

# Kids Central Incorporated Policy Council Meeting September 10, 2014

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The Policy Council of Kids Central Incorporated met on Wednesday, September 10, 2014, at Kids Central's Administration office. Willie Wood, Policy Council Chairman, welcomed everyone and called the meeting to order at 11:00 a.m. Willie Wood, Chairman, determined a quorum was established.

**Present:** Ida Mullins, Tony Boggs, Willie Wood, Ashley Woods, Lisa Meade, Amanda Raleigh

**KCI Staff present:**  
Darrell Edwards, Amber Mullins, Lisa Bentley, Tammy Mullins, Paula Bates, Terry Gentry, Regina Cantrell, Valerie Lee

**Others present:**  
Thomas Williams-BOD Member, Angela Owens, Emma Lou Charles

## Roll Call/Quorum

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

## Willie Wood, Policy Council Chairman

Darrell Edwards, Executive Director, made mention that today's meeting was the final meeting for Chairman Willie Wood. Mr. Wood has been a tremendous leader for us. No accolades can express our thanks except that this being his last meeting, and the first meeting for a lot of people coming in, that we created a light agenda. This is a chance for Willie and Thomas Williams to make comments about their tenure on the Policy Council. If Willie seems out of his element, it is because we requested he take this job of Chairman. It is bittersweet to conduct your last meeting. Mr. Edwards expressed how much he thanks Willie for all that he has done for Kids Central and the Policy Council. Kids Central has benefitted by his association. We really appreciate his work as Chairman. Mr. Wood commented that he hoped he helped some, with the little knowledge he has. He is happy to now be married and wishes us the best as well.

## Presentation of Minutes from the August 13, 2014, Meeting

In the absence of Tina Edwards, Ms. Meade, Interim Secretary of the Policy Council, presented the minutes of the August 13, 2014. Willie Wood, Chairman, stated the minutes were mailed or handed to Council members and called for a motion to accept or decline the minutes as presented from the August 13, 2014, Policy Council meeting.

*Motion by Lisa Meade to approve minutes of the August 13, 2014, meeting with one change to add Travis Gibson's hiring to the approved for hire list. Mr. Gibson was inadvertently left off the original meeting minutes.*

*Motion seconded by Ashley Woods.*

*Motion carried by unanimous vote.*

## Finance Report of the Policy Council

In the absence of the Policy Council Treasurer Keisha Parton, Christy Fleming spoke on the state of the Policy Council financial status. Ms. Fleming mentioned that she did not transfer any new monies into the account as there was still a balance of roughly \$300. These funds may be needed for new mileage requests. Ms. Fleming stated that she can put up to \$15 per enrolled child in the account. She has not put that much in the account this year and stated that we did not need that much last year.

## Staff Reports

**Finance:** Christy Fleming, Comptroller, mentioned that she is distributing the income statement for June as this month's financials were not available in the August meeting. In the middle of the distributed packet is a balance sheet for July as of 07/31/2014. The balance sheet tells how much cash we have, our assets, and how much we owe. She then asked the attendees to turn to the Early Head Start budget versus actual sheet for June and July 2014. The first column usually shows the budget; however, our computer people just ran this report for us the other day. We did not get the budget numbers in the report. So, we cannot compare budget to actual this month, but we will be able to next month. Basically, for July, we drew down \$2,200 from the old grant and \$258,000 from the new grant with \$192,000 going toward accounts payable and \$69,000 to payroll. What you can pull from our income statements are items upon which we have spent the most money in these two months. For only Early Head Start, payroll and fringe benefits show \$65,000. Early Head Start operating expenses totaled \$19,468 on supplies. These are our two biggest expenses in Early Head Start. Then, please turn over two pages to the Head Start Income Statement. The year-to-date expense payroll and benefits is \$150,000. You will then see almost to the bottom of the page, we spent \$30,000 for Head Start supplies and \$17,000 in repairs. These repairs are for next door and the new Clintwood center. These are our biggest expenses so far, year-to-date. We will be able to tell more where we are at when we are able to get the budget numbers in the reports. I do have Wal-Mart card expense through mid-August showing \$337. This expense will increase next month as we purchased supplies for the children's backpacks. Food City account totals \$5,100 in July and \$7,300 in August. This expense will also increase. The check register for July is in her office, if anyone wants to review these. If anyone has questions on the reports, please let me know.

***Motion by Lisa Meade to accept the financial report as presented.***

***Motion seconded by Ashley Woods.***

***Motion carried by unanimous vote.***

Ms. Fleming mentioned that the audit is completed. The auditor will give us the report by the end of this month. The auditor cannot attend next week's Board of Directors' meeting, but he will be at the Board of Directors' meeting next month with a report given to the Policy Council next month.

**Enrollment and Attendance:** Lisa Bentley, Family Advocate MIS Manager, distributed the August end of month enrollment and attendance report. Ms. Bentley noted attendance for August was down some, to 64%. We must consider that the centers were closed for two weeks for in-service training. This is also a time when children are transitioning to kindergarten. A new year has begun, and we are looking forward to it.

**Education Services:** Tammy Mullins, Assistant Director for Education, gave an update on education services. As Lisa mentioned, in August we had two weeks of pre-service training. What that consists of is about a week for our teachers and classroom class in training some of which is mandated by different federal agencies. All this went really well with great participation. The teachers had time to set up their classrooms and do home visits. Currently, we have 15 classrooms of Head Start and Early Head Start. All the children are transitioning well into their new routines. Keep in mind that this is the seventh day back. Some of these children are quite new. Our goal this month for Education staff is to complete a PQA, program quality assessment tool. Our Education Supervisors are out conducting these assessments. What this does is assess the environment to see if the classrooms are set up well and their daily routines are going well to meet the needs of the children. That changes from year to year because children have different needs. You may have a lot of three-year-olds this year or four-year-olds. Bear in mind that this always changes to meet the needs of the children. This is our biggest focus right now, making the environment comfortable for the kids and make them have a great year.

**Child and Family Services:** Terry Gentry, Assistant Director for Child and Family Services, gave the Department's report. We continue with recruitment, of course. This is a year long process. In your email, I shared the Program Information Report. Several copies have been passed around. This is a lot of statistical stuff. One is for Early Head Start, and one is for Head Start. The reports are mandated by the Federal Office of Head Start. Information about every year is included. It is a cumulative review of how many kids we serve throughout the year in Early Head Start and regular Head Start. I think we are at 396 for regular Head Start and 146 for Early Head Start for the year. We have had some turnover there, kids who are transitioning and moved up. It also includes our staff education and services we provide to the families through the year. We do answer to everything that we do here. Please look that over throughout the meeting.

**Nutrition Services:** In the absence of Junior Rose, Nutrition Specialist who is at Nutrition training in Roanoke, Lisa Bentley, Family Services Representative presented the Nutrition Services report for August 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-11, Adults-24
Adults/Classrooms	268
Breakfasts	637
A.M. Snacks	0
Lunches	717
P. M. Snacks	692
Fields Trips	4 full-year classrooms, 3 toddler classrooms, 6 home-base classrooms
Total Attendance	717

**Family Involvement:** In the absence of Lindsey Sturgill who is conducting Family Day at the centers, Terry Gentry, Assistant Director of Child and Family Services reported on Family

Involvement at Kids Central. Lindsey asked Terry to pass along a few things. The movie night at the drive in theater is September 16<sup>th</sup>. We are seeing Planes, Fire and Rescue. This has always been a great success. Also coming up is the Kasey trip to Ripley's Aquarium. This is in October. At the end of October, we are going to try to do a trick or trunk here at the agency. We are in the midst of putting something up for Dickenson County, too. We thought that would be a great recruitment event as well as a safe, family friendly event for our families already involved in Kids Central. This year is packed with opportunities for families. During the first family days they talked about representation here at the Policy Council. We are also offering a First Aid/CPR class for parents interested at the end of this month. Our dads will have opportunities to get together to do some stuff. It is really going to be an eventful year.

**Health Report:** Regina Cantrell, Health Services Specialist, mentioned that she thinks she has met most of you here on the Policy Council. She is the newest member of the Health Services team. It is a really busy time here at Kids Central, but she is loving every minute of it. She wants to let us know that upcoming hearing and vision is scheduled for September 23<sup>rd</sup> – September 25<sup>th</sup>. We will also be having the WIC Clinic here on September 25<sup>th</sup>. Upcoming as well is dental on October 6<sup>th</sup>. Everyone knows how important it is for children to be in attendance so they can be screened. As a goal, I hope to be a first aid instructor by the time I see you next time. I am going at the end of the month for first aid and CPR training to be an instructor. I am already trained in first aid and CPR, but this is instructor training. Willie Wood asked about flu shots for our children. Ms. Cantrell stated they check the immunizations. We are looking right now at physicals and shot records. So, yes, we do. Mr. Wood mentioned that flu shots should be taken very soon.

**Human Resources:** Valerie Lee, Human Resources Specialist, reported on personnel changes since the August meeting, which needed approval. These changes are:

1. The August 21<sup>st</sup> resignation of Sharon Vance
2. The hire of Stephanie Moore for the open Clintwood I and II Bus Monitor position
3. The rehire of Mary Wood for the open Clinchco Driver/Classroom Assistant position

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

***Motion seconded by Ashley Wood.***

***Motion carried by unanimous vote.***

Mrs. Lee noted that Kids Central had a couple of open positions still. One of those is the Classroom Assistant/Driver at Appalachia I. The other is a substitute position. Mr. Wood asked if a CDL was required to drive a bus. Mrs. Lee responded that a CDL was required.

## **Old Business**

**Clintwood Relocation Project:** Darrell Edwards, Executive Director, brought the Policy Council up to date on the Clintwood Relocation Project. Most of you know that we have had to put that project on hold. We had to pull a building permit and an asbestos survey. These have never been done during his tenure, but in Clintwood, we were required to do these. The asbestos survey cost Kids Central around \$1,400. They found some tile in the center that had glue on it that held it to the floor. The tile had no asbestos, but the glue did. As long as we are not tearing it up, there will not be a problem. Once that was done, Christy got us the building permit. We assumed it was going to be a big expense, but it turned out to be \$43. We probably won't be in the center until late October. The maintenance crew will start construction again on Monday. The projects we have done this summer have been unbelievable. We have moved two centers

here, totally went back into centers that we had vacated as we had been in them 15 years to do stuff. We had to take out playgrounds and fix the areas where the playgrounds were. I think we are through all that so that we can move on. Once into this process, if you don't do your due diligence and planning, these are the things that can happen to you. It caught us unaware of what we were needing to do. The next project will be in Coeburn or Big Stone Gap, and it won't be this way. Tammy is smiling because we wanted to open the center in Clintwood on September 2<sup>nd</sup>. Back in May, we told the managing agency of the center in Clintwood that the air conditioning in the two centers did not work. That was in May. We came back to school in September, and they still were not fixed. It was 100 degrees in the classrooms. So, we bused kids from Clintwood to Kaseyville and another group to a park while they got the air conditioning going in the building. Those are the things we run into. We are so glad to have an opportunity to get downtown. When Terry was talking about trunk or treat, the new center on Main Street in Clintwood will be the absolute best place to do that as it is centrally located. I wish we were there now. The Clintwood center is not complete.

## New Business

**Presentation School Readiness:** Tammy Mullins, Assistant Director for Education Services, presented the School Readiness report. She mentioned we have a school readiness meeting last week. During that meeting, as a group, we went over our goals and looked at all of the data we handed out at the Policy Council meeting on outcomes. The committee came up with goals that are still relevant. I have passed those out for you to review. I will not read these goals to you, but we decided these goals were still relevant, and we still feel like these are things we need to focus on with our children. I also have for you all a copy of our CORE Advantage. These are like the SOLs of Kids Central that our teachers and home visitors and everyone that works with the children on a daily basis, that we are working on. This CORE Advantage shows a level of 0-7. We don't want parents to look at this and think my child needs to be at a certain place. Children develop differently. It is okay if they are not a six or seven or five. The CORE is set for ages 0-6, almost 7, years old. We don't expect children in Head Start who are four and five years old to be doing sevens. This is designed as a development tool for a wide age group. We do want you to be aware that we do have standards that we follow. There is a lot of work that goes into collecting data on your children by the teachers daily. We are assessing the children all the time, taking notes trying to assess where they are at and move them up a step. So, we just want to make sure we are getting everyone's children ready for kindergarten. This is the big picture or goal we are working on. When I talk about school readiness, it is not just what is going on in the classroom. School readiness is a big umbrella that has health services under there. Our health people are really busy this time of year making sure everyone has those shots that they need and has the dental, vision and hearing screenings. It all ties in place together. It is not just about what is in the classroom, what is happening there. For a child to be ready for school, they need our help to be at a stable place. Those screenings are very important. Even with our Family Services Department. We will be working very soon with our families setting goals. All that plays a part in getting children ready for school. We want that family to have a strong structure at home and a good routines and that kind of thing. School readiness – I could go on and on about it. It is a big topic and a big topic at Kids Central. It is what we focus on. Everything we do is getting the children ready for school. If you have any questions, please let her know. I know school readiness is important to you as parents. Coming to these meetings is one of the most critical focuses in Head Start, running the programs successfully. We need parents to get involved, to help us know what your needs are and guide us in making program decisions. I am glad to see the new faces here and hope to have a bigger crowd next month.



***Motion by Lisa Meade to approve School Readiness Report.***

***Motion seconded by Ashley Woods.***

***Motion carried by unanimous vote.***

**Presentation of 2014 Program Information Report (PIR):** Terry Gentry, Assistant Director for Child and Family Services spoke on the PIR. She noted that she hoped everyone had a chance to look over the report. She hinted on the report at the beginning of the meeting so you would have a chance to look over it. We do need to accept it. It is a really important document that we are mandated to do every year. It is a demanding document to do because we want to make sure it is right. Even though we have a system that tracks information, we still go back to make sure that what we are reporting is accurate. We want all of our employees to get credit for the hard work they put forth, and our parents, too. Mr. Edwards mentioned that the report takes weeks to complete. Ms. Gentry stated that she started the report August 6<sup>th</sup>. She turned it in recently. We wanted everyone to get a chance to look over it before you accept it.

***Motion by Lisa Meade to approve the 2014 Program Information Report as presented.***

***Motion seconded by Ashley Woods.***

***Motion carried by unanimous vote***

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

Mr. Woods, Chairman, asked if there were any open comments or concerns to be discussed today. Darrell Edwards stated that he would like to take some time. Mr. Edwards mentioned that this is the last meeting of this year's Policy Council. Years ago, we changed the first meeting of a new year's Policy Council from August before we had the opening of our centers. This did not work. We also skipped the July meeting as no one ever attended this meeting in the height of the summer. We changed it several years ago so that September will be the first meeting. In the ten years since I have worked at Kids Central, we have not opened until after Labor Day. Some schools start in August and are done too early. The kids don't get a big enough break. We wait until the day after Labor Day to start our program. This put us in a quandary as to when to start the Policy Council. We would not even be in session for a week when we expect the Policy Council to be here for a meeting. We did not have enough time to sit down with parents to explain to them what a Policy Council is and how important it is. So, what we try to do with this meeting, we don't have a lot of seated members. There are only four that are considered a seated member at today's meeting. But, next month, when the Policy Council comes together, all the representation of all the home based programs and all the centers will be here. This place will be packed. There will probably be between 30 and 40 people here representing centers and programs. Attendance will not last like that as history of the Policy Council attendance says it will not. What we will try to do is maintain at least 25 individuals on the Policy Council throughout the year. This is a goal that we have. What we will do next month is everyone that comes back in will be seated as members and join the 2014-15 Policy Council. At that time, we will also elect the officers for the coming year. We don't have a slate of officers to put forth. If we can develop one between these two meetings, we will try. Those of you in this room now are bringing your experience as a Policy Council and will need to bring your experience to the Executive Committee. I asked Thomas to be here today to explain what he sees through his eyes as a value to you personally and to Kids Central what membership on the Executive Committee can mean. I am going to turn over the floor to Thomas Williams. Mr. Williams stated that he is a member of the Board of Directors. He likes the Policy Council better

because that is where all the leg work goes in, where you see the development and the process that goes into helping all these people back here do their jobs and make it a whole lot better. They work with you hand in hand. On the Board of Directors, the work is done at the Policy Council meetings, and once finished, the work is brought up to the Board. When I served as Chairman for a couple of years, I sat back for the first year as I was scared to death. I actually had the opportunity to write a lot of the policies in place, now. It is actually fulfilling. You see the benefit for the kids, how you are helping them, and not just helping your own children, but helping the 400-500 kids in the program. If you look at it that way, it is a bit overwhelming. You are trying to help your children, and in trying to help your children, you help everyone else's children, too. Mr. Wood stated that it is fun to help other children. Mr. Williams mentioned that he started on the Policy Council as he went to a family meeting where there were only two people in attendance. I have been here ever since, eight or nine years.

Mr. Edwards stated the reason he asked Mr. Williams to make comments is because he does not know if the new people next month who come in will catch the feeling the Policy Council generates. It is not a formal meeting, outside of the rules and regulations that we have to go by and outcomes that we have to produce. There is a certain amount of legalities that we have to go through. Mr. Wood has had a tough time figuring all of the out, making sure we keep all legal. That is why he comes back saying we need to vote for this and that. We do need to take care of our business. But, at the same time, this is a fun group. The difference between the Board of Directors and the Policy Council is that you get to come in here and take things apart and see what makes it tick. You can ask the questions as you have that need to know. When the Board looks at this, they take the presentation in its final form. Years ago in 2005, we changed the system. The Policy Council used to meet after the Board of Directors. The members of the Board of Directors would approve matters and filter them down to you. It was a forced acceptance as a job already completed. We changed it and moved it around. If you don't agree with what the staff presents with proposals and ideas and things that are said and done in this meeting, it never goes to the Board. It never goes up there. They don't have a pipeline from here down. We have a triangle with the staff, Policy Council and the Board all working together going in both directions. If the Board says we have to do this, the staff will put something together which is then brought to the Policy Council. It is then in your hands. That is how the system works. So, next month, the dynamics of the meeting will be about bringing in some new faces and skeptical people who think it is a rubber stamp meeting. It is not. This is where new ideas come from. If you want to say something in the Policy Council meeting, it may not get immediate action, but I can guarantee you that with all of the Senior Staff and all of the support staff that we have in this room, those ideas are going to come back in some type of form that matches or at least mirrors what we were talking about to begin with. Nothing happens overnight. You have to make a lot of plans here. I like the system we have which works well. The leadership we have had has been awesome. You can see how the membership dwindles as the year goes on. We understand that the commitment parents have to us is over when their child goes to school and moves on. We accept that. But, Willie Wood's kids are gone, and he is still here. Thomas Williams' kids are gone, and he is still here. That is what holds you guys together. Next month, we will seat the new Policy Council and start fresh for the year with all of the goals and budget coming up again in December and January under a whole new set of rules. There is training in October and November to understand something that will hit us in December. The rules of accounting and doing business with federal programs is changing. We will need to bring back these changes to you even though we have been doing this for the past ten or 20 years. We need help. I am glad you have chosen to stick with us. Mr. Wood – I want to say one more time that I really appreciate all your help in everything you have done. You have been a joy to work with. Mr. Wood stated how much he has enjoyed working with Kids Central and the members and staff. One good thing about the Policy Council is that parents can see things that they want to improve. Bring up these issues to talk about them. Mr. Wood was asked if he was

going to try to move to the Board of Directors. Mr. Wood stated that with his declining health, he was not going to try to do this. He has trouble ambulating and will try to stay home more as it is hard for him to get around. He would like to have been on the Board of Directors. But, his health is preventing him from this. Mr. Wood said that if his health improved, he would like to be considered for membership on the Board of Directors. Mr. Edwards then encouraged the long-standing members of the Policy Council to seek membership on the Policy Council Executive Committee as they bring to the table a value that understands what we need. We are in a big organization with sixteen centers. The people who come into this room will have stories to tell that I don't know. The value of these individuals are important. Board members do not get to the centers to see the kids. The Board is wonderful, but the Policy Council members get to see the centers. I urge you to consider Executive Committee membership. You understand what we need to do. You can be the link between practice and purpose.

## Upcoming Meetings

**Executive Committee:** The Executive Committee will not meet in September.

**Policy Council:** The next Policy Council meeting will be held on Tuesday, October 8, 2014, at 11:00 a.m. with all the new members.

***With no further business, Willie Wood, Policy Council Chairman, adjourned the meeting at 11:45 a.m.***

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Lisa Meade  
Interim Secretary, Policy Council

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Valerie A. Lee  
Recording Secretary