

Kids Central Incorporated Policy Council Meeting October 8, 2014

The Policy Council of Kids Central Incorporated met on Wednesday, October 8, 2014, at Kids Central's Administration office. Willie Wood, Policy Council Chairman, introduced himself and welcomed everyone. He then called the meeting to order at 11:00 a.m. and determined a quorum was established.

Present: Angie Owens, Ashley Woods, Crystal Counts, Summer Meade, Kimberly Ryan, Crystal Barton, Sheila Carty, Morgan Smith, Laura Lane, Jamie Stanley, Andrew Grimsley, Amy Slep, Amanda Raleigh, Brittany Clayton, Willie Wood, Emma Charles, Sabrina Fox

KCI Staff present: Darrell Edwards, Vernon Rose, Jr., Tammy Mullins, Terry Gentry, Valerie A. Lee, Christy Fleming

Others present: Thomas Williams-BOD Member

Roll Call/Quorum

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

Sign In and Welcome - Willie Wood, 2013-2014 Chairman

Mr. Wood announced that he had been a member of the Policy Council for the last three year, and this was his last day. Mr. Wood stated that he would hand the gavel over to someone else today. Mr. Wood turned the meeting over to Darrell Edwards, Executive Director, who said that he has new business to go over with the Policy Council as today is the beginning of a new year. He made mention that some Head Starts begin in August, which gives them an extra month to do planning, etc. We don't start until the day after Labor Day, and haven't done so for many, many years. It works out best for us as we don't end the year the first of April. We are able to carry on through more of the school year. We are basically behind a month as we come together as a governance group. We are going to start today by my giving you all kids of information, handouts, Tammy Mullins explaining how to get to documents online, email accounts for receiving emails from us so you will have information way in advance of the meetings so you have time to read and digest it and to call people to talk about it, whatever you need to do. I think the system this year is better than any system we have ever had because this is the first time in ten years that I don't have a stack of paper that I have to hand out. If you need information, it is all online. Official minutes are kept of every meeting that we have. All the staff will introduce themselves in a minute. It is amazing how much paper we use. I hope the use of online opportunities will cut down on the amount of paper we use. If you don't have access to the internet, if you don't like the internet, everything we do is printed and will be sent to you, or you can pick it up. You have a choice. Before we get to the official seating of you as a group, electing officers or other such business, I want to show you our agenda. It is distributed. We prepare an official agenda for this meeting every month. You will get this in advance. We will mail it out a week in advance. When online, you can get this document well in advance to know what is coming up at the meetings. All of the staff that are department heads will be at the

meetings. The majority of them are here today and will introduce themselves and tell you what they do and make a report. We will develop the old business predicated on what we have done and did not complete in the meeting before. New business will be brought together in an executive committee when we get a chance to meet. Head Start mandates that we do certain things, make certain reports and that you do certain things, not the least of which is financial information. Our Comptroller will be at every meeting. She will be able to help. She will walk through a very complicated report that tells you right down to the checks we have written, the credit cards we use, etc. You will get all of that information. If there is ever a question, all of us are available to you at any time. Just call us to ask the question. That does not just pertain to this meeting but to the whole company. If there is something in your center that you need to ask a question about and need an answer, you can call any of us at any time. There is no order of calling. Call anyone you want. You will know the different jobs that they have, the different titles they have and the different responsibilities that they have so you can make that distinction of who you need to talk to. I will give you an example. In the past, people have waited to come to a Policy Council meeting to make a statement that there is a light out in the bathroom. If there is a light out in the bathroom in your center, you need to let someone know there is a light out in the bathroom. You don't need to wait; let someone know so that it can be taken care of immediately. When you do come to a Policy Council meeting, if there is a concern, there is a place on the agenda you can voice your concern during open comments. You can talk about anything you want to. It is an open table. It needs to be relevant to a company, not relevant to a center. You are representing 420 children in 19 locations. That is what you represent. You don't just represent the center you come from or the home based program you come from. You represent the whole company. If you have issues and concerns in your area, center or home based program, keep in mind this is a company-wide thing, not Coeburn or Big Stone, or Dickenson County. It is Kids Central at a whole. Everything presented to you is at the company level. We are working now in Dickenson County to move from the Child Care Center to a location downtown. This is information on which you will get an update every time we meet. You will know where that project stands. The money that we spend that is costing us to move, the personnel that it takes because we have our staff over there doing the work on that building. Those are issues that concern you all even though it is in Dickenson County and it is specific to Clintwood, it is a company-wide program. This is the kind of distinction I am trying to make as to the agenda we will be using.

Next, I want to make sure that everyone is welcome and understands the value you have to this program. Governance is an issue that is way before my time. I have been here for ten years. The parents were and are at other Head Starts irrelevant. I know this is a harsh statement, but it is true. They don't care if you are represented or not. We adopted a platform ten years ago that no matter what Head Start grant says, we will always keep the parent Policy Council together. Your role is to help us hire staff, help us to develop budgets; all the programs come to you first. We have a Board of Directors who are legally responsible for everything that goes on in this company. They are the ones with the oversight and fiduciary responsibility to manage this company from the ground up. But, they cannot do this without help from those receiving services and the people who know the program, and they cannot do it without a good staff. That is three components, and you will hear more about this triad of governance. It takes all three of these organizations, the Board of Directors, the Policy Council and the staff to manage this company. It is a big company. There are 108 people who work here, 19 centers that are operating, 420 kids and a \$2-3 million budget. This is not a small thing. The work we do is absolutely critical. Fifteen years ago, I would have taken someone else's side and said Head Start is an institution that we do not need. But, after spending time the past ten years, this country cannot do without Head Start. There are so many children that get a leg up because they are a part of this organization. I am speaking now of Head Start nationally. It is unbelievable. The numbers are staggering with the number of kids, staff and budget. Head Start's budget this

year is \$8.5 billion nationwide. I don't know the number of children. No matter what the issues are, pre-k will be mandatory soon, and four year olds will be in public school. I can see that coming. The emphasis is on early education and is going where it needs to be. We are still serving children while they are still in the womb. We have pregnant women who are getting help from us before the baby is even born. From day one, we pick up those children, and we help whenever we can. We have centers based for infants and toddlers. We think Head Start will have this type of service in the future. Kids Central is trying to keep pace with this trend. We have realigned our numbers on numerous occasions, expanded our Early Head Start program to 120 kids. This number will continue to grow. I have distributed a letter to you today. My name, number and extension is on that letter. Call me any time you want. The staff will help me help you.

We are going through a short PowerPoint presentation. It will give you things to ask questions about. Handouts and an orientation book are available for you to take home. We operate on a set of performance standards that are set by Head Start. We are the most regulated company in operation today. We have a really good rating. You can feel proud of your association with Kids Central. Mr. Edwards played the presentation for the meeting attendees.

Roll Call/Quorum

Mr. Edwards told the assembled group that their attendance today shows that they have volunteered to serve on the Policy Council. Mr. Edwards administered the following Oath of Office to the attending Policy Council members:

“You have been elected to the Policy Council of Kids Central, Inc., to uphold the highest standards of this corporation. As such, this oath is to affirm that you do solemnly pledge that you will faithfully execute the duties of Policy Council Member of Kids Central, Inc., for the 2014-15 fiscal year.”

“If you agree, please affirm by saying I will.”

Unanimous affirmation received by all those present. Mr. Edwards stated to the attendees that they are Kids Central's new Policy Council.

Mr. Edwards then stated at the last Policy Council meeting, Mr. Wood and he explained that you can only serve on the Policy Council for three years, at any level, at any time. If you have a child in Head Start, and you serve on the Policy Council for two years, and two years from now you have another child and want to serve on the Policy Council, you only have one year left to serve. Three years is the total number of years you can serve on the Policy Council. Thomas Williams and Willie Wood have both been the Chairperson of the Policy Council. Three years is all you can serve. In the last meeting, based on those that were here, we asked if some of the seated members would serve in a leadership position. We had four to agree. These individuals are named on the handout titled Kids Central, Inc., Policy Council Proposed Slate of Officers for 2014-2015 Fiscal Year. Mr. Edwards asked the group to elect through the election process from this slate of proposed officers from the last meeting. However, this is an open election. Every position is open for election. Unless we cannot find someone who wants to run against someone on the distributed list, we will ask for a vote of acclimation for this proposed slate of officers. If we do, these individuals will become our leadership for next year. I realize that Lisa Meade and Ida Mullins are not here, but Lisa had a death in the family. She has not missed a meeting. She is extremely reliable. Ashley Woods is as well. She is also on this list. This is the slate of officers developed in the last meeting. For two reasons, I bring you this list. One reason is for expediency, and the second is for the experience they bring to the table. After this year,

everyone will have more time under his or her belt and know more about what we are doing and will run for one of these offices. I hope you will want to be chair of this group. Before we go into the election, I will give Willie Wood a chance to talk about things we have called upon him to do and reflect on this last year.

Mr. Wood took the floor. He explained that being chairman has been an experience. He was very shy when he first sat in on a Policy Council meeting as a member. He said he was not here but for three months when he was asked to be Vice-Chairman. He accepted this role. He then stayed as Vice-Chair for over a year when he took the Chairman's role, which he has had for a year. It has been a fun experience. He mentioned not always following directions as he is supposed to do, but a lot of times things slip his mind. He tried the best he can and has brought up many things that helped the kids and centers. He achieved a few things. Family members from each school need to be here for the ideas they bring to help the center and the community. That is what we are used to doing. Bring your ideas and tell us so that Darrell and the others will give you an answer, most often during the meeting. You will enjoy the membership. You are reimbursed your mileage and are fed a good lunch. Mr. Wood said he enjoyed being at Kids Central in a leadership role. We have all helped in some way. Mr. Wood also mentioned the bylaws are online but are also available in these notebooks.

Mr. Edwards stated that at this time we will go into the election of officers of the Policy Council. We nominated at the last meeting a slate of officers:

Chair – Lisa Meade
Vice-Chair – Ashley Woods
Secretary – Ida Mullins
Treasurer – Amanda Raleigh

If anyone would like to run for chair, please make yourself known. If not Lisa Meade is your nominee. Ashley Woods will be our nominee for Vice-Chair unless you make yourself known at this time that you would like to run for this position. Ida Mullins will be our nominee for Secretary (her third year) and Amanda Raleigh the nominee for Treasurer unless you make yourself know at this time to run for one of these two positions. Mr. Edwards stated that the distributed slate of nominees is not set but is offered to help the election process based on these individuals' past Policy Council experience. As no nominations were made from the floor, Mr. Edwards asked for a motion to accept by acclamation the proposed slate of officers for the Policy Council for 2014-15.

Motion by Laura Lane to accept the proposed slate of officers for election to the Executive Committee of the Policy Council at Kids Central, Inc.

Motion seconded by Kim Ryan.

Motion carried by unanimous vote.

In the absence of Lisa Meade, the new Policy Council Chairperson, Ashley Woods is now presiding over the meeting.

Staff Reports

Finance: Christy Fleming, Comptroller, introduced herself to the new Policy Council members. She distributed the financial report. Ms. Fleming mentioned that since this was the first time for some of the new members to see this financial report, she would make the report short and to the point. Ms. Fleming stated the financial reports in front of them were for the month of August and that we always run a month behind. The first page shows what money we have spent and where we spent these monies, what categories the expenses were in. For the month of August

and year-to-date, the financial reports reflect the start of our fiscal year in June and include year-to-date financials of June, July and August 2014. The first column reflects the budget. The budget is actually \$4.7 million, including in-kind monies. Paula Bates will be asked to attend next month's budget so she can explain in-kind contributions. In-kind contributions equal \$940,000. We are required by virtue of accepting the grant from Head Start to have in-kind contributions. When the Classroom Teachers ask you to complete volunteer sheets, your hours are given a volunteer rate that adds up to in-kind contributions and falls to the income statement as volunteer time. In-kind also includes discounts when we go on field trips, donated supplies that we would normally have to buy. The second column reflects our August financials. So, the first column reflects June, July and August. The second column only reflects August. These numbers include both Head Start and Early Head Start. The next column tells what percent of funds we have used year-to-date. The last column gives you the balance of what we have left. I do not review every number in the meeting, but any time you have a question, feel free to ask. I do go tell you how much money we drew down from our grant. In August, we still had money left from last year that we had to pay last year's bills from. This equaled \$20,000. In the new year, we spent \$307,000. This is higher than normal, but August is an expensive month getting everything for the school year, purchases of new computers, and Office 365 software that Tammy Mullins will explain to you. The new computers and Office 365 software cost us around \$16,000. We also purchased a new vision instrument which helps us check vision on our children. Darrell Edwards explained about our center upgrades and movements next door and in Clintwood, whose expenses are on the financial report. We have a lot going on through the end of August, and the financials do reflect that. The next two pages are details of Early Head Start and Head Start. These financials are broken down into the two programs. The next page is the balance sheet which shows how much money we have in the bank, our assets including furniture, fixtures, buildings, and land, and accounts payables we owe. If you have any questions after you review these, I will be happy to answer them for you. The last page shows all the checks that were written to our vendors in August. It tells who we wrote the checks to and the amount of the checks. The report shows we wrote checks for \$216,000 for accounts payables. Our biggest expenses were liability and property insurance for \$51,000 and \$43,000 for employee healthcare insurance. These reports will get easier to read. We also give you reports on credit card purchases. We pay these every month. At Lowes, we had a zero balance. We utilized a local lumber company for \$380 in expenses. At Wal-Mart, we had \$3,283 in school supply expenses. At Food City in August, we spent \$7,300. This amount will go up in September and will be more like \$15,000 with both full year and part year centers in session.

Motion by Kim Ryan to accept the financial report as presented.

Motion seconded by Crystal Barton.

Motion carried by unanimous vote.

Enrollment and Attendance: In the absence of Lisa Bentley, Family Service/MIS Representative, Terry Gentry distributed the August end of month enrollment and attendance report. Ms. Gentry stressed that attendance was important and that if a child misses, we encourage them to return and keep up their attendance. The September attendance was 84.95%. Ms. Gentry noted that we have an 85% attendance requirement. These numbers will be given to the members every month. The first column of the report shows how many students have a disability. Ten percent of our attendance must be in this special services area. The column labeled "Over" reflects over income attendees. The column labeled "Wait" reflects our waiting list. Currently we have 327 Head Start and 100 Early Head Start attendees.

Education Services: Tammy Mullins, Assistant Director for Education, introduced herself to the new Policy Council members. She stated she had been working for Head Start for 20 years in almost every role starting as a bus driver. Her main role now is to oversee daily operations of the classrooms. Her main focus is educational services provided to the children. If you have a concern or issue, please let her know. Ms. Mullins mentioned that she wears many hats and it takes teamwork to keep up with the changing pace. Of the 78 employees in Education Services, their team goal is to give the children every educational opportunity they deserve. They provide quality services. Ms. Mullins stressed that the Policy Council is very important, and any idea is considered for implementation if it reflects a positive change.

Child and Family Services: Terry Gentry, Assistant Director for Child and Family Services, explained her role in this department. She mentioned she was over Child and Family Services. Her umbrella included disabilities, mental health, health, family services and home based. The department is very busy. Dental is the focus now. She encouraged the members to come to her open door with issues, and she will try to help.

Nutrition Services: Junior Rose, Nutrition Specialist, introduced himself to the new Policy Council members. He stated his role includes making menus within Virginia Department of Health guidelines, placing stock orders, cooking, and central store stock. He reports on the meal counts at the monthly Policy Council meetings.

Visits to Kaseyville	Children from 4 full-year classrooms, 11 part year classrooms, 3 toddler classrooms, 12 home-base classrooms
Home Base Lunch	Children-107, Adults-148
Adults/Classrooms	1,201
Breakfasts	2,873
A.M. Snacks	1,517
Lunches	4,634
P. M. Snacks	4,381
Fields Trips	4 full-year classrooms, 11 part year classrooms, 3 toddler classrooms, and 12 home-base classrooms
Total Attendance	4,686

Mr. Rose was asked if the classrooms knew what was going to be served throughout the month, namely at Clintwood 1. Mr. Rose said that they do know and that the menus should be given to all the children by People Incorporated who supplies meals at the Clintwood centers. The question was also posed on whether the child tells the teachers or assistants what they eat. Darrell Edwards, Executive Director, stated that all children were supposed to be given menus. We did not know that menus were not being given out. He also stated that once in the new Clintwood center, menus would be distributed. Another question was asked about the milk that was available to drink. Mr. Rose stated that the milk is 1% and they get ¾ cup for a meal and ½ cup for snacks. If milk causes constipation, the child decides if they want milk or water. But, milk must be offered. If the child has a milk allergy or is lactose intolerant, this information must be documented.

Family Involvement: Lindsey Sturgill, Family Involvement Specialist, introduced herself to the new members of the Policy Council. He noted her main job is to plan fun things for families and kids together. She said these activities set us apart from other programs. These activities are in and out of the classroom. She also plans bonding and learning activities in the community. Ms. Sturgill mentioned the Drive In Movie Night recently attended by 536 people. This was great attendance. This year, Ms. Sturgill will be keeping track of male involvement as male involvement is very important for children. She has male engagement activities planned. Ms. Sturgill reported that there was a 39% male involvement at Drive In Movie Night. At the end of October, Kids Central is sponsoring Trunk or Treat. This enjoyment activity will be conducted earlier than most, from 4:00 – 6:00 p.m. outside the main office and from 5:00 – 8:00 p.m. in Clintwood at the new center. The Wise County staff members will decide which trunk is the best and wins a prize. Ms. Sturgill asked the Policy Council members if they thought that a Trunk or Treat event will be good to have. There were numerous positive responses to this question. Ms. Sturgill stated that she will always ask their opinions about events. Ms. Sturgill mentioned the new fatherhood program for Head Start fathers. This is a main focus this year. She needs ideas from the group to get dads involved. She has a plan in November to get the dads together at Gatti's. They will be invited to socialize without the kids to watch a football game, eat pizza and bond. She would like to invite past Head Start dads. Ms. Sturgill also plans an activity in the spring at UVA's College at Wise. Ms. Sturgill asked those in attendance not to forget the dates for the October 31st Trunk or Treat and the November 13th Gatti's get together.

Health Report: Terry Gentry, Assistant Director of Child and Family Services, introduced Jennifer Owens and Regina Cantrell to the Policy Council. She stated these ladies were our Health Services Specialists in Wise and Dickenson Counties. Ms. Gentry said that these ladies had been handling the dental checks upstairs in Kaseyville. The Policy Council members should become familiar with Jennifer and Regina as they will see them frequently. Ms. Gentry noted that the health and vision pre-screens are being completed. They purchased a new vision machine for use on children six months of age and up. The machine only takes two seconds to get a reading. We have great feedback on these readings.

Human Resources: Valerie Lee, Human Resources Specialist, introduced herself to the new members and reported on personnel changes since the last meeting, which needed approval. These changes are:

1. The September 29th resignation of Kirasten Clark, Classroom Assistant/Driver at Appalachia I Center
2. The October 15th hire of Courtney Sexton for the open Substitute position

Motion by Amy Slemp to approve the personnel actions as presented.

Motion seconded by Crystal Counts.

Motion carried by unanimous vote.

Mrs. Lee noted that Kids Central has an open position of Classroom Assistant/Driver for the Appalachia I Center for which they need to hire.

Old Business

Clintwood Relocation Project: Darrell Edwards, Executive Director, brought the Policy Council up to date on the Clintwood Relocation Project. He reported renovation at the Clintwood Center is ongoing. The new sign is up; so, people know where we are now.

New Business

Personnel Policy Changes: Tammy Mullins, Assistant Director for Education Services, presented a packet of personnel policy changes. She mentioned there were five policies to update and change. Of these, the most important is the 30/60/90 evaluation period. Kids Central has a lot of regulations and rules which takes time to learn and understand. Ninety days is not enough time to give support and training new employees need. She request this ninety day period be changed to a six month probationary period. There will be evaluations at thirty, ninety and 180 days. This will be the orientation period. Along with the extended orientation and probationary period is proposed a progressive counseling system. The new employees need training, not progressive counseling. Kids Central wants to change progressive counseling to a performance enhancement plan. Progressive counseling is intimidating in its label. Employees need guidance. The performance enhancement plan will be a three step process. First is the verbal training. There will be a record made of this communication. If performance is enhanced within one year, the verbal document disappears. Next is the disciplinary action plan. The changes to this plan are highlighted for you to see the recommended changes. Next is the performance evaluation system. This is required annually. We now meet with the employee three times a year. We will take this to two times a year. Performance will be graded overall, with attendance and other items being graded. Supervisors take notes throughout the year. The annual review will be positive and let the employee know if changes need to be made. Ms. Mullins asked if there were any questions on these changes to the personnel policies. As there were no questions, Ms. Mullins called for a motion to approve the personnel policies as presented today.

Motion by Brittany Clayton to approve changes to the Personnel Policies as presented.

Motion seconded by Crystal Barton.

Motion carried by unanimous vote.

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

No open comments were voiced at this time.

Upcoming Meetings

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

Policy Council: The next Policy Council meeting will be held on Tuesday, November 12, 2014, at 11:00 a.m. at the Esserville Administration Office Conference Room.

With no further business, Ashley Woods, Policy Council Vice-Chairperson, adjourned the meeting at 12:33 p.m.

X *Lisa Meade*

Ida Mullins
Policy Council Secretary

X *Valerie A. Lee*

Valerie A. Lee
Recording Secretary