

# **Kids Central Incorporated Policy Council Meeting February 10, 2010**

The Policy Council of Kids Central Incorporated met on February 10, 2010 at the Kids Central Administration office. Dee Strouth, Chairperson, called the meeting to order at 11:17 a.m. In the absence of the Secretary, Vice-Chair Thomas Williams took the roll.

Present: Thomas Williams, Edward Hutchinson, Fred Luntsford, Dee Strouth and Deanna Dingus

Staff present: Darrell Edwards, Kim Austin, Chris Austin, Lisa Barton, Mary Collins, Teresa Blair, and Paula Bates

## **AGENDA**

The agenda for today's meeting was presented for approval. **Deanna Dingus made a motion to approve the agenda for today's meeting. Thomas Williams seconded the motion. Motion carried.**

## **MINUTES**

The minutes of the previous meeting (January 2010) were presented. With a correction to page 4, under "Next Meeting", first paragraph – "February 1" should read "February 10", **Deanna Dingus made a motion to accept the minutes. Thomas Williams seconded the motion. Motion carried.**

## **BOARD REPORT**

Darrell Edwards stated that most information goes from the Policy Council to the Board of Directors. Very seldom does information go from the Board to the Policy Council. This being the case, there may be comments from the Board of Directors to present at the Policy Council meeting, but there probably will not be any formal reports.

## **DIRECTOR'S REPORT**

Darrell Edwards reported that he mailed 170 copies of our 2009 Annual Report out to people in the community including local school boards. He states we are receiving very positive feedback.

## **STAFF REPORTS**

Finance: Lisa Barton asked to wait and give her financial report when she reports under new business.

Education: Kim Austin reported that the Early Head Start expansion center is now open and we are fully staffed. Kim and Terry Gentry went to Washington, D.C. last week to attend training from the Office of Head Start. The training was very informative.

Kasey's Academy will be attending Disney on Ice on March 6th at Freedom Hall. All four-year olds in the program and one parent will be attending.

Transportation/Enrollment: Chris Austin reported that we have developed a Head Start Transportation Training Series Video. Darrell's son is the narrator and Earl Carter is the videographer. This training is to help our Drivers and Bus Monitors with training.

One DVD will show drivers how to back up a bus in different ways, properly cross railroad tracks, and show bus drivers what they should do in certain situations. The other DVD is for Bus Monitors. Everything a Bus Monitor needs to know is on this DVD. This DVD will be used for training new Bus Monitors when they are hired. These DVDs are for also for sale. We are selling the series for \$1,000.

Chris gave members a copy of the January enrollment report. January's attendance was not listed on the report because we did not have information from one of our centers. The report shows the EHS expansion center and Home Visitors, however, these were not active in January. They will show on February's report.

Nutrition: Mary Collins gave members copies of the menus and handouts for February. She also gave parents recipes for beef noodle soup and a happy valentine cake.

### **FINANCE REPORT FOR POLICY COUNCIL**

Deanna Dingus stated that at the end of January, the Policy Council had a balance of approximately \$1211.82.

### **OLD BUSINESS**

Change in Pay Scale: Kim Austin reported that last month the Policy Council and the Board of Directors approved changing the Disabilities Coordinator position to Disabilities Coordinator/Home Base Supervisor. Due to this change, the pay scale needs to be updated to show this change. **Deanna Dingus made a motion to approve the proposed new pay scale. Thomas Williams seconded the motion. Motion carried.**

Haysi Learning Center: Darrell Edwards reported that there is a learning center in Haysi that we have partnered with Southwest Virginia Community College years ago to keep up and running. Six years ago, we proposed to pull out of this agreement and we were told that if we did so, the center would have to close and the community would lose an asset. We agreed to remain as a partner.

Last year, an employee of this learning center file a lawsuit due to carbon monoxide poison from this building. We have now been named in this lawsuit, even though we do not have anything legally to do with the center. We have no purpose or use for this center, it is of no value to us or our parents. We will propose to the Board of Directors at their next meeting that we cease operations with the Haysi Learning Center as of May 31, 2010. **Fred Luntsford made a motion to have Kids Central proceed with the presentation to the Board of Directors to cease all involvement with the Haysi Learning Center and Southwest Virginia Community Center. Thomas Williams seconded the motion. Motion carried.**

## **NEW BUSINESS**

**New Early Head Start Center:** The new Early Head Start center located in Esserville was to be named Esserville Early Head Start #2. After considering a name that would set this center apart from the other Esserville centers, it decided to make a proposal to name this center the Carolyn Withers Early Head Start Center. Carolyn Withers is a former employee who taught for Kids Central for well over thirty (30) years. A formal proposal will be presented to the Board of Directors at the next meeting. **Deanna Dingus made a motion to proceed with the proposal to the Board of Directors to name the new Early Head Start center the Carolyn Withers Early Head Start center. Thomas Williams seconded the motion. Motion carried.**

**2010 – 2011 Refunding Grant Application:** Lisa Barton passed out copies of the financial statements for the end of January. We are eight (8) months into our fiscal year and we have spent approximately 60% of our Head Start and Early Head Start funds. A big concern this year is increasing utility costs. In order to offset the increase, we have opted to purchase copies for the agency instead of having lease agreements.

A budget workshop was held at the end of January. A copy of the minutes from the meeting was put in the packets that the Policy Council members received. One change that was made is that 2.5% of administration salaries will come from the Early Head Start expansion grant. This will free up some money that will be used for other things.

Some of the items discussed at the budget workshop included:

- The Haysi Learning Center. Terminating this agreement will save approximately \$1,000 per year.
- St. Paul Center. An option was discussed changing St. Paul to an Early Head Start center. After more discussion, we have decided to leave this center as a Head Start center for now.
- Acquiring lease agreement with Stone Mountain Health for the Haysi Head Start center
- Raising retirement match from 3% to 5%
- ARRA COLA raise – 1.86% mandated to give through September 2010. We will lose this funding of 1.86% after September. This will become a permanent part of our budget.
- Purchased copiers, eliminated leases.
- Getting rid of our postage machine and going to postage by mail, eliminating the lease.
- Worker's compensation costs have been decreasing. Rates are based on the number of claims you have. This will be used to fund COLA raise.

**Deanna Dingus made a motion to approve the 2010 – 2011 Refunding Application for submission. Thomas Williams seconded the motion. Motion carried.**

**New Hires/Transfers:** Chris Austin reported that Kids Central has hired the following people:

- Megan Sturgill – Early Head Start Caregiver at Esserville II Early Head Start
- Miranda Bradley – Early Head Start Home Visitor

**Thomas Williams made a motion to approve the above listed new hires and promotions. Deanna Dingus seconded the motion. Motion carried.**

**COMMENTS**

Ed Hutchinson stated he liked the telephone number being placed on the front of the packets where it is easy to see. Deanna Dingus asked to put the toll-free number on there as well.

**NEXT MEETING**

The next Policy Council meeting will be March 10, 2010 at 11:00 a.m. at the Kids Central Administration Office.

A budget meeting and Executive meeting will be held on February 23, 2010 at 10:00 a.m. at the Kids Central Administration Office.

With no further business or discussion, Dee Strouth adjourned the meeting at 11:49 a.m.

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Jennie Thacker, Secretary

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Sandra Harvey, Recording Secretary