

# **Kids Central Incorporated**

## **Policy Council Meeting**

### **May 14, 2014**

---

The Policy Council of Kids Central Incorporated met on Wednesday, May 14, 2014, at Kids Central's Administration office. Willie Wood, Policy Council Chairman, welcomed everyone and called the meeting to order at 11:00 a.m. Willie Wood, Chairman, determined a quorum was established.

**Present:** **Willie Wood, Emma Lou Charles, Ashley Woods, Lisa Meade, Crystal Barton**

**KCI Staff present:**

**Darrell Edwards, Rebecca Bolling, Lisa Bentley, Teresa Blair, Amber Mullins, Vernon Rose, Jr., Tammy Mullins, Christy Fleming, Valerie Lee, Terry Gentry**

**Others present:**

**Thomas Williams and Edward Hutchinson from KCI Board of Directors**

#### **Roll Call/Quorum**

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

#### **Presentation of Minutes from the April 9, 2014, Meeting**

As Tina Edwards, Policy Council Secretary resigned her position, Mr. Woods assigned Lisa Meade as Interim Secretary of the Policy Council. Willie Wood, Chairman, stated the minutes were mailed to Council members and called for a motion to accept or decline the minutes as presented from the April 9, 2014, Policy Council meeting.

***Motion by Lisa Meade to approve minutes of the April 9, 2014, meeting as written.***

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

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

#### **Finance Report of the Policy Council**

In the absence of the Policy Council Treasurer Keisha Parton, Darrell Edwards stated that he wrote two checks from recent requests. If any requests remain outstanding, please turn them in for payment by May 31, 2014. Christy Fleming, Comptroller, stated that May 31 was fiscal year's end. At this time, the Policy Council has a positive financial balance.

#### **Staff Reports**

**Finance:** Christy Fleming, Comptroller, distributed the March financial report. She noted that 84% of the year has concluded by the end of March with 80% of funding expended. Specifically expended by major line item are payroll at 80% and operating expenses at 77% (minus in kind,

the bus purchase, and USDA). Travel, mileage, and repairs line items can supplement any line item that needs additional funding. As for center food expense, \$170,000 has been spent year-to-date, but the USDA reimbursement has not yet been received. Once received, the y-t-d expense for center food will probably be around \$10,000. If any funds remain, we have a wish list of needed items that will spend the entire grant.

***Motion by Lisa Meade to file 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 April end of month enrollment and attendance report. Ms. Bentley noted attendance for April was 82.85%. She also noted this year was one of the best years ever in attendance. We started out strong, and we ended strong.

**Education Services:** Tammy Mullins, Assistant Director for Education, gave an update on education services. She noted the department had been busy closing part year classrooms. Eleven classrooms closed for the summer. One hundred sixty-eight children are out for the summer. Six home based classrooms closed as of April 30; this affected 72 preschoolers. May 2 was the last day for part year staff. Forty-five part year staff members are out of work for the summer. Further, seven other staff members will be out of work at the end of this month. This summer, we have open four Head Start classrooms with 80 preschoolers, three Early Head Start classrooms with 28 infants and toddlers, and 6 Early Head Start Home Based programs with 72 infants, toddlers, and pregnant mothers. Currently, the Education Department Supervisors and two teachers are in Lynchburg participating in a Train the Coach training provided by the Office of Head Start. We are excited about implementing a new coaching system at Kids Central, which we will put together this summer for when our part year staff returns this fall. Other things we have been working on are technology needs. I will tell you a little bit more about that further into the meeting today. Mr. Wood, Chairman, asked about the part year staff being laid off during the summer. Ms. Mullins told Mr. Wood that the part year staff that do not work during the summer draw unemployment during the summer. Christy Fleming, Comptroller, mentioned that they also keep their benefits during the summer. Most of them are considered full time employees; so, they have their benefits during the summer. Mr. Wood mentioned he thought they held salaried positions just like other employees.

**Child and Family Services:** Terry Gentry, Assistant Director for Child and Family Services, noted the department is busy during the summer conducting recruitment, planning activities for the next program year, and taking care of full year centers in session during the summer. Right now, we are doing a lot of data collection, compiling data on activities we had throughout the year so that we can put this information in the annual report, the Program Information Report (PIR) for the Office of Head Start. We have a lot of information passing through right now.

**Nutrition Services:** Junior Rose, Nutrition Specialist, presented the Nutrition Services report for April 2014. Data from that report follows.

Visits to Kaseyville	Children from 4 full-year classrooms, 11 part-year classrooms, 12 home-base classrooms
----------------------	--

Home Base Lunch	Children-151, Adults-213
Adults/Classrooms	1,750
Breakfasts	2,920
A.M. Snacks	1,662
Lunches	5,018
P. M. Snacks	4,726
Fields Trips	4 full-year classrooms, 3 toddler classrooms, 11 part-year classrooms, 12 home-base classrooms
Total Attendance	5,053

**Family Involvement:** In the absence of Lindsey Sturgill who is at the Train the Coach training in Lynchburg, Terry Gentry, Assistant Director of Child and Family Services reported on Family Involvement at Kids Central. She gave an update on the End of year Blast. The Blast was a success. Feedback was positive on the activities. Many new involvement activities were highlighted, learning from the experiences of these new activities. Next year, the activities will be seamless. Activities included tie-dying shirts, family pictures, food craft, family engagement, and information vendors from the community. In addition, they are working on fatherhood activities for the next program year. We hope to get fathers involved more in activities that are directly related to dads.

**Health Report:** Rebecca Bolling, Health Services Specialist, gave the health report. She distributed a letter of invitation for Friday's Health Advisory Meeting. The members of the community will attend to collaborate on health issues for children. She also passed out copies of updated Health and Safety Written Plans and the Health and Developmental Written Plans. Please review and give her feedback.

**Human Resources:** Valerie Lee, Human Resources Specialist, reported on personnel changes since the April meeting, which needed approval.

1. Nicole Bear, hired April 28, 2014, as Classroom Assistant/Driver for Appalachia.
2. David Kilgore, hired April 21, 2014, as Bus Driver, Pound Center.
3. Conducted interviews of six external candidates on May 12, 2014. From these interviews, the following were selected for employment:
  - A. Brandi Dotson, Classroom Assistant/Driver for Esserville
  - B. Francis Shular, Part Year Substitute (10-month position)

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

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

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

Ms. Lee noted that Kids Central had one open position remaining. This position, Pound Center Assistant/Cook/Housekeeper will be filled before the center opens again this fall.

## **Old Business**

**Consolidation of Services Update:** Darrell Edwards, Executive Director, brought the Policy Council up to date on the Consolidation Project. Mr. Edwards added that next-door the plumbers are on site to add new bathrooms to the yet unnamed new center. He noted that Thomas Williams had suggested Esserville 1, 2 and 3. However, Mr. Edwards said a new name has not yet been chosen. Floors are being put in next-door where walls were torn down. The space was opened up requiring the walls to be removed. Therefore, the floors needed replacing. The ceilings are having capstones added. The early classroom will be open by June 1, pending approval from DSS Licensing. The other center will open before next year. As far as the closing of Ramsey and Hawthorne, the letters have been written and storage packed up. We are in transition to move all including playgrounds by July. The playgrounds will go behind this building. That will make three playgrounds on this campus. In August, we hope to have our Policy Council meeting in the new facility to see the labor that has been completed. Our maintenance crew is completing all the work except the plumbing and flooring. We are proud of their work.

### **Early Head Start Community Partnership Grant Application and Grant Request for 2014-15:**

Darrell Edwards, Executive Director, announced that we have an opportunity to gain some EHS slots through a community partnership grant. We have to collaborate with an organization to obtain a grant that is due on August 30. Mr. Edwards asks the Policy Council for the authority to get the application process started and update you regularly on the status of this grant. Mr. Edwards does not have a formal proposal to give to the Policy Council members today noting how many slots, the location of the EHS center, etc. All he is asking for now is the approval to go after the grant using the resources we have at Kids Central. He mentions that he has stated in the past that the shape of Head Start will be birth to age three rather than birth to age five, which he thinks will happen within the next few years. We as a company need to be ready to meet these challenges to be a viable company and to be able to offer the services we need to offer. Of all the shortages we have in this company, Early Head Start is our biggest shortage. Those services are needed more. Someone who needs a job or needs to go to school finds it critical to obtain childcare services. Anything that has to do with Early Head Start is not a part year program, not a part time program, but is a full year program. Therefore, we must have this grant so we will have some options for parents to take advantage of who want to continue their education or go to work. That is what we are going to do. Kids Central, Inc., asks the approval from the Policy council to seek and begin the process of obtaining the Head Start Early Head Start Community Partnership Grant.

***Motion by Lisa Meade to accept the proposal as stated by Mr. Edwards.***

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

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

Mr. Edwards mentioned that this grant might not go anywhere. It may come to the point that we cannot find a community partner or if we find a community partner, they want to do parts of the program that we will not relinquish. We may not get this grant, but at least we are trying to go for it. If Head Start comes up with a program that will increase the number of Early Head Start slots, we will certainly try for that, as there are no restrictions on that, no community partner to obtain. We will go after this type of program on our own, even if we have to convert some Head Start slots to Early Head Start. We need Early Head Start in Big Stone and Coeburn.

## New Business

**Installation of Phone System for KCI:** Tammy Mullins, Assistant Director for Education Services, announced she is very excited to hear the phones ringing off the hook instead of being cut off in the middle of a call, etc. The reason being the phones we have now are 15 years old. After exploring options to upgrade our phone system, we are collaborating with the company Saratoga. They have hosted systems available; this will save us some money in the end. Initially, the up-front investment is around \$13,000, which Christy Fleming, Comptroller, has worked out to go toward the initial investment. We have thirty phone numbers at this company. We are reducing those to eight. These eight will be maintained for faxes, etc. However, the computer and staff can use one phone number to call any number in the agency. All employees will be assigned extensions, even our centers. When you call that number, if you know that extension, you can dial it and go directly to a classroom or office personnel. If you do not know the extension, you can type in the name. One of the nice options will be an opportunity to listen to announcements, including inclement weather changes. You can call in to get the weather status if you do not have the internet at home. These are just a few of the changes we look forward to with our hosted system. Mr. Edwards said everyone is excited. You just have to dial extensions, rather than the nine numbers. It is easy. There is no long distance charge. She added Saratoga would be here next week on the 20<sup>th</sup> to conduct the installation. We do not have the date yet when the system will be switched over, and, we are waiting on Comcast to relay those phone numbers to us. When we get that done, we will let everyone know. Mr. Woods, Chairman, asked when the system is running will the parents know everyone's extension. Ms. Mullins said the extension phone list would be put in the parent handbook. As long as you know which center your child is in, you can call. Mr. Edwards also mentioned that if you know the person's name with which you wish to speak, all you have to do is type in the name of that person to get the extension. Ms. Mullins said she would have the phone list posted on the website.

**Installation of Computer Upgrades:** Tammy Mullins, Assistant Director for Education Services spoke on computer upgrades. She stated we are updating our firewall and network (required updates) and our network connections throughout our offices. We looked at updating our server, but we found a different option that will allow us to update our email services to Office 365 online. This change will allow us to remove our email from our server and upgrade our financial accounting system by putting it on the email server. This server is a lot better than the server Great Plains is on currently. Microsoft is eliminating all service to the 2003 model, so we have to update Great Plains. Great Plains accounting system is upgrading to the 2013 model. Our email will go to Office 365, which is probably the most exciting item in technology. All of our staff will have individual emails rather than center emails, including board members and policy council members, at no cost since we are non-profit. Some of the features available are spam filters, which we are currently paying an additional \$50 per month for, conference call and video conferencing capabilities, and document storage off site. Team projects can be created. For example, if Terry and I are working on one document, and we have to pass it back and forth to each other, we can now log in and work on it at the same time with both of us seeing each other's changes. Many of those team projects will save a lot of time when we utilize them. Monthly meetings with the teachers can be conducted with conference calls now instead of having them travel to the Administration Office and get substitutes in their classrooms. This option will save travel time and substitute time. Mr. Woods, Chairman, asked about the video conferencing. Ms. Mullins said we can use video cameras on our smart board and video our Board of Directors and Policy Council meetings so that members who cannot attend can log in or just listen by phone. Ms. Mullins also mentioned that the conference room has not had a phone before. However, now, we can just take a phone from one of our offices and plug it in. Our Wise Center that is

open sometimes when there is no school can move their center, bring their phones with them, and get their calls there, as the phones are mini computers that once plugged in are dedicated to that person/center anywhere they go once hooked to the internet.

**Presentation of Program Written Plan for Education Services:** Tammy Mullins, Assistant Director for Education Services noted that every year, Kids Central is required to update the Education Written Plans. I distributed the update at the beginning of the meeting. Updates include school readiness documents (which in previous years was a separate document), action plan with timelines, and the addition of high chair utilization for the infant classrooms for those not ready for the table but off the bottle and feeding themselves. The high chair can promote fine motor skills and practicing coordination of specialized motions. This plan will be available online once approved by the Policy Council and the Board of Directors. Ms. Mullins asked that the Policy Council approve the Education Written Plan for 2014-15.

***Motion by Lisa Meade to accept the Education Written Plan for 2014-15 as presented.***

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

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

**Presentation of Program Written Plan for Child and Family Services:** Terry Gentry, Assistant Director for Child and Family Services spoke on the written plans for the child and Family Services division of Kids Central. These plans include one for disability, one for mental health, one for family and community plans and two health plans including health and safety and health and development. She will briefly go through each one, but each one needs approval before becoming official. These plans will also be posted on the Kids Central website, once approved by both the Policy Council and the Board of Directors. Family and Community Services goes over the recruitment plans, how we accept children in the program, and our traditional family plans. There were not any changes as changes were made a couple of years ago on how we accept children and have not been changed since then. This plan also includes income, going door to door for recruitment, community events. The Disability Services Plan is a check and balances system for our Head Start Centers that we are actively recruiting children at a minimum of 10% with disabilities and the support of their families. The Mental Health is the social and emotional component of their education in the classroom and home based classrooms ensuring that families are getting the services they need from local mental health providers. The Health and Development Written Plan covers when we get physicals, lead screenings, and hemoglobin tests from children. It covers a child's healthcare. The Health and Safety Written Plan is exit plans in classroom, readiness for natural disasters, emergency contacts for children. None of the procedures or policies have changed in those areas. These are working documents and can be changed as needed. Mr. Wood asked if her remarks are changes made to the documents. Ms. Gentry said she just gave an overview of what was in the different plans rather than changes that were made.

***Motion by Lisa Meade to accept the Family and Community Services, Disability Services, Mental Health Services, Health and Development and Health and Safety Written Plans as presented.***

***Motion seconded by Ashley Wood.***

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

**June Meeting of the PC and Board:** Darrell Edwards, Executive Director, discussed the 40<sup>th</sup> Anniversary of serving the children of our area. This 40-year milestone cannot be said about many businesses in this area. This is our 40<sup>th</sup> year, and we want to celebrate it and pat ourselves on the back. We want to engage the community to see where our support lies and to educate those who are on the borderline about Head Start. We decided to have a community event and invited 300 people at the College. To tie all of this together, we decided to have the Board and PC meetings then. We have two meetings a year together, anyway, in June and at Christmas. This year it is June 10 at UVA Wise in Cantrell Hall. All will be laid out nice with Kids Central, cars, buses, inundating the campus with Kids Central. There is no way you can pass the college campus and not see Kids Central on that day. If you have any kind of Kids Central attire to wear, it will be nice for you to do that. We will carry on a business meeting that will start at 11:00 a.m. By 11:30, we hope all our guests will be there. We will continue while our guests come in. We will install our officers and awards for the wall of fame. Then, we will have a very short program followed by a fellowship lunch. That is the agenda. We are trying to thank the people who have allowed us to be here for 40 years. We are trying to educate those who do not know a lot about Head Start as far as what this company does and what our programs do. Trust me, we get that statement all the time, "I didn't know you were here"; "I didn't know you did that." It gets old after a while, hearing that for 40 years. We have not done a good job telling our story. This is one time to get all together to tell our story. You are invited. All we need you to do is call Lindsey with how many of you are coming. This will be a regularly scheduled Policy Council meeting. We need your support. We only get one shot at this, the 40<sup>th</sup> Anniversary; there will not be another 40<sup>th</sup> Anniversary for us. We will be right in the middle of the campus. The room will be decorated nice. This will be our regular meeting. It is on a different date on a Tuesday, not a Wednesday. The date is June 10. I would love to have everyone there.

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

Mr. Woods, Chairman, asked if there were any open comments to be discussed today. As none was voiced, he moved forward with the agenda.

### **Upcoming Meetings**

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

**Policy Council:** The next Policy Council meeting will be held on Tuesday, June 10, 2014, at 11:00 a.m.

Darrell Edwards, Executive Director, mentioned that Thomas Williams is wearing a promotional t-shirt that we create here at the Administration Office. We can take any shirt you want and have Kids Central logos put on the shirt. If you bring us a shirt, we can imprint it. Bring a light-colored shirt. Blacks or dark blues are not good colors for the imprints. If you have a light-colored shirt, the logo will pop right out. You can pick the logo from our collection.

***With no further business, Willie Wood, Policy Council Chairman, adjourned the meeting at 11:45 a.m.***

X

---

Lisa Meade  
Interim Secretary, Policy Council

X

---

Valerie A. Lee  
Recording Secretary