

# Kids Central Incorporated

## Joint Meeting Board of Directors and Policy Council

**June 14, 2011**

---

The Board of Directors and the Policy Council met for a joint meeting on June 14, 2011 at Kids Central's administration office. In the delay of the Chairperson's attendance, Edward Hutchinson called the Board of Directors to order. Dee Strouth, Policy Council Chairperson called the Policy Council to order. The meeting began at 11:01 a.m.

Board members present:	Teresa Adkins, George Aichel, David Belcher, Harry Childress, Edward Hutchinson, Ronald Kendrick, Fred Luntsford, and Shirley Rogers.
Board members absent:	Charles Hay, Sister Bernie Kenny, and William Sturgill
Policy Council members:	Cassandra Cline, Deanna Dingus, Mike Standifur, Christina Edwards, April Harvey, Sue Coleman, Melissa Baker, Tabitha Harvey, Dee Strouth, and Thomas Williams
Staff present:	Darrell Edwards, Lisa Barton, Kim Austin, Terry Gentry, Mary Collins, Myrlene O'quin, Lisa Bentley, Paula Bates, Laura Mullins, Teresa Blair, Tammy Mullins, Leslie Graves, and Sandra Harvey
Others present:	Earl Carter

Darrell Edwards began the meeting by announcing that members of the 2011 – 2012 Board of Directors must be seated. Members are elected for a one year term. A statement was read by Darrell to the members as follows:

“The Board of Directors of Kids Central Incorporated is responsible for the vision and direction of one of the finest Head Start agencies in Virginia. As leaders, the Board must set a clear course that ensures success. The children and families Kids Central serve deserve only our best efforts for one simple reason: “they are our only next generation”. It is a proven fact that children are not born leaders. They are enabled by those people charged with the task of raising them and educating them and assisting them in their development. Many of our most illustrious leaders came from humble backgrounds similar to those of our enrolled children. The Board of Directors of Kids Central Incorporated is a part of a leadership triad that establishes the goals for the organization and sets the policies that ensures the success of those goals. The Policy Council and the Staff of Kids Central completes the governance triad with all groups knowledgeable of the tasks and objectives of the other and each offering assistance to the other whenever and wherever needed. The upcoming year 2011-2012 will be a pivotal year for Kids Central. Recognizing that change is a necessary component of growth Kids Central will call upon all its' resources to manage change and remain a vibrant and relevant part of the Education Services delivery system. Our partners, Wise County Schools, Dickenson County Schools, and the City of Norton Schools, recognize the role of Kids Central and the role of Head Start and Early Head Start programs in assisting our areas youngsters in gaining their education. They also recognize our role in assisting the families of these children acquire

skills and competencies necessary to provide for their families. The gauntlet has been laid down for us. We will step up and meet all the requirements for our grant and we will not sacrifice our values as a company to achieve our goals. We will remain in compliance with all provisions of our grant and we will operate within the bounds of the rules and regulations placed upon us by our funding sources, licensing agents, and regulatory agencies. I know that I speak for all the staff when I say to you – “thank you for your service”. Thank you also for your commitment and dedication. As we go forward in our efforts to be agents and change of vehicles of empowerment for our children and families, let’s keep one thought in mind: “first learn – then teach”.

Nominations for new membership were announced as follows:

Dee Strouth – sponsored by current member Shirley Rogers  
 Thomas Williams – sponsored by current member Edward Hutchinson

**George Aichel made a motion to place the above nominations as Board members for the 2011 – 2012 Board of Directors. Shirley Rogers seconded the motion. Motion carried.**

#### Installation of Board of Directors Members

Darrell read the oath

“You have been elected to the Board of Directors of Kids Central Incorporated to uphold the highest standards and to execute stewardship of this corporation. As such, this oath is to affirm that you do solemnly pledge that you will faithfully execute the duties of Board Member of Kids Central Incorporated for the 2011-2012 fiscal year. If you agree, please affirm by saying I will.”

to the following the following members:

Teresa Adkins	George Aichel
David Belcher	Harry Childress
Edward Hutchinson	Ronald Kendrick
Fred Luntsford	Shirley Rogers
Dee Strouth	Thomas Williams

All of the above affirmed their membership oath.

#### Installation of Board of Directors Officers

The following have been nominated as Board Officers:

President	Teresa Adkins
Vice-President	William Sturgill
Treasurer	Edward Hutchinson
Secretary	Shirley Rogers

With no other nominations, **George Aichel made a motion to accept the above nominations as Officers for 2011 – 2012.** Darrell read the oath of Officers

“You have been elected to the important positions in the administration of Kids Central Incorporated. This is an indication of the Board of Directors esteem and confidence in all of you. We also believe you will uphold the high standards and traditions of our organization, that you will give the best of your executive ability to the furtherance of the interest of Kids Central to serve the needs of children and families and to carry out the mission of Kids Central Incorporated.”

and all affirmed their oaths, except for William Sturgill, who was not present at today’s meeting.

#### Presentation of Policy Council Appreciation Certificates

Dee Strouth presented certificates to all members of the Policy Council to express appreciation for their dedication and service to the Policy Council and Kids Central.

### Presentation of Board of Directors Appreciation Certificates

Teresa Adkins presented certificates to all members of the Board of Directors to express appreciation for their dedication and service to the Board of Directors and Kids Central.

### Presentation of the 2010 – 2011 Awards

Darrell Edwards presented the awards for 2010 – 2011 and announced the recipients. They are as follows:

Donald Baker Leadership Award.....	David Belcher
Policy Council In-Appreciation Award .....	Dee Strouth and Deanna Dingus
Community Service Award	Big Stone Gap Recreation and Parks Department and the Central Drive-In
Volunteer Service Award.....	AmeriCorps and Norton Insurance Agency
Kids Central Staff Award .....	Betty Jones
Policy Council Appreciation Award.....	Earl Carter

### Presentation of the Minutes

Shirley Rogers presented the minutes of the previous Board of Directors meeting (May 17<sup>th</sup>). With no comments or corrections, **David Belcher made a motion to approve the minutes as presented. Harry Childress seconded the motion. Motion carried.**

Sue Coleman presented the minutes of the previous Policy Council meeting (May 11<sup>th</sup>). With no comments or corrections, **April Harvey made a motion to approve the minutes as presented. Christina Edwards seconded the motion. Motion carried.**

### Financial Report

Lisa Barton explained to members of the Board of Directors and Policy Council that she is trying to close out the year and would not have financial statements ready to present until the next meeting. She explained that we are not allowed to spend over our budgeted amount and we should not spend less than that amount.

We exceeded our in-kind requirement by more than 25%. Lisa acknowledged Paula Bates for doing such a great job of compiling in-kind every month.

### OLD BUSINESS

- Expansion Grant Approval. Lisa presented the expansion grant for approval, which was discussed at the meeting last month. We will continue with the Early Head Start center and two Early Head Start Home Base programs that we started last year, and will add two more Early Head Start Home base programs. The training budget for this grant was reduced by 50%.

**Policy Council - Thomas Williams made a motion to approve the submission of the Expansion Grant. April Harvey seconded the motion. Motion carried.**

**Board of Directors - Edward Hutchinson made a motion to approve the submission of the Expansion Grant. Shirley Rogers seconded the motion. Motion carried.**

### NEW BUSINESS

- Personnel Action(s). Kim Austin presented the Board and Policy Council with a new hire. Cassandra Talley has been hired as a Classroom Assistant/Cook/Housekeeper at Appalachia.

**Policy Council - April Harvey made a motion to approve the Above New Hire. Cassandra Cline seconded the motion. Motion carried.**

**Board of Directors - Harry Childress made a motion to approve the New Hire. David Belcher seconded the motion. Motion carried.**

Personnel Policies and Procedures Manual and Employee Handbook. Sandra Harvey presented updates and changes to the Personnel Policies and Procedures Manual to the Board of Directors and Policy Council. The following is a list of changes made:

- Place all policies and job descriptions in alphabetical order (changed policy numbers)
- Changed title of “Performance Evaluations and Pay Range” to “Compensation Management and Pay Scale”. Also moved this policy to Section 3.
- Changed Human Resource Officer to Human Resource Manager. Changed this terminology throughout the entire manual.
- Moved Human Resource Manager and Financial Services Assistant from grade 11 to grade 13 on the pay scale. This change moved these positions in-line with management team.
- Changed Education Supervisor job description to remove responsibility #3. It stated that the Education Supervisor supervised Home Visitors.
- Changed the lifting requirement for the Classroom Assistant/Cook/Housekeeper position from 50 pounds to 70 pounds to be in-line with the Classroom Assistant’s lifting requirement.
- Removed Nora and St. Paul from the Inclement Weather policy due to those centers closing. Also removed Wise from the part-year listing.
- Added Kids Central Whistleblower Policy.

The Employee Handbook is compiled from the Personnel Policies and Procedures Manual, and due to the manual being updated, the handbook must be updated as well. It was asked that the Board and Policy Council allow the Employee Handbook to be updated based on the above changes.

**Policy Council – Thomas Williams made a motion to approve the updated version of the Personnel Policies and Procedures Manual and approve the Employee Handbook be updated based on these updates. Deanna Dingus seconded the motion. Motion carried.**

**Board of Directors – Harry Childress made a motion to approve the updated version of the Personnel Policies and Procedures Manual and approve the Employee Handbook be updated based on these changes. David Belcher seconded the motion. Motion carried.**

Education, Enrollment and Attendance. Kim Austin reported that the part-year centers are now closed. We only have the full-year centers operating. We are recruiting children for the upcoming year and we need children. We are going to have 16 children in each center this year. Kim stated that she has been told that the Regional Office does not want us to take over income children. Our services need to be given to the children that are eligible.

Kim also reported that Dr. Jeff Perry, Superintendent of Wise County Schools, will consider a plan to have a center in the new high schools for students that have babies. This will allow the student to attend school while their child is being taken care of in the school. We will also be serving pregnant teenagers.

For the Good of Kids Central. Darrell reported that our issues with Wise County regarding Pre-K have been resolved. We have a new liaison within the Wise County Schools, Marcia Short. We have had three (3) meetings with her so far and the future is looking very good for Kids Central and Wise County Schools. We see a great opportunity for a good pre-school system in Wise County. Darrell thanked the Board of Directors for all their support and actions regarding this issue over the past year.

Lisa Barton informed the Board and Policy Council that she will be resigning at the end of September. Darrell stated that we would like to go ahead and advertise the Comptroller position so we have time to

find someone and have time to allow this person to work with Lisa for one to two months. Darrell stated he appreciates all Lisa has done and continues to do for him and Kids Central. George Aichel wanted to go on record as stating that the Board of Directors gives their deep and profound appreciation for Lisa's dedication to Kids Central. **George Aichel made a motion to allow Kids Central to advertise for the Comptroller position at this time. Dave Belcher seconded the motion.**

With no further business, **Harry Childress made a motion to adjourn the meeting. April Harvey seconded the motion. Motion passed.**

The meeting adjourned at 11:45 a.m.

---

Shirley Rogers, Secretary  
Board of Directors

---

Sue Coleman, Secretary  
Policy Council

---

Sandra Harvey  
Recording Secretary