

# Kids Central Incorporated Policy Council Meeting April 3, 2013

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The Policy Council of Kids Central Incorporated met on April 3, 2013 at Kids Central's Administration office. Mike Standifur, Chairperson, called the meeting to order at 11:00 a.m.

In the absence of the Secretary, Mike Standifur called the roll.

Present: Cassandra Cline, Tina Edwards, Vicki DeVaughn, Willie Wood, Randy Chisenhall, Donna Mellon, Ariana Hamilton, and Mike Standifur

Staff present: Darrell Edwards, Paula Bates, Stephanie Purvis, Mary Rash (FS Interin), Tammy Mullins, Christy Fleming, Lindsey Sturgill, Lisa Bentley, and Terry Gentry

## Minutes

The minutes of the previous meeting (March 2013) were presented. There is one change to be made to the minutes. In the list of staff present, Paula Bates was shown as being present at the meeting. She did not attend the meeting. With this correction, **Cassandra Cline made a motion to approve the minutes. Tina Edwards seconded the motion. Motion carried.**

## Staff Reports

- Finance Report. Christy Fleming presented the financial statements for February 2013. She reports that we drew down \$224,000 of which \$159,000 was for accounts payables and \$65,000 was for payroll. As of the end of February, we had \$1,214,000 remaining for the fiscal year.

An RFP was sent out to three vendors for quotes on the purchase of a new bus. The vendors were given two weeks to return their proposals to us. Sending out these RFPs will not obligate us to a purchase if we find we do not have the available funds at the end of the year.

We are 75% thru the fiscal year and financially we are looking in good shape. We have received 135% of our required in-kind to date.

**Willie Wood made a motion to accept the financial report as given. Ariana Hamilton seconded the motion. Motion carried.**

- Enrollment and Attendance. Lisa Bentley reported that we are fully enrolled. Family Advocates have been placing recruitment flyers all over the area and leaving them at stores to be placed in shopping bags. Attendance was down in March to 75.28%. Snow days was a factor in this decline.

- Education. Tammy Mullins reported that we are wrapping up the year. The last day for children in the part-year centers will be May 7<sup>th</sup>. She also asks that parents please return the Parent Surveys.

- Disabilities. Terry Gentry reported that we are meeting our 10% requirement. We have had great improvement in children with disabilities. At the beginning of the year, 40-50 children were being monitored, now we are down to 2-3.

- Nutrition. Mary Collins was not present to give the nutrition report.

Mary Collins has given her resignation effective the end of May. A notice for her position has been posted in-house. Mary has been with Kids Central for 32 years. The Policy Council would like to have her come back in June for recognition. Mike Standifur suggested talking with the Board of Directors and having the Policy Council and the Board do something together for Mary.

- Family Involvement. Lindsey Sturgill reports that family days were completed in March. The end of the year blast will be held April 26<sup>th</sup> at Bullitt Park. Anyone who would like to volunteer that day should see Lindsey. All volunteers will be appreciated. Mike Standifur reported that he and his wife Vickie will be there. There will be fitness walk, healthy snacks, bounce house, and a dunking booth. Mike said he would DJ, and there will be lots of community vendors, along with Medicaid providers, etc. There will be lots of information and a lot of fun for the children.

- Health. Stephanie Purvis reported she will be working with dental the week of April 9 – 10<sup>th</sup>.

#### Policy Council Financial Report

- \$347.89 was paid in February, leaving a balance of \$1,153.68. **Willie Wood made a motion to accept the Policy Council financial report as presented. Tina Edwards seconded the motion. Motion carried.**

#### Old Business

- Policy Council Social. Members of the Policy Council and Kids Central staff are invited to a social gathering at the Bear Pen Recreation Area in Clintwood on July 20<sup>th</sup>.

- Kasey's Academy Trip. Kasey's Academy will go to the Knoxville Zoo on Friday. 140 people will be going on this trip. Buses will leave at 6:15 a.m. from Kids Central's Administration Office. Mike Standifur commented that Pikeville is closer than Knoxville and they have a zoo also. Lindsey stated that the Knoxville Zoo allows Head Start children and their families in free.

- Scholastic Book Fair. The book fair was held last week. We sold \$1,000 worth of books in one day. Clifford the Big Red Dog and Kasey the Kangaroo were present. All books in the book fair was buy one get one free.

#### New Business

There was no new business during today's meeting.

Comments/Discussions.

Terry encouraged all Policy Council members to talk to the parents in their center for recruitment for upcoming year.

Mike Standifur informed the members that they may still serve on the Policy Council up to three years even if their child has graduated Head Start. He encouraged members to stay and continue serving their allowed time.

Darrell Edwards discussed sequestration. He stated that the cuts will not be rescinded. Our agency lost \$180,000, however we do not want to lose any children or staff members. We may have to cut some services such as field trips. The staff will meet and work out the details and we will present to the Policy Council at that time. Worst case is we would not bring the children back until one week after Labor Day and we would close one week earlier in the spring. We will hold another budget workshop in the near future and Policy Council and Board members are urged to attend.

Surveys will be sent out in June to vendors, staff and parents for input into a 10-year plan. We will celebrate 40 years of service in 2014. We need to have a vision of where we want to be in ten years. Tammy is currently working to get this survey online.

Next Meeting

The next meeting of the Policy Council will be held on Wednesday, May 8, 2013 at 11:00 a.m. at Kids Central's Administration office in Norton, VA.

With no further business, the meeting adjourned at 11:36 a.m.

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Samantha Bowens, Policy Council Secretary

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Sandra Harvey, Recording Secretary