

Kids Central Incorporated Board of Directors Meeting March 17, 2015

No meeting was held for the Board of Directors for the month of February due to severe weather.

The Board of Directors of Kids Central Incorporated met Tuesday, March 17, 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, Ed Hutchinson, Ron Kendrick, Bill Dotson, Fred Luntsford and Thomas Williams

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

MINUTES:

Thomas Williams presented the minutes, as mailed, of the last Board meeting (January 20, 2015).

Without corrections, Mike Standifur made a motion to accept the January 20, 2015 minutes as presented. Karen Davis seconded the motion. Motion carried.

COMPTROLLER: President Will Sturgill requested that the Board officially recognize, for interim employment, Mr. Joseph Boyd as our candidate for the position of Comptroller of Kids Central. Mr. Sturgill stated that the Board had received Mr. Boyd's credentials and application along with a response form allowing the Senior Staff of Kids Central to offer employment to Mr. Boyd on an interim basis pending approval from the Policy Council and the Office of Head Start. Mr. Boyd was affirmed by the Policy Council on February 12th at their regular scheduled meeting. Mr. Sturgill asked our Executive Director to present Mr. Boyd. Mr. Edwards gave the background for the hire stating that the candidate that was chosen in December 2014 had taken another position. Mr. Edwards also stated that all the other qualified candidates that had been interviewed for the position had declined. A request had been presented to the Board at the January meeting asking for help in locating a qualified person to fill the Comptroller's position. Mr. David Belcher was able to talk with Mr. Boyd and explained the position to him and he was interested. Mr. Belcher contacted the staff of Kids Central seeking advice on how to proceed with getting Mr. Boyd an interview. The interview with Mr. Boyd was scheduled with the members of the Senior Staff and the meeting took nearly three hours to complete. Mr. Boyd's credentials were checked and he was cleared as a candidate for the position. The Senior Staff called Mr. Boyd and offered him a position as Comptroller setting his salary and the terms of his employment. He was told that the appointment had to be approved by the Policy Council and the Office of Head Start. Mr. Boyd began his position on January 30, 2015. Mr. Boyd was asked to address the Board and to state his reasons for applying for the position. Mr. Boyd answered all questions poised to him by the members of the Board. Mr. Sturgill called for a motion to accept the hire of Mr. Boyd as interim Comptroller for Kids Central, Inc.

Without further discussion, Mr. Ed Hutchinson made a motion to accept Joseph Boyd as our interim Comptroller as presented by Mr. Edwards. Mike Standifur seconded the motion. Motion carried.

FINANCE REPORT:

Mr. Boyd was able to present a brief report of the finances of Kids Central. Mr. Boyd had the bank statements with him and the credit card statements that are required for review by the Board on a monthly basis. Mr. Boyd stated that he was organizing the Comptroller's office and finding the records, documents and forms needed to do his duties.

Mr. Boyd requested that Kids Central, Inc. hire an auditing firm to bring all the records up-to-date and complete any reports due. Mr. Boyd stated that he had no time with the previous Comptroller and that he needed an orientation to the accounting system and software that Kids Central, Inc. uses. At this point Mr. Edwards stated that he had been in contact with Thrower-Blanton and Associates to work out a schedule of time that they could work on our books and to train Joseph on the Great Plains software. Kids Central has received an engagement letter from Thrower-Blanton detailing what will be needed and the dates of their services. Mr. Edwards asked the Board of Directors for permission to enter into an agreement with Thrower-Blanton for services. A copy of the letter is attached as an addendum to the minutes.

Without further discussion, Thomas Williams made a motion to hire Thrower-Blanton for accounting and auditing services for a limited time. Ron Kendrick seconded the motion. Motion carried.

MONTHLY UPDATES:

- Education Services. Tammy Mullins reported that the new Clintwood Center is now open for service. All licenses were secured and the move affected by the staff. Children and parents are very pleased with the center including the location and the ability to prepare meals.

Kids Central has been closed for a total of fifteen days so far this year. We will make up days missed for the Part-Year program and we will seek a waiver for days missed in our Full-Year program from the Office of Head Start. Kids Central will end services to Part-Year classrooms on May 15, 2015.

Ms. Mullins reported that we have completed the Strengths & Opportunities for Children Survey and have shared the data with teachers.

Ms. Mullins continues to work with all departments and the teachers in staffing sessions for our children. This is the second round of staffings for this year. Results are shown in the files of the children and reports are made to parents of the findings.

Training sessions for transportation and child abuse were held in February for the staff. Our staff continues to receive training on subjects considered critical to the operation of Kids Central.

Mr. Bill Dotson opened a dialogue by asking the question what is the outcome of the new regulations for Pre-K classes in schools. Ms. Mullins and Ms. Gentry continued the discussion stating that we have an opportunity to collaborate with the Norton City School System in placing a Head Start classroom in the Norton Elementary School. A discussion ensued about the changes to Title I Services and to the VPI Program (Virginia Pre-School Initiative). The new rules state that the main criteria for enrollment in both the programs will be income based. The result is that Head Start will lose more children to the school systems because many children currently being served by the school systems will no longer qualify for those services.

Without further discussion, Karen Davis made a motion to empower the Senior Management Staff of Kids Central to enter into negotiations with the Norton City School Board to establish a classroom in the elementary school pending approval of the Board of Directors. Ed Hutchinson seconded the motion. Motion carried.

- Children and Family Services. Terry Gentry reported that our attendance rate for January was 77.43 percent and for February it was 79.87 percent. Ms. Gentry stated that recruitment for the 2015-2016 year has begun and that there is competition from all school districts for four year old kids. Ms. Gentry is working with the staff doing staffings for the centers and the home base program.

- Family Engagement. Terry Gentry reported for Lindsey Sturgill as Lindsey was at a family day event. Family days are still very well attended and the topics and activities are varied. Ms. Gentry presented a list of activities and events for the Family Engagement Program for the remaining weeks of the 2014-2015 program.

March 24-26	Virginia HS Association Conference	Abingdon
April 10	Kasey's Academy Trip	Knoxville Zoo
April 13-16	Annual Book Fair	Esserville Office
May 8	Annual Blast Event	Bullitt Park, Big Stone Gap

Nutrition Services: Junior Rose our Nutrition Services Specialist reported for January and February. Copies of his report are attached to these minutes as addendums.

- Health Services: Regina Cantrell reported that Kids Central is still hosting make-up dates for screenings and dental/vision/hearing services. Jennifer Owens and Regina hosted height and weight screenings this month in an effort to complete the charts for the children. The Health Services staff are busy working with other on staffings for the centers. Jennifer and Regina have hosted training sessions for First Aid and CPR with staff and caregivers being the recipients.

Terry Gentry stated that Ms. Cantrell will be attending MAT (Medication Administration Training) to become a certified trainer for our staff. This position is very coveted and will assist Kids Central with training other staff to get their MAT credentials. Ms. Sherry Tabor commended Ms. Cantrell on this milestone and her commitment to the profession.

Human Resources: Mr. Allen Couch the Human Resources Specialist for Kids Central made his report for the months of January and February. A copy of his report is attached to these minutes as an addendum.

OLD BUSINESS

- Comptroller Hire: Mr. Sturgill noted that we had covered this item in the report of the finances at the beginning of the meeting.
- Engagement of CPA Firm: Mr. Sturgill noted that we had covered this item in the report of the interim Comptroller during his report to the Board.

- Clintwood Bus Incident: Tammy Mullins reported that we have received word from the Virginia Department of Social Services regarding the child being left on the bus in Clintwood. Kids Central was fined five hundred dollars as a result of an administrative review.
- Clintwood Relocation Project: Mr. Edwards acknowledged that the Clintwood Center is now open for business as reported in Mr. Mullins report. Mr. Edwards wanted to go on record to thank the staff of Kids Central for an exceptional job on the Clintwood Center. Charlie Morgan, Randy Mullins, Josh Browning and Jimmy Bush did an outstanding job. Tammy Mullins, Terry Gentry, and Leslie Graves worked tirelessly on the facility. Mr. Edwards thanked all that had a part in the completion of this project.

NEW BUSINESS

- Proposal to Eliminate Sick Time Benefit: Darrell Edwards presented a proposal to the Board to eliminate sick time as a benefit for all Kids Central employees. A copy of the proposal is attached to these minutes. Mr. Edwards stated that for reasons of staff attendance and to lower absenteeism this move was necessary. A discussion was opened and several questions from members of the Board were asked. The Board did not want the staff to feel they were losing something. Mr. Edwards stated that the new system of PTO time would serve the needs of the employee and the company. Employees would be free to use their time for reasons known only to them. The system would not require doctor's excuses or other forms of documentation of the employee's absence. The time used by the staff would need to be scheduled in a timely fashion to prevent the staffing ratio from being an issue of non-compliance. Mr. Edwards also stated that current employees with sick time in their bank would not lose that time but once it was used it would not be replenished.

Without further discussion, Thomas Williams made a motion to accept the proposal as written eliminating sick time as a benefit offered to employees by Kids Central. Mr. Ed Hutchinson seconded the motion. Motion carried.

- Federal Review Update: Mr. Edwards reported that the date for the review has been Moved from March 23 to April 6. This will give our staff time to attend the Virginia Head Start Conference in Abingdon.
- Budget Workshop: Mr. Edwards reported that we completed a joint meeting with the Policy Council on February 10 to discuss the budget for 2015-2016. At this meeting the Policy Council was able to approve the items related to the budget.
- Position Change: Tammy Mullins presented a proposal to change the position of Education Supervisor vacated recently to Education Mentor/Coach. A formal presentation was submitted for consideration and it included a position description and summary. A copy of the proposal is attached to the minutes as an addendum.

President, Will Sturgill identified the items on the New Business Agenda as all relating to the budget and the budget proposal for 2015-2016. He asked if the items could be bundled for one vote as a package after each had been presented. It was the opinion of the members present that if any item needed to be separated for single vote that it could be completed that way but Mr. Strugill's suggestion would be sufficient and the presenters should continue.

▪ Position Change. Ms. Gentry presented a proposal to eliminate a Family Advocate Position from the staff and to increase a Family Advocate from part-time to full-time. A copy of the proposal presented to the board is included as an addendum to the minutes.

▪ Budget Proposal. Mr. Edwards presented the budget proposal items for 2015-2016 that were approved by the Policy council at the February 12th meeting. The budget is for the same amount as last year with changes being as follows:

1. Kids Central, Inc. will endeavor to change Head Start slots to Early Head Start slots as becomes available during the fiscal year 2015-2016. This wording will be included in the application being prepared for submission to the Office of Head Start.
2. Kids Central, Inc. will implement changes as noted in proposals to the Board and the Policy Council affecting the budget. Including but not limited to staff changes, purchases of equipment and other items discussed by both bodies.
3. Kids Central, Inc. will adopt a new Organizational Chart reflecting changes that were recommended by staff, board members and members of the policy council. These changes include moving the Human Resource Specialist to report directly to the Executive Director, redefining the different management levels of Kids Central. Kids Central will have a Senior Management Staff, a Management Team and a Management Support Team.
4. Kids Central, Inc. will adopt a new version of the Long Range Plan as presented to the Board and the Policy Council. This new Plan is a statement of issues and priorities as well as a statement of goals and objectives. A copy of this document is attached to the minutes as an addendum.

Having heard the proposals and entertaining discussion from the Board of Directors concerning the items listed under new business Mr. Sturgill called for a motion from the Board to accept all or parts of the presentation. It was decided by the members of the Board to vote on the items as group since they represented the budget and aspects of the budget.

Without further discussion, Mike Standifur made a motion to accept the proposals as presented including the following:

- a. **Position change from Education Supervisor to Education Program Mentor/Coach.**
- b. **Position change eliminating a Family Advocate and increasing a position from part-time to full-time.**
- c. **To accept the changes to the budget including the conversion of Head Start slots to Early Head Start slots as available. Adopt staff changes as outlined in the budget discussions held by the Board and the Policy Council. Adopt the Organizational Chart as amended including the repositioning of the Human Resource Specialist to be accountable directly to the Executive Director. To adopt the 2015-2022 version of the Plan including the stated issues, priorities, goals and objectives.**

Mr. David Belcher seconded the motion. Motion carried.

CLOSED SESSION: Mr. David Belcher made a motion to go into closed session as provided by Section 2.2-3711(A) of the Code of Virginia for discussion of personnel matters. The session began at 12:40 pm. Motion was seconded by Thomas Williams. Motion carried.

The Board entered into closed session.

Fred Luntsford made a motion to end the closed session and reconvene in public session.

Motion was seconded by David Belcher. Motion carried.

Certification of Closed Session

Do you certify that only those matters lawfully exempt from public discussion, pursuant to Section 2.2-3711 (A) of the Code of Virginia for which you went into closed session to discuss were discussed?

Darrell Edwards, Executive Director polled the members.

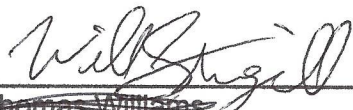
NAME OF BOARD MEMBER	YES VOTE	NO VOTE
THOMAS WILLIAMS	YES	
WILL STURGILL	YES	
SHERRY TABOR	YES	
MIKE STANDIFUR	YES	
FRED LUNTSFORD	YES	
RONALD KENDRICK	YES	
KAREN DAVIS	YES	
DAVID BELCHER	YES	
BILL DOTSON	YES	
EDWARD HUTCHINSON	YES	

NEXT MEETING

The next meeting of the Kids Central Board of Directors will be held on April 21, 2015 at 11:00 a.m. at Kids Central's Administration Office in Norton.

ADJOURNMENT

With no further business, Bill Dotson made a motion to adjourn the meeting Karen Davis seconded the motion. Motion carried. The meeting adjourned at 1:10 p.m.


~~Thomas Williams~~
 Board of Directors Secretary
 Will Sturgill
 President