

Kids Central, Inc.
Board of Directors Meeting
September 21, 2004

This is a draft of the meeting held on the above date pending approval.

The Board of Directors of the corporation met in the auditorium of the main office building in Esserville, Virginia.
Call to Order

Chairman Donald Baker called the meeting of the Board to order for the regular dispatch of monthly business at 11:00 A.M.

Quorum

The roll was taken finding members Donald Baker, Paul Buchanan, Donna Raines, Jewell Askins, Bill Davis, Charles Hay, George Aichel, Edward Hutchinson, Sr., and Heather Strong, the Parent Policy Council representative to be present.

Others present were in the persons of Executive Director Darrell Edwards, with his administrative staff members Lisa Barton, Donna Meade, Myrlene O'quin, Chris Austin, Kenneth Smith, Mary Collins, and Hilary Chandler.

Minutes of the Board Meeting of August 24, 2004

Members of the Board had previously received the minutes via mail. The secretary reported that they were a verbatim transcription of the meeting. George Aichel made the motion to approve the minutes. Bill Davis seconded the motion. The Board voted unanimously to approve them.

Old Business

Parent Policy Council by-laws

Heather Strong reported that they have worked long and hard to get the by-laws up to date. They have made changes and corrections that have resulted in an easier to read format. The Policy Council met via a special called meeting and approved the by-laws September 15, 2004. These newer by-laws contain sections on Confidentiality and Standards of Conduct. George Aichel made a motion to approve the by-laws. Edward Hutchinson seconded the motion. The Board unanimously gave its approval.

Financial Report

Lisa Barton stated that we have not gotten the final copies of our audit, but we should have them soon. Of our Head Start funds we have spent 16.54% of them as of the end of August 2004. We have spent 16.10% of our Early Head Start funds. She stated that efforts were in progress to catch up on fragments and other entries related to the balance sheet, that next month we should have the full financial statement, and that we have a few positions still unfilled. The Chair directed the report to be filed.

Dickenson County Transportation Up-date

Chris Austin made the following report on transportation issues in Dickenson County. He said that we are talking about children that attend our Head Start Centers that are located in the Nora, Long's Fork, and Clinchco elementary schools. Historically, Dickenson County provided transportation for those students, but according to the new Head Start regulations, we are now being requested to provide bus monitors and safety harnesses. Darrell Edwards and I have polled the county to see if they would allow us to provide monitors and safety harnesses on the buses that will be used for Head Start children. The county's concern is in regard to their liability should an accident occur where Head Start children were in safety harnesses and non Head Start children were not in safety harnesses. Kids Central has not received a response from them. Chairman Baker noted that he had a conversation with the county and did not see how we could be held liable for non Head Start children in the situation.

Executive Director Edwards stated that there is no way that Head Start can outfit all the seats on the buses. Mr. Edwards said there was a provisional waiver that could have been signed by us in February that would have taken us out of this situation until 2006, when it would be implemented nationwide. However, we did not sign it. We offered to put 3 harnesses in each seat in a quadrant of 12 seats. We tried to make this an easy transitional thing-the bus monitors would be there anyway. We all need to take a diligent and long-term view of this safety situation.

Via the comments voiced by Board members, it was felt that the county is putting off the inevitable concerning the implementation of safety measures.

Recruitment Up-date

Kenneth Smith gave the enrollment report. At the August Board meeting, Joe Mistretta voiced some concerns over our enrollment. Mr. Mistretta has asked that we submit weekly enrollment reports to him. Since returning to work in July, the staff has been actively recruiting children. We are currently using new approaches such as billboards, point of purchasing advertisement at local businesses, and the use of "recruitment boxes" at businesses and organizations throughout the service area.

We plan to have another recruitment fair on September 28th at Bullitt Park. We currently have 365 children enrolled. September 30th is the date when our funding for our enrollment will be adjusted according to the number of children that are enrolled at that time. We are hoping to reach 401 children by that date. There are 76 children on the waiting list, with only 5 being income and age eligible. The other income eligible children on the waiting list are not yet 3 years of age. There are 41 children that are over the Federal Income Poverty Guidelines. We have the option of enrolling 20-24 of those children that are over the income guidelines.

Jewell Askins stated that the best recruitment tool for our program is positive public relations.

Auction Report

Mr. Edwards reported that the auction yielded approximately \$18,000. He said that we are going to save approximately \$25,000 per year in insurance costs. Mr. Edwards said the auction went well and we sold what we needed to sell.

New Business

Personnel

Donna Meade handed out the updated structure mentioned by Joe Mistretta at the last Board meeting. She said that the structure reflects the separate positions of the Health Services Manager and the Disabilities Coordinator.

Charles Hay made the motion to approve the structure. Paul Buchanan seconded the motion. The Board unanimously approved the structure.

Ms. Meade presented the following list of new hires approved by the Policy Council:

- Family Service Workers- Hettie Love and Sheila Jessee.
- Teacher -Jamie Napier.
- Classroom Assistants-Tara Cross, Jacinda Stallard, Phyllis Mullins, and Donna Carson. Donna Carson declined the position.

Ms. Meade said that we have 5 vacant bus driver positions, possibly more depending on the transportation situation in Dickenson County. She indicated we are continually advertising for driver positions.

George Aichel made a motion to approve the new hires. Jewell Askins seconded the motion. The Board unanimously approved the new hires.

Mr. Edwards indicated that Board members as well as the staff could visit our website and welcome these new employees to our program.

Health and Disabilities Program Policies and Procedures

Myrlene O'quin said that the policies and procedures have been presented to and approved by the Health Services Advisory Committee on September 7th and the Policy Council at their meeting on September 8th. She indicated that she had worked with Amy Requa from the Regional Office as well as Carolyn Pierce on the corrections, revisions, and additions to these policies. Ms. O'quin also gave Board members a copy of the Disabilities and Health Written Plans for review, and asked them to vote on them at the next Board meeting. Ms. O'quin presented the following policies and procedures:

- Release of child's records
- Availability of policies, plans, and procedures
- Attendance of children with scabies
- Attendance of children with head lice
- Children with ringworm
- Obtaining preventative health service information
- Morning inspection/Daily health check
- Identifying children at all times
- Sanitation & hygiene
- Diapering
- Toileting
- Toys
- Pets
- Kitchen and food preparation and storage areas
- Emergency preparedness
- Sleeping/napping area & handling of sleep equipment/bed linens
- Pre-school age feeding and feeding of children with nutritional special needs
- Smoking, prohibited substances, and guns
- Employee health exam requirements
- Child attendance

- Management of children with asthma
- Tooth brushing
- Death (SIDS and other)
- Administration, handling, and storage of medication
- Inclusion/Exclusion/Dismissal of children

Donna Raines made a motion to approve the policies and procedures. Paul Buchanan seconded the motion. The Board unanimously approved the adoption of the policies and procedures.

Early Head Start Written Plan

Mr. Edwards said that Linda Mullins was not available to present the plan. He said that we would table the document for the next Board meeting.

Bridge Agreement

The Board members received the Bridge Agreement, the Impasse Agreement, and the Conflict of Interest form prior to the meeting for review.

Mr. Edwards said that the Bridge Agreement is mandatory in the area of governance. The agreement helps the staff, Parent Policy Council, and the Board work together. We did not have this type of agreement at all, but we needed it and it needs to be in place for the review. The Policy Council approved it at their last meeting.

Edward Hutchinson made a motion to approve the Bridge Agreement. Donna Raines seconded the motion. The Board unanimously voted to approve the Bridge Agreement.

Impasse Agreement

Mr. Edwards said that the Impasse Agreement puts forth procedures needed in case of an impasse situation between the Policy Council and the Board. This document also must be in place for the review.

Paul Buchanan made a motion to approve the Impasse Agreement. Charles Hay seconded the motion. The Board unanimously voted to approve the Impasse Agreement.

Conflict of Interest Disclosure and Verification Form

Mr. Edwards said that this form was a recommendation by the auditors. He said that the Board members could fill it out and return at their convenience.

Edward Hutchinson made a motion to approve the Conflict of Interest form. Charles Hay seconded the motion. The Board unanimously voted to approve the Conflict of Interest form.

Long Range Plan 2004-2009

Mr. Edwards passed out a draft copy of the Long-Range Plan. He asked the Board members to take time to read and review the plan. He said that the staff had input on the plan. He said that we could vote on it at the next Board meeting, and it was important for everyone to review it, because it says, "what we are". Mr. Edwards said that he wants the Board and Policy Council to have input on the plan as well.

For the good of Kids Central, Inc.

Bill Davis asked if we are going to be ready for the review. Mr. Edwards said that once we get the plans in place and the Policy Council meets and ratifies one document, we will be ready. Mr. Edwards said that they have to give us 30 days notice and that will probably put the review in November.

Donna Meade mentioned the October 8th Program Governance training. It was decided for those that could not attend that we would try to videotape the training.

Next Meeting

The Chair announced that the next meeting would be held here in the auditorium at 11:00 A.M. on October 19, 2004.

Adjournment

Charles Hay moved to adjourn and Paul Buchanan seconded the motion. The meeting adjourned at 11:50 A.M.

Edward R. Hutchinson, Sr.

Secretary of the Board

Hilary Chandler

Meeting Secretary