

Kids' Corp, Inc.
Policy Council Meeting Minutes
August 28, 2017

Members Present:

Tracy Peters, President
Lynndsi Strong, Vice President
Raheel Asghar
Rose Justiniano
Tasi Sablan

Members Absent:

Pauletta Delgado
Maria Muldoon
Noreen White

Guest:

Tom Cossom EHS CB/room 5

Staff Present:

Dirk Shumaker, Executive Director
Ronnie Brown, FCES

Meeting called to order at 6:10pm. Quorum present.

Introductions were made and guest welcomed. Ronnie presented a recruitment activity to help everyone get ready for September and October push for PC recruitment. Curriculum nights in the centers will be an opportunity for a small introduction to start parents thinking about joining and October PCM's will be the main push for membership.

Financials:

Dirk reviewed balance sheet, stated budget was fairly consistent, no surprises. Went over Profit and Loss reviewing line items. Parent input and questions ensued. Parent recommends paying expenses with credit card to receive mileage for airfare to trainings or Juneau/Seattle meetings, plus using credit cards with 2% cash back. Dirk stated this option is being reviewed. Reviewed credit card use for June, with centers being closed for the summer, limited expenditures.

Minutes:

Minutes for July were reviewed, no changes at this time. Rose motioned to approve minutes, Lynndsi seconded. Motion approved.

Seat New Members:

Tracy asked Tom if he was interested in joining the PC at this time. He stated he would. Tasi motioned to accept Tom to the Policy Council, Rose seconded. Motion approved.

New Hires:

New hires were reviewed. Dirk explained the reason for the high turn over and mentioned that positions that were still open were on KCI website and AHSA eblast newsletter. Let friends and family know. Tom motioned to approve the new hires, Tasi seconded. Motion approved.

Data Procedures:

Dirk handed out the new Data management procedures and explained the amending or adding for clarity. He explained about the protection of family information and our confidentiality policy. He explained that parents are allowed to review their own child's file. A parent asked how long we keep files for and if they are allowed to review even after child is in the ASD. Dirk stated KCI kept files for 4 years and if a file has been moved to historical status, it might take a few days to retrieve file for review. Rose motioned to approve the new data management procedures, Lynndsi seconded. Motion approved.

Planning Calendar:

The planning procedure describes the major events, activities and timeframes to assure that KCI address all the requirements of our funding sources in making decisions about Agency and program direction. Reviewed list for presentation of required procedures and events for 2017-18 program year. Dirk then discussed required reports and reviewed calendar months that the PC usually reviews them. He asked if there were particular board members that could be invited to be present during a particular month. Members reviewed the calendar and reports listed for each and discussion ensued. PC would like to have the financial person come in November and do a small training on reading the financial reports and using credit cards. In January have a representative from ASD come and talk about alternative and charter schools so PC reps can talk to parents in center with more knowledge. In February have the financial person come and discuss the audit process and results (if available). In April, ASD to discuss Kindergarten registration and transition procedures.

Discussed Conflict of Interest and Internal Dispute Resolution procedures and the importance of having clear guidelines to promote a joint decision or meet before disagreement. Additional wording for changing and presenting the personnel policies to Self Assessment steering committee. The termination/hiring procedures were discussed and where to find the complete procedures. Tom motioned to accept the planning calendar and changes as presented, Rose seconded. Motion approved.

Reviewed Self Assessment proposal. Discussion of importance of having board and PC members on the committee.

Executive Directors Report:

Dirk reported that KCI received \$74,000 grant funding for a new bus. Also received funding for the new playground at Muldoon. Completed by end of October. Dirk discussed the need for four center directors, (some moved out of state, had emergency with family, moved into a different position in another agency). The qualifications are on the KCI website if family or friends are interested.

Announced the AHSA award winners:

Kattie Southerland won EHS teacher of the Year, Thong Lor won Head Start Teacher of the Year, Kelsey Beecher won Content Area Specialist of the Year, Emilina Haring-Furment won Mother of the Year, Emily Urlacher won the Leadership Award and Providence Alaska Medical Center won the Corporate Award. All very deserving.

Fundraising committee:

Tasi Tom and Tracy will meet with board members on 9/7 from 6-7 for fundraising committee.

By-Law committee”

Tom, Tasi and Rose will meet with Ronnie on 9/19/17 at 6:30. No child care will be needed. If parent needs to bring their child, they will stay in conference room with parent.

Rose motioned to adjourn, Tom seconded. Meeting adjourned.

Submitted by:

Ronnie Brown,
Family and Community Engagement Specialist.