

Kids Central Incorporated Board of Directors Meeting JANUARY 20, 2015

The Board of Directors of Kids Central Incorporated met Tuesday, January 20, 2015 at Kids Central's Administration Office. Will Sturgill, President, called the meeting to order at 11:00 a.m.

Board Members present: Sherry Tabor, David Belcher, Karen Davis, Will Sturgill, Mike Standifur, and Thomas Williams

Staff present: Darrell Edwards, Terry Gentry, Vernon Rose Jr., Lisa Bentley, Tammy Mullins, Lindsey Sturgill, Regina Cantrell, Allen Couch, Leslie Graves and Paula Bates

MINUTES:

Thomas Williams presented the minutes of the last Board meeting (November). The Board and Policy Council met jointly in December at the Celebrate in Coeburn with no business being conducted.

Without corrections, Karen Davis made a motion to accept the November 2014 minutes as presented. Mike Standifur seconded the motion. Motion carried.

FINANCE REPORT:

An abbreviated report of the budget and the use of the company credit cards was made by Darrell Edwards in place of our Comptroller and our Board Treasurer. Kids Central is in the process of hiring a replacement for the candidate Heather Carty because she refused the position offered by the Board. This is a critical hire and we must act with care and diligence but with speed. Will ask for help from the Board in this matter to expedite matters and to find a suitable qualified candidate.

MONTHLY UPDATES:

- Education Services. Tammy Mullins reported that Amanda Collins had received her CDL and would be taking a bus route this week. We still need bus drivers for three centers. KCI has a psychology student from UVA-Wise doing her internship at our Wise center. Kids Central has been closed 2 days and we have had 5 delays so far this year. Tammy stated that WCYB and WJHL will assist us with weather alerts and updates using the crawler notices on the TV screens.
- Children and Family Services. Terry Gentry reported that our attendance rate for December was 86.19 percent and that for November it was 82.5 percent. Attendance at our Haysi Center was 97.3 for the month of December. Terry stated that the PC will get the full report for all centers. The staff has completed the goals for the families and progress will be reported in future monthly reports to PC and the Board.
- Health Services: Regina Cantrell reported that in December we completed Hearing and Visual screenings. The screenings revealed that one child was blind in one eye. KCI is following up with the child and his family. Regina also stated that she and Jennifer Owens are hosting First Aid and CPR training for staff and parents. The Health Services Division is currently working on getting the growth charts completed with heights and weights.

■ Nutrition. Junior Rose our Nutrition Services Specialist stated that in December we had a wonderful turnout for our holiday meals. Our children and their families were served Thanksgiving and Christmas meals. Numbers were not available for this meeting but would be reported at our next meeting.

■ Family Involvement. Lindsey Sturgill reported that attendance at our Family Days events in December were well attended. This month's activities were geared around math and science and snow was made in the classrooms. Lindsey stated that she has started planning for the Year End Blast event to be held during our last month of service. KCI will host a Book Fair in April and that she along with many of our staff will be attending the Head Start State Conference being held in Abingdon during March.

OLD BUSINESS

- Human Resources Specialist Hire. Darrell Edwards updated the Board members on the status of replacing Valerie Lee who left our employee on January 5, 2015. Mrs. Lee gave notice when Kids Central was closed for Christmas break and she only worked one day during January. Kids Central has contacted Mr. Allen Couch a candidate for our Comptroller position and he accepted the position of Human Resources Specialist pending approval of the Board and PC. It was stated that Mr. Couch had been interviewed by the joint panel consisting of board members and members of the policy council. Mr. Edwards made a proposal that the Board approve Mr. Couch as our Human Resources Specialist.

Motion was made by Thomas Williams that we accept Mr. Couch as our Human Resources Specialist. Mike Standifur seconded the motion. Motion carried.

- Comptroller Positon Up-Date. Darrell Edwards reported on the Comptroller Positon that was vacated by Christie Fleming in December. KCI has been able to contract with Christie for services relating to payroll and accounts payable and she has competed the W-2's for fiscal 2014 for our employees. There are several reports that are due or that will be coming due very soon and we are trying to secure her services for those tasks. The Board has been notified that we need assistance with filling this position. The candidate that we interviewed in December and accepted for the replacement has refused the position stating that she found another job. KCI did not get notification of her approval until January 5, 2015. A committee was asked to assist with finding a suitable and qualified replacement for Ms. Carty. It was mention that we should look at the other candidates that interviewed for the position and offer it to one of them. We interviewed seven people and only three were qualified.

- Vehicle Up-Date. Mr. Edwards reported that we had a program car wrecked in Big Stone Gap in December. No one was hurt but our car sustained damage. We will report on this accident when we get more information.

NEW BUSINESS

- Clintwood Bus Incident. Tammy Mullins reported on a situation that occurred at our Clintwood Center relating to our staff leaving a child on a bus unattended. The Virginia Department of Social Services is investigating the incident but Kids Central acknowledges that the incident did happen and our staff were responsible. It is likely that Kids Central will be cited for negligence and will probably be fined for the incident. Both the bus driver and the bus

monitor have been dismissed from service at KCI. They will not be able to work in a regulated child care facility for a period of three years.

- Review Update. Mr. Edwards reported that we are scheduled for a review this year and that it will probable occur sometime in the spring. We will receive notice from the reviewers thirty days prior to the actual visit. The staff are preparing for the review with the only issue being the budget and the office of Comptroller. We understand that we have reports due and that we have work to be done to meet deadlines. The staff will work to complete all tasks for the review.
- Budget Workshop. The Board and Policy Council will have a meeting on February 12, 2015 for all interested parties to assist staff in the development of the 2015-2016 budget. At that meeting ideas for changes to our operations budget and our program options as well as personnel issues will be discussed. The budget is due to Philadelphia by March 1, 2015. We will need as many board members to attend as possible.

FOR THE GOOD OF KIDS CENTRAL, INC./COMMENTS


Mr. David Belcher proposed that a committee from the Board meet with the staff to discuss the operation of Kids Central and any problems or concerns that staff may have. David said that our recent rash of staff turnover is concern to all of us and that the board needs information in order to deal with any existing problems. It is not usual for a company to have so many people resign in such a short period of time. The meeting will take place at the office of Kids Central with members of the board and our Executive Director in an open discussion with individual employees at a date to be determined and the result being reported to the full board.

NEXT MEETING

The next meeting of the Kids Central Board of Directors will be a combined meeting with the Policy Council and will be held on February 17, 2015 at 11:00 a.m. at Kids Central's Administration Office in Norton.

ADJOURNMENT

With no further business, **Thomas Williams made a motion to adjourn the meeting Mike Standifur seconded the motion. Motion carried.** The meeting adjourned at 12:22 p.m.


 Thomas Williams
 Board of Directors Secretary