

# **Kids Central Incorporated Policy Council Meeting March 12, 2014**

---

The Policy Council of Kids Central Incorporated met on Wednesday, March 12, 2014, at Kids Central's Administration office. Willie Wood, Policy Council Chairman, welcomed everyone and called the meeting to order at 11:04 a.m. Willie Wood, Chairman, determined a quorum was established.

**Present:** Willie Wood, Wendi Wampler, Ashley Woods, Brad Woods, Charlene Moore, Crystal Barton, Lisa Meade, Emma Lou Charles, Tiffany Hass

**Staff present:** Darrell Edwards, Valerie Lee, Christy Fleming, Tammy Mullins, Terry Gentry, Paula Bates, Lisa Bentley, Vernon Rose, Jr., Lindsey Sturgill

**Others present:** Thomas Williams from KCI Board of Directors

## **Roll Call/Quorum**

Willie Wood, Chairman, dispensed with the roll call and recognized a quorum of members.

## **Presentation of Executive Committee Meeting Actions from February 12, 2014**

Darrell Edwards, Executive Director, explained the Policy Council met last month even though it was snowing. The meeting had to take place as the budget was due to Philadelphia by March 1. Without having the meeting, we could not send in the budget for approval. The Policy Council did not have a quorum last month with only five members present. Therefore, we have to make the actions of last month's meeting legal. Last month's meeting will therefore be considered an Executive Committee Meeting. On your agenda, the top seven items were actions we took last month that we talked about, discussed, proposed, and took a vote of the members that were here. All items were approved, and we staff took care of submitting the budget that had to be submitted by March 1. Today, we need to go through items one – seven and answer any questions that anyone has on any item. Everything was in your minutes. The only item you may or may not have had was the written Consolidation of Services Proposal for the Ramsey and Hawthorne centers to next door. Copies are distributed today if you want to take a few minutes to look at the proposal. If you have any questions about this, we will take questions right now. Briefly, we propose to close the Hawthorne and Ramsey centers and move both of these centers next door. We will add an Early component to next door so that we will have a new center next door, Ramsey or Hawthorne will be located to the double-wide in the back of the campus and we will add an Early Head Start center over there. These changes will save funds due to Norton Housing Authority raising rent every year for the next several years. The rent increases does not justify our rental of the facilities. We are already heating and air conditioning this space here, so power impact will be minimal. Staff has already moved from that building to the one we are in right now. Kids Central will be more functional than before. I am asking for support on this to be approved. Willie Wood, Chairman, wondered if crowding would be an issue. Mr. Edwards explained that crowding was not an issue. The Family Advocates and Health Department staff moved over here. One wall will be taken out next door making the center bigger than any center

we have currently. Plenty of storage will also be available. This item is number seven on the bullet point list.

***Motion by Ashley Wood to approve the Executive Committee's actions to move forward with the Consolidation Proposal of the Ramsey and Hawthorne Centers to the Esserville Headquarters.***

***Motion seconded by Lisa Meade.***

***Motion carried by unanimous vote.***

The next item is the budget. We had to complete the budget again and have it in to Philadelphia by March 1. Since that time, the budget has come through that we will get all of the funding that was cut from this agency replaced. We are back to the 2012 levels. We took a \$200,000 cut last year, which was tough. However, all of the funding will be restored. Christy Fleming reported that we put in the savings of the consolidation for rent, utilities, etc., and added back five days to the part year centers that we had taken away this year. The first budget given to Philadelphia included these items.

***Motion by Lisa Meade to approve the Executive Committee's actions to approve the preliminary budget that was sent to Philadelphia.***

***Motion seconded by Ashley Woods.***

***Motion carried by unanimous vote.***

Tammy Mullins, Education Director, gave an update on the calendar for full and part year programs for next year. The full year calendar is firm. The part year calendar will need to be updated to add the additional five days when we update the budget. These calendars were sent with the budget. We put in a few days for early dismissal so that staff will have the time to complete paperwork and catch up on health services.

***Motion by Ashley Woods to approve the Executive Committee's actions to approve next year's full and part year calendars that were sent to Philadelphia with the budget.***

***Motion seconded by Lisa Meade.***

***Motion carried by unanimous vote.***

Valerie Lee, Human Resources Specialist, gave the personnel actions report from the Executive Committee meeting on February 12. The actions needing approval were:

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 Lisa Meade to approve the Executive Committee's actions to approve the personnel actions from February 12, 2014.***

*Motion seconded by Ashley Woods.*

*Motion carried by unanimous vote.*

The minutes of the January 15, 2014, meeting that were presented at last month's Policy Council Executive Committee meeting, the finance report for January 2014, and staff reports that are in your packets were discussed and reviewed.

*A motion was made by Lisa Meade that the minutes and finance and staff reports from the Executive Committee approval action on February 12, 2014, be approved by the Policy Council.*

*Motion seconded by Ashley Woods.*

*Motion carried by unanimous vote.*

### **Minutes of Previous Meeting:**

The minutes of the February 12, 2014, Policy Council meeting were distributed and reviewed.

*Motion by Ashley Woods to accept the minutes as written.*

*Motion seconded by Lisa Meade.*

*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, commented that when we had the February Executive Committee meeting, she had not completed January's financials. Ms. Fleming distributed January's completed financials as well as the Wal-Mart and Food City statements for January. We only spent \$27.00 at Wal-Mart, which is a record. At Food City, we spent \$11,572, which is also a decrease. These bills are paid in full every month. Through January, we are 67% through the year. We drew down \$271,500 to pay bills and payroll. As far as where we are at, in my estimation, we are on target. In the supply area, we spent 78% of our budget. This is our biggest area beside salaries, which is below budget due to school days missed and staffing vacancies. Will look at adding school days back to the end of this year for our part year staff. Ms. Fleming should know more by the end of this week. One difference this year in the budget is that we closed Kids Central for weather and still paid our employees when closed. Employees will not go without pay when we are closed for bad weather. This was not budgeted, but Ms. Fleming feels good about our budget, as we were under budget on this line item. As far as in-kind, we have met our numbers. We still have to collect income, as we might need this when we are audited.

Kids Central                      (\$109,076) excess revenue over expenses

Head Start                        (\$332,707)) excess revenue over expenses

Early Head Start      \$225,109 excess revenue over expenses

\$148,000 in payables spent in January

***Motion by Lisa Meade to accept the financial report as presented.***

***Motion seconded by Ashley Woods.***

***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 is back up to 82%, which is good for this time of year.

**Education Services:** Tammy Mullins, Assistant Director for Education, reported on the child assessment outcomes for period two. Outcomes for both periods one and two are included so you can make a comparison. Only one slight decrease was noted in the Early Head Start classrooms, but this decrease is due to turnover in infants aging. This data is program-wide, not just one classroom. Please keep in mind we are not reporting on the same child every period.

**Child and Family Services:** Terry Gentry, Assistant director for Child and Family Services, noted that the Family Advocates were updating family goals with graduations, classes taken, GEDs obtained, etc. Lindsey Sturgill had been working on resources for our End of Year Blast, where many resources will be available for families. Ms. Gentry asked for suggestions on what benefits we can offer in the next program year.

**Nutrition Services:** Junior Rose, Nutrition Specialist, presented the Nutrition Services report for February 2014.

Visits to Kaseyville	Children from 4 full-year classrooms, 11 part-year classrooms, 12 home-base classrooms
Home Base Lunch	Children-70, Adults-124
Adults/Classrooms	944
Breakfasts	2,159
A.M. Snacks	1,250
Lunches	3,673
P. M. Snacks	3,404
Fields Trips	4 full-year classrooms, 3 toddler classrooms, 11 part-year classrooms, 12 home-base classrooms
Total Attendance	3,687

**Family Involvement:** Lindsey Sturgill, Family Engagement Specialist, gave a report on family activities. She noted we missed one family day due to snow. Two classrooms came out on top with the most attendance. Haysi has had 100% attendance during family days since September 2010. This means every child had someone come and do an engagement activity with him or her. Esserville Toddlers II also won with the most attendance. Both of these classrooms won a pizza party for their classrooms. The staff will have a work from home day. Office staff will cover their duties that day. Next Friday is our trip to the Knoxville Zoo. More people are going on this trip than any trip we have had. The Book Fair is March 24-28. Open hours are from 10 am to 12 pm every day with a family night on the 28<sup>th</sup>. End of Year Blast is scheduled for April 17<sup>th</sup> at Bullitt Park in Big Stone Gap. There will be many engagement activities to do together. We will tie dye shirts that day for the kids. There will be food, face painting, and mountain climbing. If anyone has any ideas or suggestions for the Blast, please let her know.

**Health Report:** Terry Gentry, Assistant Director of Child and Family Services, gave the Health Report in Becky Bolling's absence. Becky has taken a few days off work. Becky is following up with health staffings, looking at the files to make sure all children have physicals, blood work, dentals, lead checks, etc. needed before going to Kindergarten. Letters will be sent to the home noting missing items.

**Human Resources:** Valerie Lee, Human Resources Specialist, reported Kids Central has four open positions posted, these being a Classroom Assistant/Driver at Appalachia 1, Bus Monitor and Bus Driver positions at Pound, and a Classroom Assistant/Driver at Esserville. Referrals to the Virginia Employment Commission can be made, if you know anyone interested in one of these positions. Currently, Kids Central has five individuals on a leave of absence right now. The floating positions we have are very much needed. The positions with absences are a Toddler Caregiver, Home Based EHS, Home Based HS, Teacher and a Health Services Specialist. Ms. Lee asked for approval of the following personnel actions:

1. Gabriela Moore changing positions to Assistant Floater on 02/17/2014
2. Darlene Robinson changing positions to Classroom Assistant/Driver at Wise, from part-year to full-year
3. The resignation of Diane Houston from the Appalachia I Center as Classroom Assistant/Driver on 02/24/2014
4. The termination of Meghan Sivert as Floater-Classroom Assistant on 03/05/2014

***Motion by Lisa Meade to approve the personnel actions as presented.***

***Motion seconded by Ashley Woods.***

***Motion carried by unanimous vote.***

## **Old Business**

**Consolidation of Services Update:** Darrell Edwards, Executive Director, brought the Policy Council up to date on the Consolidation approved last month. This project will involve many things, moving centers, playgrounds, etc. We have moved the staff to the Admin Office. We are changing the lights and putting new furniture in some of the offices. Please take a walk around a look at some of the positive changes we made. Up front in the lobby, we have a workstation

with computer for use. Help will be offered by the staff. We are trying to make Kids Central a more family centered operation. We think these efforts in the last three years, especially in the Pound Center, are very positive. We took the Pound Center from behind a building and put it on main street. When we did that, we have not had an enrollment problem there. We went from under-enrollment to having a waiting list. It was all because of the action of moving the center to a much better center. We have to let people know that these services are available. Terry Gentry will make a report later on our population assessment. The population in Wise and Dickenson Counties are shrinking at an alarming rate. There are no jobs/work. The coal industry has taken such a hit that it has weakened the economy of Southwest Virginia. To stay ahead of that, we have taken these measures. The assessment says there will not be enough school kids available for the public schools that we have here. Dickenson County went from 17 children to 106. Where are they getting those kids? They are getting them from Kids Central. In addition, Wise County is doing the same thing. These kids are not going unserved. They are being siphoned from a program that is already in existence. Kids Central does not compete with the school system. We are completely independent. It is difficult for our recruitment. We are looking at adding more Early Head Start from birth to three years old because the school system is taking the four-year-olds. We are trying to stay ahead of the curve and keep the doors open in every center that we have. Some of the reasons behind the consolidation go beyond saving money. We are looking at five to ten years down the road. What we have been through in the past year, they can cut your budget, which is devastating. With President Obama putting more money in Head Start, the State of Virginia built more Head Start buildings for Early Childhood services. Then, the money left. Those buildings are now for sale. Kids Central has to make sure we can sustain what we have now. We never want to cut any services. I think Kids Central is in a good shape with the consolidation. We are still looking at Coeburn, consolidating two centers together. We are also looking at consolidating both of the Big Stone Gap centers together and adding an Early component. This is what is coming – the need for Early Child Care. There will be steady competition. I predict that there will be a universal pre-kindergarten classroom in the State of Virginia where all four year olds will go to a pre-K program. Tennessee did it. May be nationwide soon. Consolidation efforts have a meaning and a purpose, and that is to serve more kids in both Wise and Dickenson Counties.

## **New Business**

**Notice to File New Amended Budget:** Christy Fleming, Comptroller, spoke on the March 1<sup>st</sup> deadline for the budget. After this deadline, Head Start gave us back what was previously cut in 2013 to the amount of \$192,784 and a COLA for staff for 1.3%, amounting to \$47,500 (due to May 1<sup>st</sup>). As these line items are considered changes to the approved budget, I will need approval to accept these additions to our budget and make them part of the 2014-15 budget. This needs to be approved so that we can turn it in to Philadelphia in May 2014. If there are any concerns, please make them known. The days that were cut in 2013 will be given back, such as in the 2012 budget. In addition, expenses will need to be adjusted when adding days such as gas, supplies, salaries. The bonus opportunity of 3% will be restored in November. This is good news for our staff.

**Community Assessment:** Terry Gentry, Assistant Director for Family and Child Services, spoke on the Community Assessment. She went over the results so we can use the information to guide our services for future program years. This document has been in development since last summer. It includes Wise County, Dickenson County and the City of Norton. Information in the report includes education, children's ages, populations, so we can better service areas. Ms. Gentry requested that the Policy Council approve Kids Central's use of this Community Assessment as a guide for future programming.

*Motion by Ashley Woods to approve use of the Community Assessment as a guide for future programming.*

*Motion seconded by Lisa Meade.*

*Motion carried by unanimous vote.*

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

None voiced.

## **Upcoming Meetings**

**Executive Committee:** The Executive Committee will not meet in March.

**Policy Council:** The next Policy Council meeting will be held on Wednesday, April 9, 2014, at 11:00 a.m.

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

*With no further business, Willie Wood, Policy Council Chairman, adjourned the meeting.*

The meeting adjourned at 11:45 p.m.

X

---

Tina Edwards  
Secretary, Policy Council

X

---

Valerie A. Lee  
Recording Secretary