

Kids Central Incorporated Policy Council Meeting October 12, 2011

The Policy Council of Kids Central Incorporated met on October 12, 2011 at the Esserville Center in Norton. Thomas Williams, Vice Chairperson, called the meeting to order at 11:00 a.m.

Policy Council Secretary, Sue Coleman, called the roll.

Present: Thomas Williams, Michael Standifur, Cassandra Cline, Tabitha Harvey, Sue Coleman, Edward Hutchinson, Cassandra Cline and Deanna Dingus

Staff present: Darrell Edwards, Lisa Bentley, Leslie Graves, Tammy Mullins, Terry Gentry, Lindsey Sturgill, Paula Bates, Christy Fleming, and Sandra Harvey

Others present: Rebecca Davis, Appalachia I; Samantha Bowens, Clintwood II; Stephanie Monge, Coeburn II; Willie Wood, Haysi; Virginia Collins, Nita Bond; Tina Williams, Ramsey; Bonita Star, Wise; Jennifer Dearry, Gilliam HB; LuAnn Summers, Ely HB; Carolyn Mullins, Alt-Clintwood I; Randa Mullins, Alt-Clintwood II; Patricia Brock, Alt-Hawthorne; Becky Cavin, Alt-Monte Vista; Ashley Rose, Alt-Pound; CeCelia Ward, Alt-Davis HB; and Missy Sisson, Alt-Owens HB

MINUTES

The minutes of the previous meeting (September 14, 2011) were presented. **Deanna Dingus made a motion to approve the minutes of the previous meeting. Cassandra Cline seconded the motion. Motion carried.**

COMMENTS FROM THE POLICY COUNCIL OFFICERS

Thomas Williams thanked everyone for attending the meeting. He explained that he did not want to leave the Policy Council, but the regulations state a member can only serve three (3) terms during their lifetime. Thomas will be moving to the Board of Directors, so he will still be working with Kids Central. He stated that the first year on the Policy Council may seem very overwhelming but it won't be that way long. Once members learn how the Policy Council functions and members get comfortable, it will become easier.

Deanna Dingus also thanked everyone for attending the meeting. This is her last year also. She stated that she would work with the new Treasurer if she needs to.

Thomas presented three (3) members of the Policy Council with a certificate of perfect attendance. Those receiving a certificate were: Tabitha Harvey, Sue Coleman, and Deanna Dingus.

ROLES OF THE POLICY COUNCIL

Darrell Edwards reported that new Policy Council members being seated today will receive governance training today. A manual with all the information that will be discussed will be given to all members for them to keep as a handy resource.

If members have any questions regarding our program, they may call any of our staff members. We serve over 400 children and have over 100 staff members. If the person you call does not know the answer, rest assured they will be able to direct you to the person who does.

Policy Council Representatives will take information gathered from the meetings to their center and share with the parents and staff during family days. There may be questions or issues that need to be brought to the Policy Council meeting. This will be done by the information given to representative. Please do not bring center issues to the meeting. Issues regarding the centers should be acted on when they arise.

Edward Hutchinson introduced himself to those in attendance. He stated he has been with Kids Central for approximately sixteen (16) years. He praised Darrell for all the good work he has done in the past few years. Darrell explained that Mr. Hutchinson is the representative from the Board of Directors to the Policy Council. He will attend each Policy Council meeting and will report to the Board of Directors any issues that need Board attention.

Darrell asked all Kids Central staff that was present to introduce themselves. Staff each stated their name and what position they held in the agency.

GOVERNANCE TRAINING

Darrell gave a presentation of the Policy Council governance training. A power point presentation was shown, explaining the roles and responsibilities of the Policy Council. Darrell explained the agency, as well as the role of the regional office, and how we are funded.

INSTALLATION OF POLICY COUNCIL MEMBERS

Darrell Edwards read the Oath of the Policy Council to those present. The following representatives affirmed their oath:

Michael Standifur, Cassandra Cline, Tabitha Harvey, Sue Coleman, Edward Hutchinson, Cassandra Cline , Rebecca Davis, Samantha Bowens, Stephanie Monge, Willie Wood, Virginia Collins, Tina Williams, Bonita Star, Jennifer Dearry, LuAnn Summers, Carolyn Mullins, Randa Mullins, Patricia Brock, Becky Cavin, Ashley Rose, CeCelia Ward, and Missy Sisson

The members of the 2011 – 2012 Policy Council are now seated.

SLATE OF OFFICERS

Darrell Edwards and Thomas Williams discussed the proposed Slate of Officers for 2011 – 2012. Nominations are as follows:

Chairperson..... Sue Coleman
Vice-Chairperson..... Willie Wood

Secretary Tabitha Harvey
Treasurer..... Mike Standifur

The above accepted the nomination for office. **Cassandra Cline made a motion to accept the above nominees. Randa Mullins seconded the motion. Motion carried.**

The nominees introduced themselves and explained why they would like to serve as an officer of the Policy Council. The nominees were then asked to step out of the room so the voting could be held. The voting for Sue Coleman, Willie Wood, Tabitha Harvey, and Mike Standifur was unanimous. **Carolyn Mullins made a motion to accept Sue Coleman as Chairperson, Willie Wood as Vice-Chairperson, Tabitha Harvey as Secretary, and Mike Standifur as Treasurer. Cassandra Cline seconded the motion. Motion carried.**

The Oath of Officers was read by Darrell Edwards. Sue, Willie, Tabitha, and Mike affirmed their oath of office. Darrell presented the new Policy Council Officers.

Staff Reports

- Finance Report. Christy Fleming presented the Policy Council members with a copy of the financial statements. She reports that we have spent approximately 21% of our Head Start funds, and we have closed out our ARRA funds as of the end of September. Twenty-five percent of our total budget must be in the form of in-kind, and as of September 30th, we have received approximately \$87,000, or over 35% of our total in-kind for the year.

Our audit has been completed and it contained no findings. Jim Fern, our auditor, will present the audit report at the Board of Directors meeting.

- Policy Council Financial Report. Deanna Dingus turned over the checkbook and forms to the new Policy Council Treasurer, Mike Standifur. As of today, the balance in the Policy Council account is \$2384.00. Mileage reimbursement and babysitting reimbursement was explained to the new members.

- Enrollment and Attendance. Lisa Bentley reported that September's attendance was 84.76%. Attendance is slightly higher than it was this time last year. This is the first time we have such a large waiting list with eligible children. We currently have 36 eligible children on our waiting list. This says good things about our program.

- Education. Tammy Mullins reported that the Teachers are busy conducting assessments. The results of the assessments will be reported once they are all completed.

- Disabilities. Terry Gentry explained her position and reported that she is working with families in IEP meetings with the schools.

- Nutrition. Handouts for the month of October were given. Darrell explained that Mary Collins works with a Registered Dietician to compile the menus for the year.

- Family Involvement. Lindsey Sturgill reported that the centers have had great attendance during family days. Some of the centers are having as much as 80% attendance. We had 598 people attend movie night. Lindsey asked that if parents have any suggestions for an activity such as movie night, to let her know.

Kasey's Academy will be going to Ripley's Aquarium on Friday, October 28th. As of today, 140 people are scheduled to go on this trip.

OLD BUSINESS

- Kaseyville. Darrell explained the Kaseyville Learning Center to the Policy Council. He explained that children come to Kaseyville on field trips. He invited members to visit Kaseyville before they leave today.

NEW BUSINESS

- Written Plans. The written plans are the operating plans for each component of Kids Central. There are no changes made to the written plans this year, however, they must be presented and approved by the Board of Directors and the Policy Council each year. **Mike Standifur made a motion to approve the written plans as presented. Rebecca Davis seconded the motion. Motion carried.**

- Employee Incentive. Our current employee incentive policy states that full-time or full-time part-year employees receive an incentive of 1.5% of their annual and all other regular part-time employees will receive a minimum of \$25.00 or \$10.00 per year of service for a maximum amount of \$100.00 as an incentive to keep Kids Central fully enrolled during the year. We have been fully enrolled from November 1 – October 31 and the Board of Directors and Policy Council must approve the incentive before it can be paid to the employees. **Willie Wood made a motion to approve paying employees the incentive. Ashley Rose seconded the motion. Motion carried.**

- Personnel Actions. Sandra Harvey presented the Policy Council with the following personnel actions:

- Sarah Lane – hired as a Teacher at Hawthorne
- Cynthia Shields – hired as a Classroom Assistant at Dogwood
- Heather Bentley – hired as a Head Start Home Visitor
- Tina Browning – transferred from HS Home Visitor to Early Head Start Home Visitor
- Stacey Collins – hired as a Classroom Assistant at Esserville
- Candice Chafin – hired as a Classroom Assistant at Hawthorne
- Leigh-Anne McDaniel – hired as a Substitute
- Caitlyn Beverly-Boatright – hired as a Substitute

Willie Wood made a motion to accept the above listed personnel actions. Cassandra Cline seconded the motion. Motion carried.

COMMENTS

Darrell Edwards told the Policy Council that this was going to be a great year.

A representative from the Policy Council is needed to attend the Board of Directors meetings. Cassandra Cline offered to be the representative. With no one else interested, Cassandra Cline has been named the Policy Council representative to the Board of Directors.

The next meeting of the Policy Council will be Wednesday, November 9, 2011 at 11:00 a.m. at Kids Central's Administration office.

The next executive committee meeting will be Tuesday, October 25, 2011 at 10:00 a.m. at Kids Central's Administration office.

The meeting was adjourned at 12:35 p.m.

Tabitha Harvey, Policy Council Secretary

Sandra Harvey, Recording Secretary