

Kids Central Incorporated Policy Council Meeting August 13, 2014

The Policy Council of Kids Central Incorporated met on Wednesday, August 13, 2014, at Kids Central's Administration office. Willie Wood, Policy Council Chairman, welcomed everyone and called the meeting to order at 11:10 a.m. Willie Wood, Chairman, determined a quorum was established.

Present: Willie Wood, Emma Lou Charles, Lisa Meade

KCI Staff present:

Darrell Edwards, Terry Gentry, Lisa Bentley, Tammy Mullins,
Christy Fleming, Valerie Lee

Others present:

None

Roll Call/Quorum

Willie Wood, Chairman, dispensed with the roll call and recognized a quorum of members.

Presentation of Minutes from the June 10, 2014, Meeting

Ms. Meade, Interim Secretary of the Policy Council, presented the minutes of the May 14, 2014, meeting as these minutes were not presented and approved in the June 2014 meeting. Willie Wood, Chairman, stated the minutes were mailed to Council members and called for a motion to accept or decline the minutes as presented from the May 14, 2014, Policy Council meeting.

Motion by Lisa Meade to approve minutes of the May 14, 2014, meeting as written.

Motion seconded by Willie Wood.

Motion carried by unanimous vote.

Ms. Meade then presented the minutes of the June 10, 2014, meeting. Willie Wood, Chairman, stated the minutes were mailed to Council members and called for a motion to accept or decline the minutes as presented from the June 10, 2014, Policy Council meeting.

Motion by Lisa Meade to approve minutes of the June 10, 2014, meeting as written.

Motion seconded by Willie Wood.

Motion carried by unanimous vote

Finance Report of the Policy Council

In the absence of the Policy Council Treasurer Keisha Parton, Darrell Edwards stated that there has not been any activity on this account since May. Christy Fleming mentioned that she has not

had to transfer any money into that account for several months. The account stands at just under \$300.

Staff Reports

Finance: Christy Fleming, Comptroller, mentioned that she does not have financials for June 2014 at this time. We are still closing out May. Ms. Fleming stated she could tell the Council members how much money was spent in June. We drew down \$277,911. Some of that was from the old grant and some from the new grant. In June, we are still paying expenses and payroll for the last fiscal year. The expenses in June are a combination of both last year's and this year's fiscal years. Our credit accounts stand at: Food City \$4,640 in May (low month, down from the usual \$10,000), \$4,654 in June. Mr. Wood asked if these expenses were for food for the schools. Ms. Christy verified that it was. Wal-Mart expenses in May were for \$1,028 and in June were \$1,442. Expenses at Lowes in May were \$350, zero for June. Ms. Fleming mentioned the auditors will be on sight tomorrow and Friday. They will audit the last fiscal year. The auditor should be here by September to give his report. Ms. Fleming said she will back up and give the Council June and July's financials when completed. As no financial statements were presented for approval, a motion for that approval is not needed.

Enrollment and Attendance: Lisa Bentley, Family Advocate MIS Manager, distributed the July end of month enrollment and attendance report. Ms. Bentley noted attendance for July was down a little bit and is lower than all year; although, she mentioned that this low attendance is typical in July. In July, there are children leaving going to Kindergarten and is known as a month of transition. We are still heavily recruiting and completing applications getting ready for the new year.

Education Services: Tammy Mullins, Assistant Director for Education, gave an update on education services. Our department has been really busy with our pre-service plan, getting ready for our training next week. Everything is going smoothly in the classroom. We only have four Head Start classrooms in session and four Early Head Start classrooms in session. We don't have that many kids in session right now. Children start back after Labor Day on September 2nd. Mr. Wood asked if that date applied to the part year schools. Ms. Mullins agreed that this is so.

Child and Family Services: Terry Gentry, Assistant Director for Child and Family Services, gave the Departments report. Their time is currently being spent completing applications, actively recruiting, placing children in centers, and preparing children's files.

Nutrition Services: In the absence of Junior Rose, Nutrition Specialist, Lisa Bentley, Family Services Representative presented the Nutrition Services report for July 2014. Data from that report follows.

Visits to Kaseyville	Children from 4 full-year classrooms, 3 Toddler classrooms, 6 home-base classrooms
Home Base Lunch	Children-21, Adults-51
Adults/Classrooms	503
Breakfasts	1,225
A.M. Snacks	102
Lunches	1,541

P. M. Snacks	4,185
Fields Trips	4 full-year classrooms, 3 toddler classrooms, 6 home-base classrooms
Total Attendance	1,542

Family Involvement: In the absence of Lindsey Sturgill, Terry Gentry, Assistant Director of Child and Family Services reported on Family Involvement at Kids Central. She stated that Lindsey was at a resource fair with the Virginia Employment Commission for coal miners laid off, finding them resources in our community. She is trying to recruit their kids into our program. We have a really super booked year for our parents to do. We have a lot of things in the year just for dads. We really worked a lot on our calendar, our engagement, and I think it is going to be great. We are ready. Mr. Wood asked if there was a Kids Central Center located between Coeburn and St. Paul. Ms. Gentry replied that we have two centers in Coeburn but do not have one past Coeburn. He then asked if we go that far to get the children. Ms. Gentry said that we have to keep our routes within an hour's drive. We will go within an hour for our bus routes. Most of the St. Paul children in the recruitment area are served by home base. Our teachers go to them.

Health Report: Terry Gentry, Assistant Director of Child and Family Services, gave the health services report. Our health specialist resigned. We are accepting applications through this Thursday for Health Services Specialist. Jennifer Owens, who is also our Health Services Specialist in Dickenson County, is back to work since the 11th. Hopefully, by Friday, we will have interviewed and hired another Health Specialist.

Human Resources: Valerie Lee, Human Resources Specialist, reported on personnel changes since the May meeting, which needed approval. She mentioned there was a long list as it was the beginning of a school year. As we were not able to discuss any changes in the June meeting, we need to include that resignation of Gabriela Moore, Early Head Start Caregiver who terminated employment during that month. As well, there are several changes for this month. These are:

1. Resignation of Rebecca Bolling, Health Services Specialist, July 14, 2014
2. Resignation of Jasmine Calhoun Deel, Bus Driver, Clinchco, July 31, 2014
3. Resignation of Bertha Silvis, Bus Driver, Coeburn, July 18, 2014
4. Termination of Employment of Nicole Bear, Classroom Assistant/Driver, Appalachia 1, July 21, 2014
5. Termination of Employment of Caitlyn Beverly Boatright, Substitute, July 18, 2014
6. Resignation of Jerri Horton, Bus Driver, Dogwood and Monte Vista Centers, July 24, 2014
7. Resignation of Heather Lowe, Acting Lead Caregiver, Infants, Esserville, August 5, 2014
8. Rehire of Amy Brianne Mullins, Bus Driver, Dogwood and Monte Vista Centers, August 11, 2014
9. Hiring of Brittany Church, Substitute, August 11, 2014
10. Hiring of Marcia Terry, Classroom Assistant/Driver, Monte Vista, August 11, 2014
11. Resignation of Clarice Powers, Teacher, Wise, August 12, 2014
12. Hiring of Regina Cantrell, Health Services Specialist
13. Hiring of Travis Gibson, Bus Driver

Motion by Lisa Meade to approve the personnel actions as presented.

Motion seconded by Willie Wood.

Motion carried by unanimous vote.

Ms. Lee noted that Kids Central had open positions including the Health Services Specialist, which we hope to have filled by Friday, a Teacher, Substitute, Classroom Assistant/Driver and Bus Driver. Ms. Meade asked if Travis Gibson would be taking the place of Ms. Charlie at Coeburn, to which Mr. Edwards affirmatively responded. Mr. Wood mentioned the resignations and where these employees went to work. Mr. Edwards mentioned that two of these went to work for Lee County School System. Ms. Lee mentioned Cassandra Talley, the cook at Esserville, has had surgery and would like for everyone to sign a get well card to send to her.

Old Business

Clintwood Relocation Project: Darrell Edwards, Executive Director, brought the Policy Council up to date on the Clintwood Relocation Project. Mr. Edwards explained the project came up pretty quick. We tried to put this together so we could open the center in September so the new year would be a smooth transition. We started with the project after we sent out the proposal to your membership, which you signed and sent back in. We are talking about the old Post Office Building in Clintwood. We leased it for a period of five years and started construction on it. The Town of Clintwood came in and shut us down because we did not have a building permit nor an asbestos inspection completed. We have now obtained an asbestos report and have already filed for a building permit. There was not any asbestos in the building except for some glue that holds a 9 x 9 tile on the floor. The exposed area is less than three table tops large. We are not about to take up the tile. So, the report need took us a month out of our schedule. We will not open this center when the kids come back in September. We have had a conversation about opening the center at a natural break in time, which for us would be in December. I do not believe that will happen. We want to get out of the child care center as quick as we can. I imagine that as soon as we get the Post Office building refurbished, ready and licensed, we will move. This date should be around October 1st. It is a good site. It is big and roomy. The man who owns the building is a prince and has been so good to us. I like working with people like him. He has bent over backwards and has taken \$300/month off the rent and is not charging us for the two months that we are refurbishing. We sent to Philadelphia the approval to run this project. Our program specialist questioned the proposal approval by the Policy Council and Board. So, we need to have in the minutes the project proposal presentation and an approval by vote to send to Philadelphia. Mr. Edwards then asked for approval for the record the plans to relocate the Clintwood Center as spelled out in the proposal. Mr. Wood asked about the contract with the old Clintwood Center building owners and whether we are under a contract with them. Mr. Edwards responded that we are on a month to month contract. As soon as the new center is completed, we can leave the old center. He mentioned that we have been in that building for ten years. We are not allowed to prepare our own food. When the building closes, there is not a cook to feed the children. So, we have to buy food at Food City or somewhere. We do not have any privileges in the kitchen. Tammy Mullins asked if we need a resolution printed, approved and signed previous to the minutes being approved next month to send to Philadelphia. Mr. Edwards agreed. The Governing Body present for the Policy Council will sign a resolution.

Motion by Lisa Meade to approve the proposal to relocate the Clintwood Center as presented.

Motion seconded by Willie Wood.

Motion carried by unanimous vote.

New Business

2014-15 Insurance Update: Christy Fleming, Comptroller, presented the insurance benefit plan for employees beginning September 1, 2014. This is the time of the year for renewal for policies including work comp, health and dental, and our property insurance. The property insurance policy remained about the same, \$53,000/year. Our work comp insurance has always been an issue with the cost. It was \$81,000 last year and is going down to \$58,000 this year. This is a savings of \$23,000. Health Insurance goes up every year. We try to pick the plan that we can include the increase in our budget so we will not have to pass this on to our employees. As you will remember, our employees received a two percent increase on June 1st of this year. We found that Trustpoint gave us the proposals from United Healthcare. Every option went up in cost, even the renewal for employees to go to the ER, doctor, all. The plan we picked will not raise costs on the employee. We will only have one plan where the deductible is \$2,000/individual. Last year, we offered two plans, one with a \$2,000 deductible and one with a \$2,500 deductible. But, the \$2,500 deductible plan this year was a lot more expensive than the one with a \$2,000 deductible. All employees will have the same plan with the same deductible. The only increase will be a slight increase for those employees who had the higher deductible plan last year. These employees will have a slight increase but a better health plan. The only change was the ER visit from a \$100 copay to a \$250 copay. Prescription out of pocket costs go toward the out of pocket maximum, now. The cost to Kids Central is \$34,000 of which the employees pay \$10,000. Budget is \$420,000. Costs for Vested Health and UHC accounts are over budget about \$24,000. We discussed this in our admin staff meeting yesterday. We feel the \$2,000/month over budget amount will be pulled from other parts of the budget. Mr. Edwards mentioned that the value here is on employee benefits. Even though we don't have any control over healthcare costs, we are not going to take the two percent raise from our employees and insulting them on using it to pay for their health insurance. Once again, the company is in a position where we can absorb this cost. Our workers comp will escalate down again, which will help us with the budget next year in health care. We have to be ready to absorb these healthcare costs again. Mr. Edwards said he recommends this proposal of the insurance. The employees are getting an additional benefit because the company is going to eat the increase and not pass it on to the employee. Mr. Wood asked if Trustpoint is giving us a better plan than before. Mr. Edwards stated that Trustpoint is working with us closer than before. Costs are also out of Trustpoint's control, including workers comp, which is calculated over a four or five year period. We are just now rotating those costly claims off. Next year, we should have a clean slate that will bring our costs down. Mr. Wood asked about the \$23,000 work comp savings. Ms. Fleming stated that these savings were for \$17,000 in this fiscal year. The rest will be in the next fiscal year. Mr. Wood stated any savings is a positive, whichever year it is in. Ms. Fleming stated that if the increases had been worse, the cost would have had to fall on the employee. Mr. Edwards stated that we wanted to make this an employee friendly company. The turnover rate is high. The reasons are better benefits and salaries drawing them out. We have a great salary and benefit package, and it is hard to find better. Employees who leave would have to give us something in the new job that we offer. Ms. Fleming stated she had a teacher friend in Scott County whose family portion of the insurance premium went up to \$700. Our family part is \$300/month for employee and children. School systems are passing along the increases where we are not. Mr. Wood called for a motion to approve the changes to the insurance plans and renewal of the work comp, liability and property insurance plans as presented.

Motion by Lisa Meade to approve the insurance plans as presented.

Motion seconded by Willie Wood.

Motion carried by unanimous vote.

P. C. E-Mail Accounts: Tammy Mullins, Assistant Director for Education Services spoke on the new email accounts for our Policy Council members. She stated we are trying to go as paperless as possible. We set up email accounts for the Policy Council. A handout is distributed that tells you how to get on the site and check it. The website is microsoftonline.com. You can also google Office 365 sign in. All of our Policy Council has the same email address. We are going to use this email to communicate back and forth. Policy.Council@kidscentralinc.com with the password listed. If you have trouble logging in, you can reset. This will send Valerie an email to reset. If you need to call, just call her to reset your password. Once logged in, the screen is brought to the email. At the top of the page, you can click on Outlook, One Drive meeting documents shared, etc. This is a new process, and we expect some bumps in the road. Please feel free to call, if needed. We can walk you through it online. Mr. Wood asked if the password is the same for all. Ms. Mullins affirmed that it was. Mr. Edwards mentioned that the reason for this move to online with passwords, is that the information is confidential until approved by the Council. The teachers and employees will not have access to these documents. If employees have access, and they view documents before they are finalized and approved, they could have information that has not been presented and approved by either the Policy Council or the Board. This will not take effect until September. The site is up and running. We can also mail the information to you, if you do not want to use this site. We will try to reduce paperwork as much as we can. This is not the only source you have. It will be available by mailing, if you so want. It will be a more up-to-date source, though. Information will be put out there in a more timely manner. The October meeting is where we will have seating of officers, etc. This will begin in earnest in October. Next month, we will announce it again.

Presentation Child Assessment: Tammy Mullins, Assistant Director for Education Services presented the child assessment outcomes data for 2013-14. The assessment shows an overview of each domain to track development. Benchmarks have been met and progress made. The information is broken down and sorted by full and part year. Period four only has full year children. Early Head Start data is also included. The back of the assessment shows PALS assessment data. There is also a breakdown of averages from fall to spring. For example, the children started knowing ten alphabet letters and ended knowing 17. There is a school readiness meeting on September 1, 2014. We will look at this document and ask for suggestions. You are welcome to attend this meeting to look over the data and all services in our program to develop an action plan. The meeting is here in this room at 11:00 a.m.

Motion by Lisa Meade to accept the Child Assessment Outcomes Data 2013-14 Report.

Motion seconded by Willie Wood.

Motion carried by unanimous vote.

Presentation 2014 Self-Assessment: Terry Gentry, Assistant Director for Child and Family Services spoke on the 2014 Self-Assessment. She mentioned copies were passed out to the members. The assessment shows program accomplishments and where improvements are needed. The assessment covers the period from June 2013 – May 2014. Some items noted have already been accomplished. This report drives where we go and how we get there. We will ramp up a different approach this year to forms and hands on questionnaires to our staff, community members, etc. Mr. Wood mentioned he thought this is a better approach. Ms. Gentry noted it was time consuming but needed.

Motion by Lisa Meade to accept the 2014 Self-Assessment as presented.

Motion seconded by Willie Wood.

Motion carried by unanimous vote.

For the Good of Kids Central, Inc., Open Comments

Mr. Woods, Chairman, asked if there were any open comments to be discussed today. As none was voiced, he moved forward with the agenda.

Upcoming Meetings

Executive Committee: The Executive Committee will not meet in August.

Policy Council: The next Policy Council meeting will be held on Tuesday, September 10, 2014, at 11:00 a.m.

With no further business, Willie Wood, Policy Council Chairman, adjourned the meeting at 11:50 a.m.

X

Lisa Meade
Interim Secretary, Policy Council

X

Valerie A. Lee
Recording Secretary