

# Kids Central Incorporated Board of Directors Meeting March 18, 2014

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The Board of Directors of Kids Central, Incorporated, met Tuesday, March 18, 2014, at Kids Central's Administration Office. Will Sturgill, President, called the meeting to order at 11:00 a.m. after determining a quorum was present.

**Board Members present:** Thomas Williams, William J. Sturgill, Mike Standifur, Bill Dotson, Edward Hutchinson

**Staff present:** Darrell Edwards, Becky Bolling, Lisa Bentley, Paula Bates, Terry Gentry, Tammy Mullins, Christy Fleming, Valerie Lee

## Minutes:

Thomas Williams, Board Secretary, presented the minutes of the last Board meeting from February 18, 2014.

*Motion by Thomas Williams to accept the minutes as presented.*

*Motion seconded by Mike Standifur.*

*Motion carried by unanimous vote.*

## Finance Report

Christy Fleming, Comptroller, presented the financial statements ending February 28, 2014. She reported that in February \$261,000 was drawn from the grant. We are 75% through our fiscal year period. As of this date, 72% of payroll funds were utilized and 68% of operating expenses. Even though we had snow days, we will still be able to add back five days to the part year staff and five more days for children to attend. We have April and May left in the current year. William Sturgill, Board Chair, asked how workers compensation was looking as we are over budget for that line item. Ms. Fleming responded that our workers compensation insurance comes up for renewal in October. We may have one more year at the high-risk rate (total of three years). Mr. Sturgill asked if we were going to allocate more to this line item in the next budget year. Ms. Fleming responded that the budget had been sent in and was allocated at the same rate as this year. She continued to say that we had a reduction in injuries year-to-date.

*Motion by Thomas Williams to accept the financial report as written and presented.*

*Motion seconded by Bill Dotson*

*Motion carried by unanimous vote.*

## MONTHLY UPDATES

- **Education Services:** Tammy Mullins, Assistant Director for Education Services, reported her department was busy monitoring in the classrooms. Her staff is reviewing all files to make sure all are complete. All is going smooth. The predicted last day for children is the last day of April; the staff's last day is May 2. Part Year missed ten days. Thomas Williams, Board Secretary, asked if the teachers were aware of the exact last day as of yet. Ms. Mullins responded that the staff had been informed during a staff meeting that she had added back the five days. Ms. Mullins reported that the staff was glad for the extra time for their children and their school year extension. They will be made aware of the exact date today by email.
  
- **Children & Family Services:** Terry Gentry, Assistant Director for Children and Family Services, noted that the hallway was lined by Book Fair books for the end of this week and next week. Teachers can come in to get books for their classrooms. There will be a family night for after work purchases. All books are buy one, get one free. A lot of planning is going on right now as we are recruiting for next year. Our Blast plans are together and are scheduled for April 17. Lindsey Sturgill, Family Services, is not here today. Ms. Gentry informed the Board that Ms. Sturgill is at the Haysi family day today. As you have heard, Haysi has 100% participation since 2012. Ms. Sturgill sent word by Ms. Gentry that if any Board Member wanted to play a part in the Blast to let Lindsey know as soon as possible. Many events are planned this year. Mr. Dotson made note that MEOC Children Services would be a part of the Blast this year. There are several more vendors set up for parenting information this year than in the past. This aspect of the Blast is growing. William Sturgill asked if the Blast would take place at Bullitt Park again, which was confirmed by Ms. Gentry. Mr. Sturgill also asked the dates of the book fair. These dates are March 24-28 from 10 am to 12 pm every day with Friday the fair being open all day and until 6:00 p.m. Mr. Sturgill asked if the book fair was open to the public or just to the families of Kids Central. Ms. Gentry responded to staff and families of Kids Central.
  
- **Nutrition:** In Junior Rose's absence (at Haysi Family Day), Lisa Bentley, Family Services Manager, presented the Nutrition Services report for February 2014.

Visits to Kaseyville	Children from 4 full-year classrooms, 11 part-year classrooms, 12 home-base classrooms
Home Base Lunch	Children-70, Adults-124
Adults/Classrooms	944
Breakfasts	2,159
A.M. Snacks	1,250
Lunches	3,673
P. M. Snacks	3,404
Fields Trips	4 full-year classrooms, 3 toddler classrooms, 11 part-year classrooms, 12 home-base classrooms
Total Attendance	3,687

▪ **Enrollment and Attendance:** Lisa Bentley, Family Services Manager, presented the enrollment and attendance report for February 2014. Attendance was back up for the month of February. It had dropped down in January a little due to weather and sickness. For February, we are back up to 82.71%. We are in the 80s for all of our centers. William Sturgill, Board Chair, asked if Clintwood is doing better on attendance now, and are they fully enrolled? Ms. Bentley responded that yes, Clintwood is doing great with Clintwood I having an enrollment of 15 and Clintwood II 14. Per Mr. Edwards, Executive Director, Dickenson County went from 17 VPI slots in their program in 2011-12. They petitioned for more slots in 2012-13. Between Title I and VPI services, they have more than 170 children in pre-kindergarten. This means that those children they are having in their program came from Kids Central. We no longer have a program in Nora nor Centennial Heights. We no longer have a program in Longs Fork. We are down to the four centers that we operate. We do not know what this year will hold, but we will try to maintain in the 2014-15 year enrollment in Dickenson County. Tammy Mullins, Assistant Director for Education Services, pointed out that Dickenson County takes a large portion of what Head Start considers our high-income slots.

▪ **Health Services:** Becky Bolling, Health Services Specialist, reported that she has been busy getting missing information for student files. Ms. Bolling is also working on the second level of heights and weights and getting ready for the conference next week. Mike Standifur, Board Member, asked if any bugs were going around in the classrooms. Ms. Bolling responded that strep is always going around.

▪ **Human Resources:** Valerie Lee, Human Resources Specialist, reported that several positions were open right now. These positions are Classroom Assistant Driver at Appalachia I, Classroom Assistant/Driver at Esserville Center, and Bus Monitor, Bus Driver and Classroom Assistant/Cook/Housekeeper at Pound. Lindsey Sturgill, Family Services, had a radio spot on WAXM recruiting people for these positions. She did a good job, and we thank her for her work on this. Ms. Lee also reported talking with Mountain Empire Community College this week encouraging them to get an Associate's Degree program that will be a feeder program for us. Several staff members are on leave at this time. These positions include a toddler caregiver, a home-based EHS, a home-based HS, a teacher who is returning this week, and a health services specialist. Ms. Lee then asked for approval from the Board for the following personnel actions that took place in February and one in March:

- Gabriela Moore change of position to Assistant Floater effective 02/17/2014
- Darlene Robinson change of position to Classroom Assistant/Driver at Wise, from part-year to full-year effective 02/17/2014
- Resignation of Diane Houston, Appalachia I Center, as Classroom Assistant/Driver effective 02/24/2014
- Termination of Meghan Sivert, Floater-Classroom Assistant effective 03/05/2014

*Motion by Thomas Williams to approve the personnel changes as read.*

*Motion seconded by Mike Standifur.*

*Motion carried by unanimous vote.*

Bill Dotson, Board Member, asked Mrs. Lee if employees were leaving for other positions or is there a pattern that we can pinpoint. Mrs. Lee responded that in this group there was a mutual consent resignation. They are not looking for other positions as far as she knows. The important issue is good recruitment efforts on her part, to look for individuals who have a passion for this type of work that is done here and also qualified individuals so that the teacher can be assured that she has qualified individuals in the classroom. We need to focus our attention on recruiting the right individuals who have

a passion for the work and qualifications to match. We must continue our work in the community and with the community colleges; then, we can reduce the number of turnovers.

## OLD BUSINESS

**Consolidation Project:** Darrell Edwards, Executive Director, gave an update on the consolidation project. Kids Central has improved lighting throughout the administration building. Kaseyville's lighting is the next project. These changes are being completed as the funding is available. We are continuing with the consolidation project bringing the two centers to next door. We have moved the staff. A Contractor looked at moving the wall in the Esserville Center. It is not a weight-bearing wall, but it is full of electrical cables and water. We will take our time demolishing this wall. The ceiling will need to be regrid where the walls are coming out. The space will then be an open space. We are on target with the project. It must be completed by the end of July so we can get licensing, decorating, etc., completed. We are on target.

## NEW BUSINESS

**2014-2015 Budget:** Christy Fleming, Comptroller, reported that the budget for 2014-15 was turned in on March 1. Right after that date, Head Start posted that they were giving our funding back for the \$194,000 taken in 2012-13. On May 1, we will need to add back all that we took away last year. The biggest portion of that is in salaries where we add back days and incentives. The whole budget does not have to be reworked. I just have to add back the \$194,000. Ms. Fleming will have the detail for the new budget in the April meeting as she has to turn that in on May 1 to Philadelphia.

**Board Membership:** William Sturgill, Board Chair, mentioned that a survey for the board members to complete identifying their request to continue to serve or not to serve on the Board or Executive Committee has been passed out to Board Members present today. He requested that they be completed and returned to Darrell today or the next board meeting as the last date to respond.

**Outline for 2013-14 Procedures:** Executive Director Darrell Edwards presented information concerning the above-mentioned survey and awards criteria. Everything culminates with the June meeting, after which the new year starts. This month, the board survey and awards criteria are disseminated. Next month, we will propose a slate of officers based on the return we get from your responses. If we do not get the information in soon enough, we will need to wait until May to propose the slate of officers and vote in June. The biggest need is Board Membership. We would love to have about five new Board members for our 2014-15 fiscal years. There is no reason to shy from serving as the Board is a well-functioning Board. Mr. Edwards expects turnover as he has spoken to several of the members. We might lose 4-5 of our current members for next year. We need to bring new individuals in to get them oriented. April and May would be a wonderful time to bring in a prospect, for them to view what kind of Board we are, what kind of operations we run, the reasons for Board membership. In May, we can vote on a slate of officers or pull a slate of officers from people who are here at the May meeting so they can be installed at the June meeting when we start the fiscal year 2014-15. The awards will be named. The staff does a great job naming the volunteer of the year. The PC does a good job with their nominations. You can see who has received the Leadership Award from the Board. It is not taken lightly, but there is a lot of history involved in this award. It does not take someone in a leadership position to be named as a Board member of the Year. It takes someone committed to this Board. We do have people on the Board who have shown their commitment. Every time we have called them, they are here. Every time we have asked them to do something, they have

been here. The next packet should show you who is committed to coming to the meetings. If you want to nominate someone for the Don Baker Leadership Award, please give us the name and a couple of the reasons you think he or she should be bestowed that honor, and we will take it from there. We will take care of all the plaques. Mr. Edwards stressed that we do need some members, fresh faces that see us as the company that we are rather than just a small entity. Although we are not a global company, we are big enough that we want people who will understand that it is a company. You have to look at the scope of the company and not have a single-minded interest to be a part of the Board. The criteria for the awards are easily understood in the way that they are chosen and bestowed. The individuals chosen are given a plaque, and the names go on our wall of fame. This is in recognition of their service.

#### FOR THE GOOD OF KIDS CENTRAL, INC.

I. Bill Dotson mentioned as a concerned citizen, not as the Director of the Foster Grandparent Program, that in the President's proposed budget, there are dramatic changes to the senior corps, which are the Foster Grandparents and Retired Senior Volunteer Program. The way the budget is written now, it will greatly affect the Foster Grandparent Program. The proposal is to move these three budgets under the AmeriCorps project. This budget limits the number of hours a Foster Grandparent can serve, although the money is the same. Now, they allow Foster Grandparents to work minimum or maximum hours. This will change as there will be no sharing of hours between programs. Once those hours are reached, no more will be allowed. The Foster Grandparent Program would deplete those hours before the end of the school year. The children they serve will only get half the benefit that they currently get. Please note that his is only a proposed budget. Mr. Dotson would like everyone to be aware of this as it could put the Foster Grandparent Program out of business. If you agree, please send your information to your Congressmen and/or Senators. MEOC is asking their staff to recognize the problem and contact their politicians asking them not to approve the proposed budget as it relates to the Senior Corps moving under AmeriCorps. Mr. Edwards stated he did not see the benefit of moving the Senior Corps under AmeriCorps. Mr. Dotson did not know from where the change came. The national director of Senior Corps attended a meeting in Washington when this was announced. She did not know anything about the proposed change. The announcement was made without consulting the affected programs first. AmeriCorps is a big, successful program with young people in service with their communities. However, if the Senior Citizens were moved under that umbrella, we are afraid our programs would be phased out. The senior volunteers program is going to be cut by two thirds. All the senior corps directors are advocating that this part of the budget will not stay as it is. Mr. Edwards asked Mr. Dotson if it would be better for Kids Central's Board of Directors to present an action under a united voice, or would it be better for individuals to let their voices be heard? Mr. Dotson was not sure which would be best. Mr. Edwards suggested a resolution from the Board. Mr. Dotson cautioned those in the group from advocating on company time. It must be individualized. William Sturgill, Board Chair, asked Mr. Dotson when action should be taken, whether immediately or in the near future. Mr. Dotson proposed within the next week as the budget is to be passed by October 1. If not, there will be continuing resolutions. Representatives of the National Foster Grandparents Association and the Corporation for National Community Service, which funds the Foster Grandparent Program, attend meetings so that their voices can be heard as loud as possible. Mr. Edwards felt that Kids Central's Board shares in the same vision as the Foster Grandparents Program. Head Start funds are reauthorized every five years; the last time we were reauthorized was in 2007. Therefore, we are on a continuing resolution that comes up in Congress every year. This year, they reinstated our sequestration funds that we lost. We do not have to worry about that again until fiscal year 2017. Mr. Dotson explained that the Foster Grandparent Program grant is on a three-year cycle. 2015 is the second year of this cycle. Twenty-five foster grandparents are working with 65 students right now in three counties and the City of Norton. Four or five of these foster grandparents do work the maximum hours and are some of the better ones. The money loss would be great for the individuals who depend on

that \$2.65/hour stipend. The teachers love these foster grandparents and see what a tremendous loss it would be not to have them in the classrooms. MEOC is going to prepare something as a sponsoring organization. Every individual can do that. If Kids Central wanted to prepare a resolution, it would be nice. I can provide you the information. Mr. Edwards stated that Kids Central could complete a resolution of support. Mr. Dotson was asked to send in the information on the issue so that Kids Central could complete the resolution.

***Motion by Thomas Williams to approve creation of a letter of support understanding the importance of the Foster Grandparent Program in our service area.***

***Motion seconded by Mike Standifur.***

***Motion carried by unanimous vote with the exception of Board Member Bill Dotson who abstained from voting.***

II. William Sturgill, Board Chair, brought up the issue of merit pay increases and where we stand on updating this system. Mr. Edwards mentioned that now we have a staff member with experience in this area of expertise, we could take away the mystery surrounding the system of performance evaluations that was flawed from the very beginning. Any time you complete a subjective evaluation with a scale of one to five, everyone will get satisfactory or flying high at a ten. Mr. Edwards did not understand how all employees could rate a ten on a scale of one to ten with ten being the best. He is not sure if the teaching staff understands the reason behind performance appraisals. It is not to say that you are a lousy worker, but we can help, and you can improve. A three is not considered good in the eyes of the staff when a five is the best. We need to develop an instrument that will meet our objectives and is put in the hands of more of our management team instead of just four people. Mr. Edwards thinks that is where we are going with evaluations. He strongly supports a revised pay scale. It is woefully out of date. This company needs to be shaken and enter the 21<sup>st</sup> Century. A revised performance evaluation process is the way to do it. Mr. Sturgill mentioned that from his standpoint, look at a scenario to recognize the need for a raise for those deserving. Christy Fleming, Comptroller, mentioned that in the revised budget there is a 1.3% COLA in addition to the other budgetary increase. Mr. Edwards mentioned that once a COLA is granted, it is granted for lifetime. It is not a one-time thing. Bill Dotson, Board Member, mentioned that as a principal in the school system, teachers are required to be evaluated every other year. To be dismissed is not an easy task. The evaluation process was an improvement plan by which faults or discrepancies could be improved. Teachers did not look at the evaluation as an opportunity to be fired, not meant to be punitive. Some teachers would disagree with evaluations. Principals would then skim over the evaluations to get them done. However, documenting for legal purposes demanded the need for evaluations to be done. The outlook or perception was for improvement, not punitive in the school system.

#### NEXT MEETING

The next meeting of the Kids Central, Inc., Board of Directors will be held on Tuesday, April 15, 2014, at 11:00 a.m. at the Corporate Office in Norton, Virginia.

ADJOURNMENT

*With no further business, Mike Standifur made the motion to adjourn the meeting.*

*Motion seconded by Thomas Williams.*

*Motion carried by unanimous decision.*

The meeting adjourned at 12:00 p.m.

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Thomas Williams  
Board of Directors Secretary

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Valerie Lee  
Recording Secretary