

# Kids Central Incorporated Board of Directors Meeting January 18, 2011

The Board of Directors of Kids Central Incorporated met January 18, 2011 at Kids Central's Administration Office. Teresa Adkins, Chairperson, called the meeting to order at 11:04 a.m.

Board Members present: Teresa Adkins, Harry Childress, Edward Hutchinson, Fred Luntsford, and Shirley Rogers

Staff present: Darrell Edwards, Lisa Barton, Kim Austin, Lindsey Sturgill, Terry Gentry, and Sandra Harvey

Others present: Policy Council Members Sue Coleman and Melinda Huffman

## Minutes:

In the absence of the Secretary, Teresa Adkins presented the minutes from the November and December 2010 meetings. With no comments or corrections, **Shirley Rogers made a motion to approve the minutes. Harry Childress seconded the motion. Motion carried.**

## Finance Report

Lisa Barton gave Board members copies of the financial statements ending December 31, 2010. We are currently over half way through our current fiscal year. We have spent 47% of Head Start funds, 51% of Early Head Start funds, and 26% of ARRA Early Head Start funds that began in October. Our utility costs are rising significantly. We will have to compensate for the rising costs.

The bus we purchased with ARRA funds arrived last week.

## OLD BUSINESS

▪ Impasse and Bridge Agreements. Darrell had presented the Impasse and Bridge Agreements to Board members during the October meeting and given members a copy to review for action at November's meeting. With Darrell's absence during November's meeting, it was deferred. Now, it is brought before the Board for action. After review of the Impasse and Bridge Agreements, **Edward Hutchinson made a motion to approve the Impasse and Bridge Agreements. Shirley Rogers seconded the motion. Motion carried.**

## NEW BUSINESS

▪ Proposed Change to Education Assistance Policy. Kim Austin gave a copy of the proposed Education Assistance Policy to members. Currently we have two policies concerning education assistance. One policy is the policy we have had for several years and the second is a policy added last year for the ARRA funds we received.

The ARRA funds ended in September so we need to delete that policy and the old policy is not feasible because of Head Start regulations. Changes to the new policy include assistance paid up front instead of on a reimbursement basis; employees must work two years after receiving the funds or may be required to reimburse Kids Central the funds. The Head Start Act now

requires Head Start agencies to have a statement in their policy regarding reimbursement of educational funds. **Harry Childress made a motion to accept the proposed Education Assistance Policy, replacing the two current policies. Shirley Rogers seconded the motion. Motion carried.**

- Budget Workshop. Lisa Barton stated that it is time to have a budget workshop for the upcoming fiscal year. Our grant application must be in the Regional Office by March 1<sup>st</sup>. Lisa asked the Board members if any day was good for them to be able to attend this meeting. It was decided that the Budget Workshop will be held February 1<sup>st</sup> at 11:00 at the Administration Office.

- Grant Application Discussion. Lisa Barton explained that there will be some changes made to the grant application from last year. The amount of money will remain the same but the allocation will change. The grant application must be approved by the Board and Policy Council prior to submission to the Regional Office by March 1.

- Discussion of Conversion from Head Start to Early Head Start. Kim Austin gave some information to Board members regarding enrollment stats from our St. Paul and Nora centers. Last year, we received an Early Head Start expansion grant to fund two (2) Early Head Start Home Visitors and one (1) Early Head Start classroom. We are sure that these funds will not be given in the future, so we had to ask what services are needed the most. A Community Assessment was conducted to answer that question.

St. Paul has been a problem area since October 2007. We have not had more than ten (10) children enrolled at St. Paul in three (3) years. This is not due to lack of recruiting for our program. Our staff has recruited the St. Paul area very hard in the last couple of years. The 2010 Census results showed 65 children under the age of five (5) in the St. Paul area. We want to serve the children in this area and can continue to do so by transporting the children to Coeburn II. It is twelve (12) miles from St. Paul to the Coeburn II center and they will be able to accommodate these children.

Nora has had enrollment issues as well. If that center is closed, children in that service area could be transported to the Clinchco center, or enroll in the home base option, ensuring that all children that need our service are still receiving it.

The estimated savings from closing the St. Paul and Nora centers is \$166,000. We do not own either of the buildings that house St. Paul and Nora so we are able to get out of our lease agreements. Our current employees in those centers will be given to opportunity to apply for other positions within the agency. This action will drop our Head Start enrollment to 320 and our Early Head Start enrollment will remain at 76. We feel that this is our best option for the agency. We do not want to be put in the situation where we cannot meet our enrollment requirements. This option will help us ensure we can meet our enrollment requirements.

Kim also stated that Kids Central has met with school administration to discuss the option of placing an Early Head Start classroom in the county high schools if the consolidation in the counties takes place. We would be able to offer services to pregnant mothers and teens that have a child. Mothers will be able to bring their children to school and leave them in the center so they are able to continue their education and not have to drop out.

**Edward Hutchinson made a motion to accept the recommendation from staff to close Nora and St. Paul centers at the end of the current school year to better serve the children in our program. Harry Childress seconded the motion. Motion carried.**

- Personnel Actions. Kim reported that the following have been hired by Kids Central:

- Jessica Lewis – Substitute
- Christy Rose – EHS Caregiver at Appalachia

**Shirley Rogers made a motion to approve the above listed new hires. Edward Hutchinson seconded the motion. Motion carried.**

- Family Involvement Update. Lindsey Sturgill, Family Involvement Specialist, reported that due to the weather, children have been out of school and she hopes to get everything back on track now. Turnout is great at family days. The children and parents enjoy attending. We are even seeing other family members such as Aunts, Uncles, and grandparents attending. Parents are also giving input for things to do during family days.

#### FOR THE GOOD OF KIDS CENTRAL/COMMENTS

Darrell expressed his thanks to the staff and Board members for a good year. Parent surveys are sent out every year asking the parents about our program. The average return rate of these surveys has been approximately 10% in the past. This year, the return rate more than doubled. The ratings from parents were great and we actually had people who wrote comments on the surveys.

With our growing success, we hope to be able to retain at least 60% of our 4 year olds in the program next year.

Melinda Huffman, member of the Policy Council, commented that Lindsey Sturgill has done a great job getting parents involved in this program.

#### NEXT MEETING

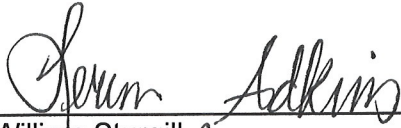
The budget meeting will be held on February 1, 2011 at 11:00 at the Kids Central Administration Office.

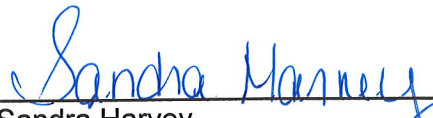
The next meeting of the Kids Central Board of Directors will be held on February 15, 2011 at 11:00 a.m. at the Kids Central Administration building.

#### ADJOURNMENT

With no further business, **Edward Hutchinson made a motion to adjourn the meeting. Shirley Rogers seconded the motion. Motion carried.**

The meeting adjourned at 11:45 a.m.

  
 William Sturgill  
 Secretary

  
 Sandra Harvey  
 Recording Secretary