Kids Central Incorporated Board of Directors Meeting March 19, 2013

The Board of Directors of Kids Central Incorporated met Tuesday, March 19, 2013 at Kids Central's Administration Office. Will Sturgill, President, called the meeting to order at 11:05 a.m.

Board Members present: Teresa Adkins, George Aichel, David Belcher, Karen Davis, Bill Dotson, Mary

Hagy, Ronald Kendrick, Fred Luntsford, Shirley Rogers, Will Sturgill, Thomas

Williams, and David Yates.

Staff present: Darrell Edwards, Mary Collins, Terry Gentry, Tammy Mullins, Christy Fleming,

Lisa Bentley. Lindsey Sturgill, Mary Rash (Intern), and Sandra Harvey

Others present: Carolyn Mullins (PC Treasurer), Mike Standifur (PC Chairperson), Bradley

Robertson (Trustpoint Insurance), Carl Greear (Trustpoint Insurance), and

Chasity Welsh (Trustpoint Insurance)

Workers Compensation and Business Insurance

Bradley Robertson and Carl Greear from Trustpoint Insurance presented an overview of their company to the Board of Directors. Their philosophy is to partner with companies and to work with them to help them move forward. They are more than just about issuing insurance policies, they feel their clients must have the resources to help them. Mr. Robertson is in charge of the property and casualty division while Mr. Greear is in charge of the benefits and compliance division. They are familiar with Head Start and have some Head Start programs as clients.

Mr. Robertson states that worker's compensation has a history of abuse and mishandling. It must be handled with a top-down approach. Safety and attention is a must in order to have control. Safety manuals should be developed and given to each employee. Trustpoint Insurance prepares safety manuals and details them to their clients without additional cost. In his handouts, Mr. Robertson also presented a sample of a cell phone use policy.

Seminars are held two times per year for Trustpoint clients. Mr. Robertson has invited Christy Fleming and Sandra Harvey to their last two seminars. Ms. Harvey has attended both seminars. Mr. Robertson invited the entire Board to attend the next seminar which will be held on April 23rd at the Higher Education Center in Abingdon.

Mr. Robertson explained that worker's compensation claims stay on a company's record for three (3) years. Currently we are paying approximately \$22,000in premiums just for the three (3) large claims we have on our record.

Mr. Greear explained that Trustpoint Insurance is the leading agency working with United Healthcare. He stated that with health benefits in this area, there are only two major companies to work with, United Healthcare and Anthem. He also performs compliance checks on policies and handbooks. He has reviewed our current handbook and found some items that need to be updated.

Mr. Robertson and Mr. Greear both state that the bottom line is getting needed services and resources for the company as well as health services for employees for premiums being paid.

Minutes:

Thomas Williams presented the minutes of the last Board meeting (February). With no corrections, Shirley Rogers made a motion to accept the minutes as presented. Ronald Kendrick seconded the motion. Motion carried.

Finance Report

Christy Fleming presented members with the financial statements for February 2013, She reports that in January, we drew down \$224,000 of which \$159,000 was for accounts payables and \$65,000 was for payroll. She stated that we are approximately 75% through our fiscal year and we are in a good financial position.

At this time, Christy does not have the in-kind completed for February, however she reports that we have already met our match for this fiscal year.

OLD BUSINESS

• <u>Pound Center</u>. Darrell Edwards reported that we are beginning to start renovations on the new location of the Pound Center. Ronald Kendrick asked about the house located directly behind the location. Darrell replied that the house is vacant and has been for several years. A fence will be installed around the playground area for the children.

NEW BUSINESS

- <u>Proposed Policy Changes</u>. Darrell Edwards presented the Board members with a packet of proposed policy changes for their review. He states that these updates are necessary to bring our Policy and Procedure Manual up to date with our previous structural changes. This packet contains some updates policies as well as some new policies. The proposed changes will be discussed at the meeting on April 16th.
- Classroom Assistant/Cook/Housekeeper Job Description. Tammy Mullins presented the Board members with an updated Classroom Assistant/Cook/Housekeeper job description. The change to this job description is the necessary addition of qualifications in accordance to Head Start. This position will require either a Virginia Early Childhood Certificate or a Child Development Associate (CDA). If the employee does not have either of these credentials, they must enroll in a program to obtain one of these credentials within ninety (90) days of employment and the program must be completed within one (1) year. The requirement "High School Diploma or GED required" has been eliminated and "Ability to transport food and supplies" has been added to additional responsibilities. Thomas Williams made a motion to approve the changes to the Classroom Assistant/Cook/Housekeeper job description. Bill Dotson seconded the motion. Motion carried.
- <u>Nutrition Specialist Job Description</u>. As very few are aware, our current Nutrition Specialist, Mary Collins will be retiring May 31st. Darrell would like to advertise this position and have someone on board by mid-April to work with Mary prior to her leaving. George Aichel made a motion to empower Kids Central Staff to advertise, interview, and hire a qualified application for the Nutrition Specialist position. Shirley Rogers seconded the motion. Motion carried.
- Personnel Actions. Sandra Harvey presented the following personnel actions:
 - Cary Rago

Thomas Williams made a motion to approve the above personnel actions. Shirley Rogers seconded the motion. Motion carried.

MONTHLY UPDATES

• <u>Education</u>. Tammy Mullins presented the Board with a survey from James Madison University. JMU is conducting a study on early childhood needs in the State of Virginia. These surveys have been given to all our parents. Surveys may be turned in to Tammy.

Due to additional days missed for snow, our current last children's day is May 7th.

- <u>Disabilities/Family Services</u>. Terry Gentry reported that we are meeting our 10% disabilities in our program. She reports that Dickenson County makes up for 29% of those children and Wise County and the City of Norton make up 71%. Staffings are near completion and we have several children that need to be rescreened. We have had great progress this year.
- <u>Health Services</u>. Stephanie Purvis reported that April 9 and 10 will be make-up dental screenings for new enrollees and those children that were absent during the initial screenings. Heights and weights have been conducted and we have 29 children that are over/under weight.
- <u>Nutrition</u>. Mary Collins expressed her thanks to the Board Members and told them that it has been a pleasure to work for Kids Central. She reported the following for the month of February 2013:

 Visits to Kasevville 11 (3 lunches) Home Base Socials 2 (83 lunches and 148 adult lunches) Breakfast served in January 2,388 A.M. Snack served in January 1,174 Lunch served in January 3,887 P.M. Snack served in January 3,754 Adult lunches served in January 1.161 Field Trips 51

- <u>Enrollment/Attendance</u>. Lisa Bentley presented the enrollment/attendance report. She stated that we are fully enrolled and we have an active waiting list. Attendance in February was 81.77% which is up from January.
- Family Involvement. Lindsey Sturgill reported that the Book Fair will be held on March 22. Books will be buy one get one free. Attendance for family days has averaged 70% all year. Nita Bond Center and Haysi Center won the best attendance with Haysi having 100% attendance at every family day. Kasey's Academy will be going to the Knoxville Zoo on April 5th. There are approximately 140 people going on this trip. The year-end blast will be held on April 26th from 10 a.m. to 2 p.m. at Bullitt Park in Big Stone Gap.

FOR THE GOOD OF KIDS CENTRAL/COMMENTS

Thomas Williams introduced Mike Standifur to the Board of Director members. Mike is the Policy Council Chairperson and he invited the Board members to an outing the Policy Council will be having on July 20th at the Bear Pen Recreation Area in Clintwood beginning at 11:00 a.m.

N	FX	ΓN	1F	FΤ	ING
1 1	_/\	1 17	-		\cdots

The next meeting of the Kids Central Board of Directors will be held on April 16, 2013 at 11:00 a.m. at Kids Central's Administration Office in Norton.

ADJOURNMENT

With no further business, Thomas Williams made Rogers seconded the motion. Motion carried.	, ,
Thomas Williams Board of Directors Secretary	Sandra Harvey Recording Secretary