

# Kids Central Incorporated

## Board of Directors

### November 15, 2016

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The Board of Directors of Kids Central Incorporated met Tuesday, November 15, 2016 at the Administrative Office. Paula Herron, Vice President of the Board, called the meeting to order at 11:00 AM..

Board Members present: Ed Hutchinson, Thomas Williams, Will Sturgill, Ida Mullins, Ronald Kendrick, Sherry Tabor, Paula Herron, Rhonda Bennett, and Harry Childress.

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

#### **MINUTES:**

**Thomas Williams presented the minutes for the October meeting. Ed Hutchinson made a motion to approve the minutes, Rhonda Bennett seconded the motion. Motion Passed.**

#### **PRESENTATION OF FINANCIAL STATUS**

Laura Taylor-Baugh presented the financial status report. The report consisted of financial status report, USDA funds received, bank reconciliations, check register, and credit card report. All reports are attached.

**Motion was made by Ed Hutchinson to file the report as presented. The motion was seconded by Thomas Williams. Motion Passed.**

#### **Monthly Updates:**

**The Education Services Report** was presented by Tammy Mullins. Copy attached.

**The Children and Family Services Report** was presented by Terry Gentry. Copy attached.

**Nutrition Services Report** was presented by Junior Rose, Kids Central's Nutrition for the month of October 2016. A copy is attached.

**Family Engagement Services** Lindsey Sturgill gave an overall picture of family services and the events that are scheduled in the near future.

**Health Services Report** Regina Cantrell presented the report for health services. Copy attached.

**Human Services Report** Allen Couch, Human Resources Specialist, requested the approval of new staff members. List attached.

**Motion to approve new hires was made by Sherry Tabor and seconded by Harry Childress. Motion Passed.**

### **Old Business**

### **New Business:**

**Employment Policies Training:** Allen Couch explained the procedures followed in hiring new staff members. He carried the process from the application to the completion of background checks that would allow new staff members to begin their first day of work at Kids Central. A copy of the entire report is attached.

**PTO Policy Addition.** Allen Couch presented a requested addition to the Paid Time Off policy of Kids Central Inc. In summary the addition would allow Staff members to give PTO to employees in need with the approval of the Executive Director. A copy of the request is attached.

**ERSEA Training Module.** Terry Gentry went over the process of accepting a child to the Kids Central enrollment. She explained the requirements and the process that the family has to follow in the enrollment. A copy of her complete report is enclosed.

**Proposal to Purchase Heat Pump.** Laura Taylor-Baugh explained the problems we were having in regulating the temperature in class rooms in Esserville. Our maintenance supervisor had recommended the installation of a separate heating and cooling system for the classrooms. He had gotten 3 proposals to make the repairs. Laura recommended the acceptance of a proposal from M & S Contractors.

**Motion was made by Harry Childress to accept the recommendation. Sherry Tabor seconded the motion. Motion Passed.**

Laura Taylor-Baugh set a meeting date of December 14, 2016 at 3:00 PM for the Budget Workshop. The time and date was the best for all members.

Board went to Closed Session: Sheet attached.

**For the Good of Kids Central**