for April 17, 2014 from 10:00 a.m. – 2:00 p.m. at Bullitt Park in Big Stone Gap.
3. Family involvement activities are planned
4. Kasey Academy has a field trip scheduled for March 21, 2014, to the Knoxville Zoo.

Health Report: Becky Bolling, Health Services Specialist, gave the Health report to the attending board members. She is on the second round of dental checkups with 25 children. She is also on the second level of heights and weights.

Human Resources: Darrell Edwards, Executive Director, introduced Valerie Lee, the new Human Resources Specialist hired 02/10/2014.

Old Business

VAHSA State Meeting: Darrell Edwards, Executive Director, noted that he needed to know today if anyone was interested in attending. Arrangements needed to be made as soon as possible for those attending.

2014-2015 Budget: Christy Fleming, Comptroller, announced the budget deadline for submission of the 2014-2015 budget is March 1, 2014. She noted that as of this date the same funds are available for this year as was available for last year. Kids Central has not received an official letter notifying her of an increase in our budget however an Instructional Memorandum was received stating that all funding would be restored to the 2012 levels. The proposal Ms. Fleming presented is for the same budget as last year with five operations days of the fourteen days cut last year for part-year children reinstated. The narrative of the budget will change and the proposed plans for consolidation of two centers along with staff issues will be included.

After limited discussion Ms. Fleming requested approval from the Policy Council to proceed with the budget as stated.

Motion by Rhonda Castle to approve the 2014-15 budget submission as stated.

Motion seconded by Wendy Wampler.

Motion carried by unanimous vote.

Ms. Fleming continued with budget discussion stating that reinstatement of what was taken away this year is expected along with a 1.3% cost of living adjustment effective in next year's budget. Darrell Edwards noted that next year, they will seek expansion grant funds for the Early Head Start program. KCI will try to get this expansion grant for the Coeburn area and the Big Stone Gap area.

New Business

Personnel Actions: Tammy Mullins, Assistant Director for Education, presented personnel actions for approval. They are:

1. Hire Valerie Lee as Human Resources Specialist
2. Hire Melissa Ingle as Classroom Assistant/Cook/Housekeeper
3. Hire Caitlin Beverly-Boatright as Substitute
4. Promote Sabrina Powers to Teacher
5. Move Angie Fee from Classroom Assistant to Lead Caregiver
6. Accept Brandon Scott Moore's resignation

Motion by Rhonda Castle to approve the personnel actions as presented.

Motion seconded by Wendy Wampler.

Motion carried by unanimous vote.

Operations Calendar for 2014: Tammy Mullins, Assistant Director for Education distributed the proposed operating calendars for 2014-2015 for the full and part-year programs. The part year calendar includes five additional days. These are to be included in the 2014-15 budget submissions.

Motion by Rhonda Castle to approve both calendars as presented.

Motion seconded by Wendy Wampler.

Motion carried by unanimous decision.

Education Outcomes Report: Tammy Mullins, Assistant Director for Education Services distributed the Child Assessment Data Outcomes for Period 2 report. Growth/improvement is reflected in all areas. Children have met all benchmarks put in place.

Consolidation of Services Proposal: Tammy Mullins, Assistant Director for Education, presented the Proposal for Reorganization, Renovation and Consolidation of the Norton Head Start and Early Head Start Operations at Esserville. The Hawthorne Center will be moved next door to the Administration Office with the Ramsey Center moving to the building unit behind the Administration Office. These moves will financially improve our payables with rent reduction as both facilities were going up \$100/month for the next two years. While the consolidation reduces our staff by two, no one will lose their job. The budget will be positively impacted as all food preparation will be in one location. Children will be on the bus for shorter distances. Cutting electric and water bills in these locations will help with cost increases in other areas. Personnel and food expenditures are large but needed making the centers better and keeping the children and parents well fed. Maintaining the level of quality services, not losing staff members, are proactive moves.

After limited discussion Ms. Mullins requested that the proposal for Consolidation actions be approved.

Motion by Rhonda Castle to approve the reorganization, renovation and consolidation proposal as presented.

Motion seconded by Wendi Wampler

Motion carried by unanimous decision.

For the Good of Kids Central, Inc., Open Comments

None voiced.

Upcoming Meetings

Executive Committee: The Executive Committee will not meet in February.

Policy Council: The next Policy Council meeting will be held on Wednesday, March 12, at 11:00 a.m.

Board of Directors: The next Board of Directors meeting will be held on Tuesday, February 18, 2014 at 11:00 a.m.

With no further business, Rhonda Castle made the motion to adjourn the meeting.

Motion seconded by Wendy Wampler.

Motion carried by unanimous decision.

The meeting adjourned at 12:04 p.m.

X

Tina Edwards
Secretary, Policy Council

X

Valerie A. Lee
Recording Secretary