

Kids Central Incorporated Board of Directors Meeting August 20, 2013

The Board of Directors of Kids Central Incorporated met Tuesday, August 20, 2013 at Kids Central's Administration Office. Will Sturgill, President, called the meeting to order at 11:05 a.m.

Board Members present: Karen Davis, Bill Dotson, Ronald Kendrick, Fred Luntsford, Michael Standifur, Will Sturgill, and Thomas Williams

Staff present: Darrell Edwards, Becky Bolling, Terry Gentry, Tammy Mullins, Lindsey Sturgill, Paula Bates, Junior Rose, Lisa Bentley, Christy Fleming, and Sandra Harvey

Others present: Carolyn Mullins, Policy Council Treasurer

Minutes:

Thomas Williams presented the minutes of the last Board meeting (June). **Fred Luntsford made a motion to accept the minutes as presented. Ronald Kendrick seconded the motion. Motion carried.**

Finance Report

Christy Fleming presented the financial statements ending June 30, 2013. Due to closing the year and the audit, she does not have July statements ready to present. She will present July's statements next month. She drew down \$135,000 of which \$81,000 was A/P and \$54,000 was Payroll. The audit is complete and Jim Fern will present the audit at the next Board meeting.

We should be receiving our buses the first of September. They will be delivered by Sonny Merryman.

Thomas Williams made a motion to accept the financial report as presented. Fred Luntsford seconded the motion. Motion carried.

OLD BUSINESS

- Recap of Board actions during June's meeting. Due to a low attendance at June's meeting, Darrell would like to recap the business brought forth and the action of the Board.

1. Minutes of the previous meeting (May) was presented and **George Aichel made a motion to accept the minutes as presented. Bill Dotson seconded the motion. Motion carried.**

2. Personnel Actions:

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| Promotions | Tesha Stallard to EHS Lead Care Giver Amber Mullins to Family Advocate Vernon Rose Jr. to Nutrition Services Specialist |
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| Resignations: | Mary Collins Laura Mullins |
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New Hires: Rebecca Bolling – Health Services Specialist
 Angela Ramey – Assistant/Driver at Wise
 Shelia Combs – EHS Caregiver/Driver at Esserville
 Karen Bohnert – Assistant/Cook/Housekeeper at Appalachia

Karen Davis made a motion to approve the above listed personnel actions. Shirley Rogers seconded the motion. Motion carried.

3. Written Plans – Tammy Mullins presented updated written plans

George Aichel made a motion to approve the updated written plans as presented. Bill Dotson seconded the motion. Motion carried.

4. Mike Standifur was nominated and accepted by unanimous vote as a member of the Board of Directors.
5. Karen Davis, Bill Dotson, Thomas Williams, Shirley Rogers, and Mike Standifur took the oath of members of the Board of Directors.
6. The 2013-2014 Board Officers were announced. They are:

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|----------------|-----------------|
| President | Will Sturgill |
| Vice-President | Karen Davis |
| Secretary | Thomas Williams |
| Treasurer | Harry Childress |

Karen Davis and Thomas Williams took the oath of office.

7. The 2012-2013 awards were presented.
- Will Sturgill took the member of the Board of Directors oath along with the oath of office.

NEW BUSINESS

- Child Outcomes and School Readiness. Tammy Mullins presented the child outcomes report. Our children have advanced greatly from the beginning of the school year. This report will help us set our goals for the upcoming year. **Bill Dotson made a motion to approve the Child Outcomes Report as presented. Ronald Kendrick seconded the motion. Motion carried.**

Tammy will be hosting a school readiness meeting today after the Board meeting and invited the Board members to attend.

- Health Insurance Renewal Options. Christy Fleming reported that our health insurance premiums will be increasing approximately 9% (for the currently plan) and this total increase will be the responsibility of the employees. We have a second option that will only increase the premium approximately 3%. Employees will have a choice of which option they would like to take. The second option will increase the deductible \$500 and the out of pocket \$1,000. It will also increase the cost of a specialist from \$40 to \$50; the emergency room co-pay from \$100 to \$250; maternity care co-pay from \$150 to \$250; and urgent care facilities from \$40 to \$50. The second option is a good plan for employees who don't have many health issues. Bradley Robinson and Carl Greear from TrustPoint Insurance will be at our in-service on August 26th to explain these changes and options to employees and will answer any questions employees may

have. **Thomas Williams made a motion to accept the health insurance options as presented. Karen Davis seconded the motion. Motion carried.**

- Personnel Actions. Sandra Harvey presented the following personnel actions:

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|-----------------------|---|
| ▪ Brittany Sexton | Hired as a EHS Home Visitor |
| ▪ Keeley Sanders | Hired at a HS Home Visitor |
| ▪ Amber Mullins | Promoted to Family Advocate |
| ▪ Meghan Sivert | Hired as a Substitute |
| ▪ Aleisha Middleton | Hired as a Substitute |
| ▪ Cassaundra Mullins | Hired as a Substitute |
| ▪ Megan Mullins | Hired as an Assistant/Cook/Housekeeper at Ramsey |
| ▪ Caroline Clasby | Hired as a Bus Monitor at Monte Vista and Dogwood |
| ▪ Constencia Cantrell | Hired as a Bus Monitor at Pound |
| ▪ Sharon Haug | Hired as an Assistant/Cook/Housekeeper at Monte Vista |
| ▪ Vanessa Maine | Hired as an Assistant/Driver at Wise |
| ▪ Gabriela Moore | Hired as a Substitute |
| ▪ Amanda Patrick | Hired as a Substitute |
| ▪ Darlene Robinson | Hired as an Assistant/Driver at Hawthorne |
| ▪ Tina Cole | Hired as a Bus Monitor at Monte Vista and Dogwood |

Thomas Williams made a motion to approve the above listed personnel actions. Karen Davis seconded the motion. Motion carried.

- Personnel Policies and Procedures Updates. Sandra Harvey presented updates to the Personnel Policies and Procedures Manual. The following policies were updated:

- Policy 422 – Attendance
- Policy 210 – Employee Probationary Period
- Policy 307 – Federal Family and Medical Leave (FMLA)
- Policy 402 – Cell Phone Use
- Policy 405 – Dress and Appearance

Ronald Kendrick made a motion to approve the above listed updated Personnel Policies and Procedures. Thomas Williams seconded the motion. Motion carried.

MONTHLY UPDATES

- Education. Tammy Mullins reported staff is preparing for pre-service on the 26th. We will meet at Camp Jacob in Clintwood. All Board members are invited to attend.
- Disabilities/Family Services. Terry reported that she is working with initial disabilities enrollments. She presented updates to the Written Plans for Health. These changes were recommended by the Health Advisory Committee. **Ronald Kendrick made a motion to accept the updated Health Written Plans as presented. Bill Dotson seconded the motion. Motion carried.**

Terry also introduced the New Health Specialist, Becky Bolling. She has been working on scheduling mass hearing screenings and physicals.

- Enrollment/Attendance. Lisa Bentley presented the enrollment/attendance report for July. She stated that we are fully enrolled. Attendance in July was 76.14%. When children are

absent, the Teacher follows up with the parent to find out why the child is absent. After three (3) days, The Family Advocate contacts the parents. We are still recruiting for the upcoming year.

- Nutrition. Junior Rose reported the following for the months of June and July 2013:

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| June: | Visits to Kaseyville | 80 children |
| | Home Base | 22 children and 50 adults |
| | Breakfast served | 1502 |
| | A.M. Snack served | 0 |
| | Lunch served | 1721 |
| | P.M. Snack served | 1681 |
| | Adult lunches served | 521 |
| | Field Trips | 80 children (4 classes) & 22 HB children |
| July: | Visits to Kaseyville | 80 children |
| | Home Base | 22 children and 50 adults |
| | Breakfast served | 1300 |
| | A.M. Snack served | 0 |
| | Lunch served | 1451 |
| | P.M. Snack served | 1421 |
| | Adult lunches served | 511 |
| | Field Trips | 80 children (4 classes) & 22 HB children |

- Family Involvement. Lindsey Sturgill reported that Open House will take place September 5th and 6th. Our family night drive-in movie night is scheduled for September 17th and the movie will be Planes. Kasey's Academy has planned its first field trip and they will be going to the Aquarium in Gatlinburg on October 25th.

FOR THE GOOD OF KIDS CENTRAL/COMMENTS

Bill Dotson gave Darrell Edwards an article concerning the "Empty Seats Campaign". Due to the federal sequestration, budget cuts to Head Start programs have caused 57,000 children to lose the opportunity to attend Head Start; \$1.5 Million service days for children have been cut; and 18,000 employees have been laid-off or lost their jobs.

Kids Central has not lost any children; and has not lost any staff. We have however, lost ten (10) service days for the children.

Bill Dotson also shared that one of our Foster Grandparent Volunteers, Moe Dennison, liked working with our program so much that she requested to continue working with our program instead of going back to her previous host. We enjoy having Foster Grandparent Volunteers in our centers

NEXT MEETING

The next meeting of the Kids Central Board of Directors will be held on September 17, 2013 at 11:00 a.m. at Kids Central's Administration Office in Norton.

ADJOURNMENT

With no further business, **Fred Luntsford made a motion to adjourn the meeting. Ronald Kendrick seconded the motion. Motion carried.** The meeting adjourned at 11:40 a.m.

Thomas Williams
Board of Directors Secretary

Sandra Harvey
Recording Secretary