

# Policy Council Meeting

## March 11, 2015

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The Policy Council of Kids Central Incorporated met on Wednesday, March 11, 2015, at Kids Central Administration Office. Lisa Meade, Policy Council Chairwoman, welcomed everyone and called the meeting to order at 11:00 a.m. Chairwoman, Lisa Meade, determined a quorum was established. (25%)

**Present:** Lisa Meade, Sheila Martin, Vanessa Edwards, Summer Meade, Mona Mullins, Crystal Barton, Nancy Marion, Ida Mullins, Mary Collins, Sheila Carty, Brittany Clayton, Norman Calvert, Regina Calvert, LuAnn Summers, Amy Slem, Janet Brock, Paula Herron

**KCI Staff present:**

Darrell Edwards, Joseph Boyd, Terry Gentry, Tammy Mullins, Junior Rose, Regina Cantrell, Allen Couch, Vernon Rose, Paula Bates, Lindsey Sturgill, Crystal Counts, Allen Couch, Joe Boyd

**Others present:** Edward R. Hutchinson, Sr. BOD Member

**Roll Call/Quorum**

Lisa Meade, Chairwoman, dispensed with the roll call and recognized a quorum of members present.

Presentation of Minutes from last meeting were approved with corrections of one misspelled member's name, Regina Calvert.

**Motion by Mona Mullins to accept minutes as presented.**

**Motion seconded by Vanessa Edwards.**

**Motion carried by unanimous vote of members.**

**Finance Report of the Policy Council**

Treasurer reported that there was no activity for this month. Checkbook balance was \$1144.36. The mileage form was distributed to attendees and encouraged to complete.

**Staff Reports Presented:**

**Finance:** Joseph Boyd, Comptroller, acknowledged the challenges of his new position and was becoming familiar with the budget process for KCI. Joseph will be receiving training with the auditor to learn the bookkeeping procedures used within KCI and become more knowledgeable for the next meeting. He also gave a credit card financial statement that has zero balance at end of every month.

**Enrollment and Attendance:** Terry Gentry, Asst. Director of Child & Family Services, distributed the end of month enrollment and attendance report for February, 2015. Ms. Gentry reported an improvement of 2.43% increase attendance with total attendance at 79.87%. Terry Gentry described the impact of inclement weather has on attendance. KCI was closed for 15 days. KCI had 114 children with perfect attendance for month of February. Head Start Enrollment is 320 children and Early Head Start Enrollment is 100. Totals to date for Kids Central Inc was 420 enrolled in both programs.

**Education Services:** Tammy Mullins, Assistant Director of Education Services, gave an update on education services for month of March. The new location for Clintwood 1 & 2 are open and performing great. The newest project to be completed is the installation of playground fencing at the Clintwood new location. Weather is hampering this project's completion date. The refresher training at the Holiday Inn in Norton on February 13th was successful. The topics reviewed were: transportation policies, reporting procedures for suspected child abuse, and supervision. Some teachers are continuing to complete their second home visits. Children's files are reviewed by the team of KCI to ensure all the services are being provided that each child needs in the areas of health, family, and education.

**Calendar Changes:** Tammy Mullins distributed an update of changes to calendar. KCI part year programs were closed 15 days which will extend their school year to May 14th. the KCI Full Year programs were closed 12 of those days. Clintwood has missed two extra days due to the relocation and renovation of their classrooms. The last day for them will be May 16th. The education staff will be given opportunity to attend Virginia Head Start Conference in Abingdon that has been rescheduled to March 24. The classrooms will be closed on this date for staff to be able to attend this conference. It was originally scheduled for April and these dates have been redone for the calendar. KCI will be open on April 14th.

**Child and Family Services:** Terry Gentry, Assistant Director for Child and Family Services gave the Department's report. She distributed a flyer describing the partnership of mental health services offered from Frontier Health & Head Start to our children & families. A lot of attention has been with family services identifying new recruits for next school year.

The end of year BLAST has been scheduled for May 8 at Big Stone Gap Bullitt Park. Terry encouraged assistance from members for any ideas.

The WIC clinic has been scheduled for March 26 from 1:00 pm to 4:00 pm. With the loss of the Wise County Food Bank, Terry announced that a temporary mobile unit is being set up at Food City parking lot to distribute food items to those in need. Also Norton Christian Church is starting a monthly food pantry beginning the end of this month.

**Nutrition Services:** Junior Rose, Nutrition Specialist presented the Nutrition Services report for March, 2015. A total attendance meals was 1536 for home base plus centers.

**Family Involvement:** Lindsey Sturgill, Family Involvement Specialist reported on family involvement at Kids Central. Lindsey planned and participated with families in special

activities in classes. This year the four year olds graduating to kindergarten will be traveling to Knoxville Zoo on April 10 for a special day. On April 13 to 17 there will be a book fair held at KCI administration office. Papers will be distributed to children with books available.

**Health Services:** Regina Cantrell, Health Services Specialist, has been working very hard to get parents and staff recertified for CPR. Today is the training date for CPR and First Aide at the center in Norton. Regina reported that she has been very busy reviewing children's records and completing weights and heights of enrollees. The files have been updated with new information.

**Human Resources:** Allen Couch, Human Resources Specialist, reported to council that no personnel changes have been made since February meeting. Mr. Couch reported that Kids Central has one open position as of February, 2015 for bus driver in Clintwood, VA and a bus monitor in Pound.

## **OLD BUSINESS**

Darrell Edwards, Executive Director, brought the Policy Council up to date on the new **Clintwood Relocation Project**. The two new classrooms are completed, licensed, and open for instruction. He wanted to recognize the KCI staff and maintenance staff for their contribution of labor and hard work to get the new locations moved, painted, cleaned, and repaired. Parents are very happy and he wanted to acknowledge the dedication of KCI staff to this project with "thank you".

## **NEW BUSINESS**

**Budget Proposal for 2015 - 2016:** Darrell Edwards, Executive Director, reported that the Policy Board hasn't met since November 14. Therefore no changes have been made. The budget was due March 1 but received a 3 weeks extension due to interruption in calendar due to inclement weather and flooding. He reviewed the important of keeping a highly motivated staff. In order to attract and retain quality workers, the Senior Management Team proposed a change to the pay scale to reflect the value of the employees and to grant raises in the base pay rates offered to employees. A pay raise from one percent of base pay increase to ten percent of base pay is proposed for all Kids Central, Inc staff beginning with fiscal year 2015 - 2016. Mr. Edwards announced that KCI has been scheduled for a review by the Office of Head Start Philadelphia, Region 3 on April 6 at the Norton KCI office. The policy council membership list will be used to determine the roster of participants to be interviewed by them. The Policy Council Handbook will be used for education information during the review. Please be available if selected for the interview.

Darrell Edwards gave a review of the Five Year Plan that requires the policy councils approval. The plan has no time restraints and will not need funding. It is goal oriented, stated priorities, and open ended. Copies were distributed for review and discussion by

council before Darrell Edwards requested action be taken on this plan.

**Motion made to approve the Long Range Five Year Plan by Regina Calvert**

**Motion seconded by Paula Herron.**

**Motion carried by unanimous vote.**

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

Lisa Meade, Chairwoman, asked if there were any open comments or concerns to be discussed today. Darrell Edwards requested time to discuss future ideas and plans. Due to budget constraints and enrollment concerns of four year olds, Mr. Edwards described the increase enrollment of 4 year old children in public school preschool programs may cause the focus of the Kids Central to move more to Early Childhood interventions. This discussion will be continued in future meetings upon decisions made by Virginia public schools preK program entrance requirements.

Mr. Edwards extended a warm appreciation to all in attendance for making KCI the best program and thanks to his staff for all the hard work exhibited by them.

#### **Upcoming Meetings**

**Executive Committee...**There will be no Executive Committee Meeting for March, 2015.

**Parents Policy Council.....**The next meeting of the Policy Council will be held on April 8, 2015 at the Administrative Building located in Norton, VA beginning at 11:00 a.m.

With no further business, Lisa Meade, Policy Council Chairwoman, adjourned the meeting at 12:30 p.m.

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**Ida Mullins, Recording Secretary**

