

Kids Central Incorporated Board of Directors Meeting May 20, 2014

The Board of Directors of Kids Central, Incorporated, met Tuesday, May 20, 2014, at Kids Central's Administration Office. In the absence of Will Sturgill, President, Karen Davis, Vice-President of the Board of Directors called the meeting to order at 11:00 a.m. after determining a quorum was present.

Board Members present: Thomas Williams, Karen Davis, Shirley Rogers, Fred Luntsford, Edward Hutchinson

Staff present: Darrell Edwards, Christy Fleming, Paula Bates, Tammy Mullins, Terry Gentry, Rebecca Bolling, Vernon Rose, Jr., Lisa Bentley, Teresa Blair, Amber Mullins, Lindsey Sturgill, Valerie Lee

Guests present: None

Presentation of Board Minutes of April 15, 2014 Meeting

Karen Davis, Board Vice President, mentioned that all members received the minutes of the April 15, 2014, meeting in the mail. Ms. Davis asked for a motion to approve the minutes as presented.

Motion by Shirley Rogers to accept the minutes as written.

Motion seconded by Edward Hutchinson.

Motion carried by unanimous vote.

Presentation of the Financial Report ending April 2014

Christy Fleming, Comptroller, presented April 2014 financials, which were distributed to the members present. She noted we were almost to the end of the fiscal year at 11 months, which is 92% through the fiscal year. If we look at the total amount of the grant utilized to date between Early Head Start and Head Start combined, the report shows actual year-to-date 2013 income as almost \$3.1M. The accounts payables account shows an expenditure of \$30,000 at the end of April. So, the total of \$3,123,000 equals out to about 89% of our funds. Payroll expense is at 90%. We are over budget in the payroll area, but the operating expense shows 80%. We will bring money up to the salaries and wages area to balance. If we look at the supply expense, the line looks like it is over. We subtract the bus purchased in the prior year to leave us at \$146,000. This subtraction still leaves us over budget somewhat by 2%. As we are under budget on travel, mileage, repairs and gas (which is surprising), we are under budget by \$23,000. This amount will reduce with May's expenditures. The Wise County School Board is always a month behind; so, we do not have May's booked, yet. Center food totals \$186,000. We have been reimbursed by USDA for \$162,000, which leaves \$24,000. April's USDA reimbursement is around \$21,000. This reimbursement will balance out the account. We will not be over budget in this area. We are in the last couple of weeks in the fiscal year. I will monitor to see if any money will be left over. I do not think we will. A project going on today for the new phone system and wish lists from the centers will take care of any leftover funds. We have been very blessed with money management even under budget constraints.

Also for distribution, Ms. Fleming noted that we spent \$14,000 at Food City, and spent at Lowe's \$40. This will be our last report on Lowe's, according to Darrell Edwards, Executive Director, as we have closed our account. Ms. Fleming said that Lowe's had changed our account from a \$9,000 credit limit to \$500 based on their credit company's recommendations. According to Mr. Edwards, GE Capital Bank runs their credit, and GE cut the credit on their accounts throughout the country. Even accounts in this area that run \$1M annually were cut to \$200,000. Their customers are leaving in droves. Our maintenance crew went through the checkout lane to purchase material for the project next door when they were denied the credit. We tried to get the business account to have a greater credit limit. We are faithful to pay our account every month and have been faithful for 13 years with this credit history. We decided to move our business locally to Home Hardware and others.

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

Motion seconded by Fred Luntsford.

Motion carried by unanimous vote.

Monthly Updates

- **Education Services:** Tammy Mullins, Assistant Director for Education Services, gave an Education Department update. She noted they closed 11 Head Start and six home based centers/programs during the summer that involved 168 and 72, respectively. On May 2, forty-five part year staff members were sent home for the summer with seven more scheduled to start their summer off work at the end of this month. We have four Head Start classrooms, three Early Head Start classrooms, and six Early Head Start Home Based programs running this summer with 80 preschoolers, 28 infants and toddlers, and 72 infants, toddlers and pregnant mothers, respectively. Last week, our Education Supervisors, two classroom teachers and Lindsey Sturgill attended Train the Coach training in Lynchburg through the Office of Head Start. We are putting together a practice based coaching model at KCI to focus on teaching strategies in the classroom to promote outcomes in the children.
- **Children & Family Services:** Terry Gentry, Assistant Director for Children and Family Services, noted that this is a busy time of year for her department. They are recruiting heavily. We appreciate the good work by the staff members going to businesses and giving pertinent information. The recruitment calendar includes community events of which we want to be a part. We immerse ourselves in communities where we need more support for the centers. We are working on data collection right now with parent surveys, data for the Program Information Report (PIR). A week ago, Ms. Gentry noted she attended training in Christiansburg for Ages and Stages Questionnaire (ASQ) training. This training should open the doors to collaboration with our local Social Services. They are implementing training for children that are recipients of services through Social Services. Thomas Williams noted that he liked the recruitment commercial on the radio. Ms. Gentry thank Lindsey Sturgill for recording the promotional spot.
- **Nutrition Services:** Junior Rose, Nutrition Specialist, presented the Nutrition Services report for April 2014.

Visits to Kaseyville	Children from 4 full-year classrooms, 11 part-year classrooms, 12 home-base classrooms
Home Base Lunch	Children-151, Adult-213
Adults/Classrooms	1,750

Breakfasts	2,920
A.M. Snacks	1,662
Lunches	5,018
P. M. Snacks	4,726
Fields Trips	4 full-year classrooms, 3 toddler classrooms, 11 part-year classrooms, 12 home-base classrooms
Total Attendance	5,053

- Enrollment and Attendance: Lisa Bentley, Family Services Manager, presented the enrollment and attendance report for April 2014. She noted April's attendance as 82.85%. This is just below the 85% target. This year is the best year for attendance in her recollection. Over the whole year, the average attendance was right at 85%.
- Family Involvement: Lindsey Sturgill, Family Engagement Specialist, made the Family Engagement Services report. Ms. Sturgill has not been able to attend the last couple of meetings; so, she would like to say thank you herself for the Blast and other program successes. New engagement activities were tried this year, which were a success. We planned more activities this year with vendors with resources. Although attendance was lower than normal, the quality was higher. We are in the process of planning family days for next year. We have the schedules planned with just a few minor tweaks to work through. Some of the changes for next year include more community based activities including a Drive-In night (pre-selection of the movie is available). The winners of our Family Day contest are Haysi and Esserville Toddlers 1 and 2. The administrative staff worked in Haysi and will work at Esserville on Friday. We had great attendance at Family Days and are looking forward to the new year. Karen Davis, Board Vice-President, mentioned that she stopped by the Blast, and she thought it went well. Ms. Sturgill mentioned the attendance could have been low because of the holiday weekend, but attendance was not affected so much that one could tell, except by the amount of food that was needed for attendees.
- Health Services: Becky Bolling, Health Services Specialist, spoke about the training she received two weeks ago. She is now a CPR Instructor. Ms. Bolling said that she and the Health Services Specialist will split the CPR training between them. Last Friday was the Health Advisory meeting. There was a good turnout including a good speaker whose new program at a gym is for three year olds and up. We have updated written plans for Health and Safety and Health and Developmental. No changes were made to the plans.
- Human Resources: Valerie Lee, Human Resources Specialist, reported since our last meeting and during the month of April the items needing approval are:
 - David Kilgore, hired April 21, 2014, Bus Driver at Pound Center
 - Conducted interviews of six external candidates on May 12, 2014, and recommend for hire:
 - Brandi Dotson, Classroom Assistant/Driver for the Esserville Center
 - Francis Shular for a part year, 10 month, Substitute

Motion by Shirley Rogers to approve the personnel changes as read.

Motion seconded by Thomas Williams.

Motion carried by unanimous vote.

Ms. Lee mentioned that one position remains open. This position will remain open for a short while as the center is closed for the summer.

OLD BUSINESS

Consolidation Project: Darrell Edwards, Executive Director, gave an update on the consolidation project. The plumbing is going in now. We had to cut out 11 inches of concrete to put the plumbing where it would need to go per Tammy Mullins. We are on schedule opening the toddler center by the first of June with the center cleaned up, the floor put in, bathrooms installed, etc. The Head Start part will be open hopefully by the end of June, with the licensing completed. All with the consolidation project is going good.

40th Anniversary Celebration: Mr. Edwards, Executive Director, mentioned that we closed the Hawthorne and Ramsey Centers completely. We are moving them to this campus, which is the reason for the renovations next door. To do all this, we continue to move forward. We continue to be proactive. Two months ago, we were conducting the Board of Directors meeting, when a light bulb went off about the 40th anniversary of Kids Central. We did not know what we were going to do. We threw out at the March meeting that we should have a 40th anniversary celebration of some kind. We put our heads together and came up with a celebration at the college to mark the 40 years of history that Kids Central has created. We have some envelopes with invitations for you to take to give out that did not get an invitation already, you can take one and personally hand deliver their invitation. The event is June 10. Attendance is estimated at 100-150. That is going to be huge. We sent out 300 invitations to schools, government, law enforcement personnel and on and on. We invited everyone we could, mostly friends and partners of Kids Central over the years as well as some of the old Board members, some people we owe a thank you to, and some retired staff members. We asked them to come back and participate in this special day. We are going to have the board meeting next month at the college with a change in time to be 10:30 a.m. Our guests will be arriving at 11:00 a.m. Agenda items will be completed, installation of our Board members and officers at this meeting and awards ceremony with everyone in attendance. From 10:30 to 11:00, we will be there to get our business done and greet people as they come in. Lindsey will ask the board members some questions today, which you will appreciate. A few surprises will take place. If you need invitations, please take some. This will be a good event.

NEW BUSINESS

Installation of New Phone System and Saratoga Technologies, Inc.: Tammy Mullins, Assistant Director of Education Services, introduced Chris Patterson and Lee Dinkel with Saratoga Technologies in Johnson City. Mr. Patterson voiced his appreciation for partnering with us with our hosted voice solution. This system is different from what we are using. Mr. Patterson passed out information about the new system. He mentioned the installation across Kids Central. The benefits include the system being cloud based over the internet. It uses a small computer in each phone. The goals were to make the system simple, affordable, and reliable. We can provide those in this solution. It will use the internet to reduce your costs including long distance costs between centers. The system allows a three-digit dial between phones. You can manage other solutions. Call reporting is another great feature. You can look at call volume, times for greatest volume to help with staffing, voicemail and email, as the business grows the phone system grows with you as a scalable solution. When other centers adjust, the phone system adjusts. Mr. Hutchinson, KCI Board Member, asked about disaster recovery. Mr. Patterson mentioned that if something happened to this facility in the past, you would have to call forward phone numbers. Now, with this system, you just take your phone with you and plug it into anywhere you have internet capability, and you have moved your business. Since the system is cloud based, you can move your business where you plug in your phone. You can even take your phone home and plug it in as of you

were at the office. Other features can be added as the business grows such as an app for the iPhone to transfer your office calls to your iPhone. We thank you for partnering with us to use Saratoga for your phone solutions. We also do other business for your company; so, we thank you for that as well. Mr. Dinkel spoke about other projects that Saratoga is doing for KCI. They are moving Great Plains software to a server on site, which will save money and provide local support, upgrading the firewall to an updated version with more security, and upgrading the switch. Mr. Edwards supported the move to Saratoga, as they are a local company that can support our needs. They understand our company. We were spending more money out of area. We now have more control with this local company and look forward to a long partnership with them. Mr. Dinkel mentioned the engineers became familiar with the network at KCI earlier this year during a site visit. The Abingdon office is not far from your operations to help when needed. Ms. Mullins added of the three servers on our property; one is a backup; one has data and Great Plains, and one is for email. When moving our email off site, it allowed us to save money by not replacing a server. To update our Great Plains software, we would need to replace a server. With the new email system, everyone in the company can have an email address, including our Board Members and Policy Council Members. The cost of email is two something per user. We can conference call and have team meetings via the internet. Everyone will have access to Microsoft Office, which will be up-to-date. We will not have to pay to update Microsoft Office at different intervals. Mr. Edwards mentioned members can log into the meetings and be present from a remote location and still be counted as present. We can have a camera in this room for someone to attend remotely. Instead of five out of fourteen board members attending, a member can be at their computer and at the board meeting. We have some solutions. These options will be rolled out bit by bit so that we can come into the 21st Century. We can now email board meeting packets and minutes to the Board Members through the new email system. Ms. Mullins mentioned the sharing of documents and video conferencing. We qualify for Microsoft's non-profit ability to get email at no cost for certain individuals.

Installation of Computer Upgrades: Tammy Mullins, Assistant Director for Education Services explained the changes to the computer system with Mr. Dinkel who spoke about other projects that Saratoga is doing for KCI. They are moving Great Plains software to a server on site, which will save money and provide local support, upgrading the firewall to an updated version with more security, and upgrading the switch. Mr. Edwards supported the move to Saratoga, as they are a local company that can support our needs. They understand our company. We were spending more money out of area. We now have more control with this local company and look forward to a long partnership with them. Mr. Dinkel mentioned the engineers became familiar with the network at KCI earlier this year during a site visit. The Abingdon office is not far from your operations to help when needed. Ms. Mullins added of the three servers on our property; one is a backup; one has data and Great Plains, and one is for email. When moving our email off site, it allowed us to save money by not replacing a server. To update our Great Plains software, we would need to replace a server. With the new email system, everyone in the company can have an email address, including our Board Members and Policy Council Members. The cost of email is two something per user. We can conference call and have team meetings via the internet. Everyone will have access to Microsoft Office, which will be up-to-date. We will not have to pay to update Microsoft Office at different intervals. Mr. Edwards mentioned members can log into the meetings and be present from a remote location and still be counted as present. We can have a camera in this room for someone to attend remotely. Instead of five out of fourteen board members attending, a member can be at their computer and at the board meeting. We have some solutions. These options will be rolled out bit by bit so that we can come into the 21st Century. We can now email board meeting packets and minutes to the Board Members through the new email system. Ms. Mullins mentioned the sharing of documents and video conferencing. We qualify for Microsoft non-profit ability to get email at no cost for certain individuals.

Presentation of Program Plan for Education Services 2014-15: Tammy Mullins, Assistant Director for Education Services explained the changes to the update of the Education Written Plan. Included in the

plan are the school readiness goals that have not changed and action plans. The timeline is updated for the next program year. Also added is the plan for using high chairs in the infant classrooms to help with feedings and promotes self-feeding sitting in the high chair. Ms. Mullins asked for approval on the revised Education Written Plan explaining that it is a working document to be changed throughout the year as needed. Karen Davis, Board Vice-Chair, explained that the Board would vote on all the plans together instead of separately.

Presentation of Program Plan for child and Family Services 2014-15: Terry Gentry, Assistant Director for Child and Family Services explained the various written plans her department is presenting today. She explained that under the umbrella of Child and Family Services are many plans. Not many changes were made to these plans for this year. She distributed the various plans including the Mental Health Written Plan (updated) which explains a referral, how we are meeting the family's needs socially and emotionally; Disability Services Plan which goes along with our requirement of meeting 10% of enrollment of children with an identified disability (great collaboration with early intervention thanks to Karen Davis with our school systems and have not had difficulty achieving the 10% requirement; the Family and Community Services Written Plan, which contains the policy about placing children on waiting lists, criteria which was changed a couple of years ago that is working for us and would like to continue. Becky Bolling, Health Services Specialist has Health and Development Written Plans and Health and Safety Written Plans. Health and Safety includes exit plan strategies in an emergency, sister centers with which to communicate and send children when an emergency occurs. The Health and Development Written Plan basically covers our process in getting children physicals and hemoglobin and lead checks, making sure they are healthy to complete our kindergarten readiness goals. All of these plans fall under Family Services. Along with the Education Written Plan and the Nutrition Services Written Plan, we ask that those be approved. They will be available for viewing under the website, after approval.

Motion by Edward Hutchinson to adopt these plans as written and presented.

Motion seconded by Thomas Williams.

Motion carried by unanimous vote.

Presentation of 2013-14 Award Recipients: Darrell Edwards announced the 2013-14 award recipients that will be presented on June 10, 2014, at the 40th Anniversary Celebration. This is the time of the year to close out the fiscal year. Part of closing out the year for the last seven years is to add to our Wall of Fame and recognize people who deserve recognition. The staff member to be recognized is Carolyn Shepard, who is the Lead Teacher at the Dogwood Center. Our Policy Council representative will be Lisa Meade. Our Community Service Project Program will be the MEOC Foster Grandparent Program. The Volunteer of the Year will be Martine Courvoisier, who is working at our Dickenson County centers through the World Movement. Mr. Edwards noted that there was not a chance he could mention all the projects she has completed, especially that she will be busy all summer keeping our kids engaged while out for the summer. Those are the four awards that will be given away on June 10. There is another one for a Board Member, and Mr. Edwards did not want to mention this award today unless he was asked. We have picked a Board Member who was chosen with the help of Will Sturgill, Chairman. This award will be a surprise award on June 10. If there are any additions to the list, please make them known. Otherwise, these will be the nominees for the awards. We must be ready to present these awards at the June 10 Celebration at UVA Wise.

Presentation of Slate of Officers for 2014-15 Board of Directors: Mr. Darrell Edwards, Executive Director, explained the slate of officers for the 2014-15 Executive Committee and Board of Directors for Kids Central, Inc. He noted the Board Members were surveyed. The responses indicated that the

individuals sitting on the Executive Committee – Will Sturgill, President, Karen Davis, Vice President, Thomas Williams, Secretary, Harry Childress Treasurer – will be recommended to continue their roles; no recommendations will be made for changes. We propose that this slate of officers continue for 2014-15. Everyone has agreed to serve, including Karen Davis. We will have our installation of officers and presentation of awards on June 10 at the college. Having said that, Mr. Edwards seeks approval for these two actions.

Motion by Edward Hutchinson to accept the proposed slate of officers for the 2014-15 Executive Committee of the KCI Board of Directors and proposed award recipients for their 2013-14 service.

Motion seconded by Thomas Williams.

Motion carried by unanimous vote.

FOR THE GOOD OF KIDS CENTRAL, INC.

1. Darrell Edwards, Executive Director, described his plans to attend the State Conference in June. He explained that this is the tenth year that he will attend. This year is special as the meeting's agenda is to discuss the Early Head Start partnership. We are going after an Early Head Start Partnership Grant. There is a lot of money on the table, \$500M nationwide. The minimum grant to be awarded is \$1.5M for a five-year period. We are going after this grant money as it falls into play where we are in our vision that we know that head start is going to be a birth to three year program. We know it is coming. We need to stay ahead of the curve to be sure we can serve the children in this community by having those slots and positions available. We are going to this meeting in Virginia Beach. Terry Gentry is going with him. Mr. Edwards asked for approval to attend this conference. Ms. Karen Davis mentioned how much the counties have benefited from an Early Head Start program. Her desire is that every county have an Early Head Start program and gave her best wishes to Mr. Edwards and Ms. Gentry in their endeavors.

Motion by Thomas Williams to approve State Conference attendance by Darrell Edwards and Terry Gentry.

Motion seconded by Fred Luntsford.

Motion carried by unanimous vote.

2. Darrell Edwards, Executive Director, explained that next month marks the milestone that very few companies exceed. This milestone is 40 years of service. This is our 40th corporate year, but we have been in business almost 50 years. Head Start was in Wise County, but it never was our group. There were Head Start services through someone. We have only been incorporated for 40 years. We get very few opportunities to blow our own horn. The people who are coming are the people who we really need to educate, that we are a significant company that makes a significant impact on the communities we are in and it makes an impact on children and families that we serve. They need to understand this. I think that by them coming together they will see who we are and what we are doing in this two-county area. This message will get through. The camaraderie of the people who are coming together and the vastness of government, education, law enforcement and business, I think this will open eyes to see how big this program is. I can talk about budget all day, but a \$4M company is not a small company. It is a good-sized company. When you see all the people and all the tentacles this company has, and all of the people who touch us, it becomes a two way street. This is what we are doing with this 40th Anniversary Celebration. We are saying thank you to them and educating them that we can do more with their support. Thank you for everything you have done. I hope we have a great turnout. We have done everything we can do. Mr. Edwards asked that we talk about the celebration. He asked that we hand

deliver personal invitations. He wants us to make sure they come to this event. Mr. Hutchinson, Board Member, asked if there are any statistics available that tell the number of adults who attended Head Start in Wise County or the amount of revenue that comes from our company for Wise County. Mr. Edwards noted that he will ask at the celebration how many people attended Head Start or served on the Board of Directors. You know that there will be people in the community in leadership positions that touched Head Start. Statistically, we do not have that number. However, there are tens of thousands of children who have come through this program in 50 years.

3. Thomas Williams, Board Secretary, mentioned that he heard Lindsey Sturgill's recruitment commercial on the radio, WAXM. He mentioned it was Valerie Lee's idea to use the radio. However, Valerie Lee mentioned that Terry Gentry had placed the recruitment commercial on the radio. Mr. Williams wanted to mention that using the radio is a good idea, and he wanted to thank all those involved in making this decision. He said his children even liked the Kids Central radio ad. Mr. Edwards stated that the radio spots for employment and recruitment have paid dividends for KCI.

Next Meeting

The next meeting of the Kids Central, Inc. Board of Directors will be held on Tuesday, June 10, 2014, at 10:30 a.m. at the Corporate Office in Norton, Virginia.

Adjournment

With no further business, Karen Davis, Vice President, called for adjournment of the meeting.

The meeting adjourned at 11:55 a.m.

Thomas Williams
Board of Directors Secretary

Valerie Lee
Recording Secretary