

Kids Central Incorporated Policy Council November 9, 2016

The Policy Council of Kids Central Incorporated met Wednesday, November 9, 2016 at the Administrative Office. Steven Raleigh, chairman, called the meeting to order at 11:00 AM..

Council Members present: Steven Raleigh, Tabitha Vanover, Norman Calvert, Belinda Clem, Samantha Miller, Jody Meade, Renee Presley, Rhonda Short, Ryan Clevinger, Augusta Hughes, Davie Gazda, Amanda Barton, Regina Hughes-Calvert, Rebecca Wampler, Candace Hamilton, Mary Collins, Kenny Lester, and Amanda Raleigh.

Staff present: Darrell Edwards, Terry Gentry, Tammy Mullins, Allen Couch, Candice Jennings, Lisa Bentley, Vernon Rose, Jr., Laura Taylor-Baugh, Regina Cantrell, Paula Bates, and Lindsey Sturgill, Leslie Graves, and Traci Fisanick.

MINUTES:

Motion was made by Norman Calvert and seconded by Amanda Barton to accept minutes of October meeting. Motion Passed.

Tabitha Vanover presented the financial report for the Policy Council account. Copy Attached.

Motion was made by Amanda Barton and seconded by Augusta Hughes to accept the financial report. Motion Passed.

PRESENTATION OF FINANCIAL STATUS

Laura Taylor-Baugh presented the financial status report. The report consisted of financial status report, USDA funds received, bank reconciliations, check register, and credit card report for September . All reports are attached.

Motion was made by Rhonda Short to accept the report as presented. The motion was seconded by Mary Collins. Motion passed.

Monthly Updates:

The Education Services Report was submitted by Tammy Mullins. Copy attached.

The Children and Family Services Report was presented by Terry Gentry. Copy attached.

Nutrition Services Report was presented by Junior Rose, Kids Central's Nutrition for the month of August 2016. A copy is attached.

Family Engagement Services was presented by Lindsey Sturgill. The report of activities was accompanied by pictures taken during the events.

Health Services Report Regina Cantrell was not able to attend the meeting but sent a written copy of her report. Copy attached.

Human Services Report Allen Couch, Human Resources Specialist, requested the approval of new staff members. List attached.

Motion to approve new hires was made by Norman Calvert and seconded by Augusta Hughes. Motion Passed.

Old Business:

Terry Gentry reported that the Lee County Early Head Start Grant application was in the hands of Head Start and she was not expecting to know anything about the status of the application until after the first of the year at the earliest.

New Business:

Requirements of Employment: Allen Couch explained the procedures followed in hiring new staff members. He carried the process from the application to the completion of background checks that would allow new staff members to begin their first day of work at Kids Central. A copy of the entire report is attached.

PTO Policy Addition. Allen Couch presented a requested addition to the Paid Time Off policy of Kids Central Inc. In summary the addition would allow Staff members to give PTO to employees in need with the approval of the Executive Director. A copy of the request is attached.

A motion was made by Augusta Hughes and seconded by Amanda Barton to approve the requested change. Motion Passed.

ERSEA Training Module. Terry Gentry went over the process of accepting a child to the Kids Central enrollment. She explained the requirements and the process that the family has to follow in the enrollment. A copy of her complete report is enclosed.

Proposal to Purchase Heat Pump. Laura Taylor-Baugh explained the problems we were having in regulating the temperature in class rooms in Esserville. Our maintenance supervisor had recommended the installation of a separate heating and cooling system for the classrooms. He had gotten 3 proposals to make the repairs. Laura recommended the acceptance of a proposal from M & S Contractors.

Amanda Barton made a motion to accept the recommended proposal from M & S Contractors. Motion was accepted by Augusta Hughes. Motion Passed.

For the Good of Kids Central

Darrell Edwards let the Policy Council know that the Kids Central staff in attendance were available for one on one discussions. He also announced the next meeting would be held in Coeburn at Celebrate on December 7 at 11:00 AM.

NEXT MEETING

The next meeting of the Kids Central Policy Council will be held on , December 7, 2016 at 11:00 a.m. at Celebrate in Coeburn. The meeting will be a joint meeting with the Board of Directors.

ADJOURNMENT

With no further business, the meeting was adjourned at 12:05 PM

Steven Raleigh
Chairman

Date