

# **Kids Central Incorporated Policy Council Meeting February 13, 2008**

The Policy Council of Kids Central Incorporated met on February 13, 2008 at the Kids Central Administration office. Jason French called the meeting to order at 11:00 a.m.

Present: Joan McFall, Kenneth Rose, Kim Thompson, Becky Whited, Melissa Robinson, Amanda Coleman, Adam Thompson, and Jason French

Staff present: Lisa Barton, Chris Austin, Mary Collins, Kim Austin, Terry Gentry, Darrell Edwards and Sandra Harvey

## MINUTES

The minutes of January's meeting were accepted as written.

## OPEN COMMENTS

A member questioned if they would be contacted in the event a Policy Council meeting was cancelled. Darrell Edwards stated they would be contacted. If school is on a delay or closed, the meetings are still as scheduled unless members receive notice otherwise. If, WCYB is showing Kids Central closed, then the administration office is closed and no meeting will be held.

Melissa Robinson questioned why the children used to go on field trips for Chinese New Year and now they are not allowed to go to the Chinese restaurant. Mary Collins explained that Kids Central is reimbursed the cost of children's meals by USDA and they do not reimburse restaurant meals.

## BOARD OF DIRECTORS REPORT

The Board of Directors did not meet in January.

Director's Report: Darrell Edwards stated that all changes conceived from the reauthorization bill must be implemented by October 2008.

At this time, the Kids Central is in great shape.

Education Report: Kim Austin encouraged members to remind parents in their centers to get involved for in-kind purposes. Volunteering in the classroom is a great way to build in-kind.

This year instead of buying packets for the children transitioning into kindergarten, we are going to create our own packets. We will talk with the schools and have the necessary items in the packets.

### Transportation

Chris Austin reported that we have an opening for a Bus Driver in Big Stone Gap and in the Norton/Wise area. We also have an opening for a Bus Monitor at Pound.

We seem to be having large amounts of mileage reimbursements from staff that have to use their own vehicles for agency business. We are trying to shift some vehicles around to make cars available for these employees. We need at least one more agency car. Purchasing one car would be cheaper in the long run than paying employees mileage.

Our bus fleet is good. Some of the buses are being driven over 200 miles per day. The Mechanics have to change oil in some buses every month. Some Bus Drivers have to fill up with gas everyday.

Finance Report: Lisa asked to wait until she had the floor with the budget and grant application to give her finance report.

Nutrition: Mary Collins gave Policy Council members handouts and menus for January. She informed members that the Monte Vista center's kitchen will be operating February 18<sup>th</sup> with a Cook. They will no longer need to transport meals from Dogwood Terrace.

### POLICY COUNCIL FINANCE REPORT:

Kim Thompson gave members a copy of the financial statement for November 2007 - January 2008.

### NEW BUSINESS

Outcome of Budget Meeting and Refunding Application: Darrell Edwards stated that the minutes from the budget meeting are included in the packet Policy Council members received for this meeting. He said this was an excellent meeting with a great turnout. He thanked everyone who attended the meeting.

Lisa Barton handed out information for the grant application and financial statements to Policy Council members and thanked everyone who attended the budget meeting. She stated that the meeting had the best attendance than any budget meeting she has conducted since she has worked for Kids Central.

Lisa stated that up until this fiscal year, staff has not had a raise in three years. At the beginning of this fiscal year, we were able to offer salary increases of up to 6% for Teachers and up to 3% for other staff based on performance evaluations. This year we do not know if we will be receiving a COLA increase. A Board member suggested an incentive plan for employees. We would only be able to offer an incentive if it were tied to something relating to program operations. It has been suggested to tie an incentive offer to enrollment. Current employees will be eligible for an increase of up to 1.5% and the incentive will be given to employees by December 15<sup>th</sup>. A copy of the policy has been given to members for review. **Joan McFall made a motion to approve the Employee Incentive policy. Melissa Robinson seconded the motion. Motion carried.**

Lisa explained the proposed budget amounts. Salaries and fringe benefits are the biggest part of our budget. We have a hard time retaining Bus Drivers. Due to the hours they work, they do

not qualify for our group health benefits. We would like to change job descriptions for four Bus Drivers (Nora, Clintwood, Coeburn/St. Paul, and Norton/Wise) to include Classroom Assistant duties along with bus driving duties. This would change these positions to be able to offer them benefits. They would become regular part-time employees and would work part-year. Chris Austin explained that the new job description was derived by the combination of the Bus Driver job description and the Classroom Assistant job description. Education requirements were changed to require a High School Diploma or GED, as this is required by licensing standards. Jason French asked when this change would be effective. Lisa stated June 1<sup>st</sup>. The drivers have not been approached with this change. They will be notified at the end of the school year. **Kim Thompson made a motion to approve the Classroom Assistant/Bus Driver job description and position. Melissa Robinson seconded the motion. Motion carried.**

**Joan McFall made a motion to approve the refunding application. Adam Thompson seconded the motion. Motion carried.**

Inclement Weather Policy: Changes were made to the current Inclement Weather Policy as follows:

- Change Longs Fork to Clintwood II
- Change Home Base Owens and Home Base Gilliam to Dickenson County Home Base
- Change Home Base Hampton, Home Base Wampler, Home Base Daniels, and Home Base Bowen to Esserville Home Base

**Kennith Rose made a motion to accept the updated Inclement Weather Policy with the above-mentioned changes. Adam Thompson seconded the motion. Motion carried.**

Bank Service Charges: We currently conduct our banking with BB&T. During the budget meeting, the Board of Directors gave Lisa Barton the authority to find the best rates for Certificate of Deposits. New Peoples Bank had the best rate. While discussing the CD with New Peoples Bank, they asked if they could make a presentation on other banking services they offer. They offered a better package than BB&T for all of our accounts. Our service fees will be half of what we are currently paying BB&T. Lisa asked that we be allowed to move our accounts to New Peoples Bank effective June 1<sup>st</sup>. **Melissa Robinson made a motion to approve moving Kids Central's accounts currently with BB&T to New Peoples Bank effective June 1<sup>st</sup>. Joan McFall seconded the motion. Motion carried.**

Financial Statements: Lisa explained the financial statements for January. We have spent approximately 57% of Head Start funds and 65% of Early Head Start funds at the end of January. We are eight (8) months into the fiscal year.

A discussion was held concerning ways to increase in-kind. Members brainstormed ways to include parent involvement to increase in-kind for their centers.

Parent Store: Gaynell Deaton operates the parent store with Paul Bates. We could use volunteers to operate the store so it can be open more days for parents who cannot come on certain days or times. Darrell noted that not all the money has been turned in. The money is in its second print. The KCI bucks are only good through May 31<sup>st</sup>.

NEXT MEETING

The next meeting of the Policy Council will be March 12, 2008 at 11:00 a.m. at the Administration Office.

The next executive meeting will be held Tuesday, February 26, 2008 at 11:00 a.m. at the Administration Office.

With no further business or discussion, **Melissa Robinson made a motion to adjourn. Kim Thompson seconded the motion. Motion carried.**

Meeting adjourned at 11:55 a.m.

---

Gaynell Deaton, Secretary

---

Sandra Harvey, Recording Secretary