

Kids Central Incorporated

Policy Council Meeting

September 12, 2012

The Policy Council of Kids Central Incorporated met on September 12, 2012 at Kids Central's Administration office. Sue Coleman, Chairperson, called the meeting to order at 11:00 a.m.

Tabitha Harvey, Secretary, called the roll.

Present: Cassandra Cline, Mike Standifur, Carolyn Mullins, Samantha Bowens, Patricia Brock, Willie Wood, Bonita Stair, Sue Coleman, Tabitha Harvey, and Edward Hutchinson

Staff present: Darrell Edwards, Tammy Mullins, Terry Gentry, Lisa Bentley, Paula Bates, and Lindsey Sturgill

Others present: Thomas Williams, Board of Directors

Minutes

Tabitha Harvey presented the minutes from the last meeting (August 8, 2012). With no changes or corrections, **Willie Wood made a motion to approve the minutes. Carolyn Mullins seconded the motion. Motion carried.**

Staff Reports

- **Finance Report.** Christy Fleming presented the financial report. She gave copies of financial statements ending July 31, 2012 to the Policy Council members explaining that due to time constraints, financial statements ending August 31st were not ready for today's meeting. She will have August's financial statements ready for the Board of Directors meeting next week. She reports that in August she drew down \$220,000 of which \$150,000 was for accounts payable and \$73,000 for payroll. She is continuing to pay prior year expenses. We received \$93,000 in-kind in July.

We have received the three (3) new cars that we purchased last fiscal year. They were delayed because we had originally accepted Johnson Chevrolet's proposal for three (3) Chevrolet Sparks, but they were on back order and Mr. Johnson was not able to get an exact delivery date. So we went with Wallace Nissan's proposal for three (3) Nissan Versa. All three cars have our company logos and decals.

September is renewal month for our health, dental, life, short-term disability, and voluntary life policies. In order to keep our premiums approximately at the same rate as 2011-2012, we have decided to consolidate all of the above policies to one company, United Healthcare. This change will save approximately \$5,700 per year, and we will use this savings towards a 1% raise for staff. The total cost of the raise for staff is approximately \$20,000 less the \$5,700 – leaving approximately \$14,300 to come out of the budget.

The audit is completed and Jim Fern, auditor with Hicok, Fern, Brown and Garcia will attend October's Board of Directors meeting to present the audit report.

- Enrollment and Attendance. Lisa Bentley reported that we are fully enrolled. Our attendance for August was 76.06%. We are still taking applications and have children on waiting lists.
- Education. Tammy reported that Teachers are working on children's assessments. Hearing and Vision checks are being conducted for the children today at the Esserville Center.
- Disabilities. Terry Gentry reported that she is conducting initial disabilities screenings.
- Nutrition. Mary Collins gave copies of handouts for September along with copies of cooking experiences that Teachers do with the children in the classrooms. She reports that this year, fruit, vegetables, salad items, juice and ice cream has been added to Kaseyville.
- Family Involvement. Lindsey Sturgill reported that Family Days have begun. Attendance has been great. A family movie night has been planned for Monday, September 17th. This year we will be going to the theaters, not the drive-in. The movie will be Finding NEMO in 3D. Everyone will receive free popcorn and drink. The movie starts at 6:45 p.m. Lindsey is also working on a family portrait night for children and their families. Once the location and dates have been secured, information will be sent to the families.

Kasey's Academy will be going to Ripley's Aquarium on October 26th. Lindsey will send the information to parents concerning this trip.

Policy Council Financial Report

Mike Standifur reported that the balance in the Policy Council account as of the end of August was \$674.31.

Old Business

There was no old business to report at today's meeting.

New Business

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

- Sharon Bloomer Transferred from Classroom Assistant to Teacher at Hawthorne
- Kimberly Gilliam Transferred from Substitute to Classroom Assistant at Hawthorne
- Ashley Wells Hired as a Classroom Assistant at Esserville
- Heather Orange Promoted from full-year Substitute to EHS Caregiver at Esserville EHS
- Stacy Collins Promoted from EHS Caregiver to EHS Home Visitor

- Amanda Willis Hired as a Bus Monitor at Clintwood I and II
- Ashley Bolling Hired as a full-year Substitute
- Tiffany Lawson Hired as a part-year Substitute
- Dana Mullins Hired as a Classroom Assistant at Hawthorne

Carolyn Mullins made a motion to approve the above listed personnel actions. Mike Standifur seconded the motion. Motion carried.

- Policy Council Member Appreciation. Sue Coleman reported to the Policy Council that the Executive Committee wanted to show their appreciation for the members who dedicate their time to Kids Central. Certificates of Appreciation were given to Policy Council members. A Perfect Attendance Award was given to Willie Wood (Haysi Center). Members received tickets for prizes and the winners were:

- Mike Standifur
- Willie Wood
- Samantha Bowens
- Carolyn Mullins

Comments/Discussions. Darrell Edwards explained to the members that this would be the last meeting for the 2011-2012 Policy Council. Newly elected Policy Council Representatives will be formally seated during October's meeting. The current Officers are asked to attend October's meeting to formally hand over their office to the incoming Officers. Darrell thanked everyone for their cooperation and dedication to our program. He stated that "Kids Central Incorporated continues to grow because of the people associated with it".

The next meeting of the Policy Council will be held on Wednesday, October 10, 2012 at 11:00 a.m. at Kids Central's Administration Office.

The next Executive meeting will be held on Tuesday, October 30, 2012 at 10:00 a.m. at Kids Central's Administration Office.

With no further business, the meeting adjourned at 11:30 a.m.

Tabitha Harvey, Policy Council Secretary

Sandra Harvey, Recording Secretary