

# Kids Central Incorporated Policy Council Meeting January 9, 2012

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The Policy Council of Kids Central Incorporated met on January 9, 2013 at Kids Central's Administration office. Mike Standifur, Chairperson, called the meeting to order at 11:00 a.m.

Samantha Bowens, Secretary, called the roll.

Present: Krystal Hamilton, Carolyn Mullins, Samantha Bowens, Evelyn Toney, Willie Wood, Jennifer Potter, Gwen Chisenhall, Randy Chisenhall, Jamie Branham, Donna Mellon, Mike Standifur, and Edward Hutchinson

Staff present: Darrell Edwards, Christy Fleming, Tammy Mullins, Terry Gentry, Lisa Bentley, Stephanie Purvis, Paula Bates, and Sandra Harvey

## Minutes

The minutes of the previous meetings (November and December 2012) were presented. With no comments or corrections, **Carolyn Mullins made a motion to approve the minutes. Willie Wood seconded the motion. Motion carried.**

## Staff Reports

- Finance Report. Christy Fleming presented the financial statements for November 2012. She reports that the financials for December are not completed due to the date she receives the statements from the bank. There wasn't enough time to complete December's prior to the meeting. She reports that for October, we drew down \$330,000 of which \$152,000 was accounts payable and \$178,000 was payroll.

Christy informed the Policy Council that we have still not received word regarding our worker's compensation. A representative from Synergy met with Christy on December 21<sup>st</sup> and they have been to visit our office and next door. We hope to hear something from them soon.

Our budget workshop will be held January 22 at 10:00 a.m. Everyone is invited to attend. Also, our first safety meeting will be held with staff on February 22.

- Enrollment and Attendance. Lisa Bentley reported that we are fully enrolled and we have an active waiting list. Our attendance for December was down due to a short the holidays and there were a lot of sickness.

- Education. Tammy Mullins reported that home visits are being scheduled for the end of January. The centers are continuing to go on the field trips. We recently had a Teacher resign and are in need of a qualified Teacher, a Bus Driver for Appalachia and Monte Vista, and a Substitute.

- Disabilities. Terry Gentry stated that there are a lot of IEP meetings being held. Early Head Start is focusing on recruitment at this time.
- Nutrition. Mary Collins was not present at today's meeting, however Darrell reported that everything is going good in the nutrition department.
- Family Involvement. Lindsey Sturgill reports great involvement during family days. She stated that attendance is high and she is getting lots of feedback from families. She is currently beginning to plan the year-end blast. It will be located at Bullitt Park in Big Stone Gap again this year. Kasey's Academy will be taking a trip to the Knoxville Zoo in April.
- Health. Stephanie Purvis reported she is conducting re-screenings for the children. Some parents are receiving follow-up letters explaining the necessary health documents that are needed for children's files.

#### Policy Council Financial Report

Carolyn Mullins reported that January's beginning balance in the Policy Council account was \$2036.86. A total of \$196.94 was paid for mileage, leaving an ending balance of \$1,839.92. **Willie Wood made a motion to accept the Policy Council financial report as presented. Samantha Bowens seconded the motion. Motion carried.**

#### Old Business

There was no new business presented at today's meeting.

#### New Business

- Annual Report. Darrell reported that he is picking up the annual report from the printers this afternoon. The annual reports informs the public what we do and how we are doing. These reports are read by people who normally do not have any business ties with Kids Central. We hope that the public learns about Kids Central through reading our annual report.

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

- Debora Hampton      Resigned as Bus Monitor at Pound
- Kristina Turner      Termination
- Priscilla Harris      Termination
- Shaina Mullins      Hired as a Bus Monitor at Pound

**Carolyn Mullins made a motion to approve the above listed personnel actions. Willie Wood seconded the motion. Motion carried.**

Comments/Discussions. Mike Standifur discussed with the Policy Council about having a get together for Policy Council members and their families. This would take place in July. Suggestions are being taken concerning the location.

The next meeting of the Policy Council will be held on Wednesday, February 13, 2013 at 11:00 a.m. at Kids Central's Administration office in Norton, VA.

An Executive Committee meeting will be held January 29, 2013 at 10:00 a.m.

With no further business, the meeting adjourned at 11:40 a.m.

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Samantha Bowens, Policy Council Secretary

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Sandra Harvey, Recording Secretary