

CHILD ADVOCATES OF BLAIR COUNTY, INC.
Board of Directors Meeting Minutes
Tuesday, September 25, 2018
5:00 PM

Present: Dan Hoover, Steve Wicks, John Kepler, Anne Cramer, Candace McQuillen (PC), Rachel Wilt (PC)

Absent: Kristen Pearson, Donna Gority, Connie Shafer, Glenna Zeak

Quorum: 6/10 – Kristen Pearson and Connie Shafer cast votes on an Absentee Ballot

Staff Present: Terry Wasovich and Daryl Sarver

Erica Peterson, Planning & Development Specialist, presented the yearly Self Assessment/Annual Report in the Before the Board Training.

Meeting was called to order at 5:00 PM

Steve Wicks made a motion to accept the minutes from the March meeting. Candace McQuillen seconded the motion. Motion carried. Kristen Pearson approved the minutes via Absentee Ballot. Connie Shafer, who was not in attendance for the meeting, abstained from voting via Absentee Ballot.

1. CABC/Head Start Report

Director's Report (On Web)-

- Program Information:
 - *Evergreen Manor:* IDA held a Grand Opening ceremony on September 21 to showcase the new classroom at Evergreen Manors. Board of Directors from CABC and IDA as well as community representatives attended. Everyone in attendance was very excited and impressed about the new classroom.
 - *Graystone:* Terry Wasovich, Executive Director and Dan Hoover, BOD Chairperson met with Jeff Long at the Graystone Grand Palazzo on August 1st. Jeff presented the final floor plans which include 2 classrooms with private restrooms, 3 offices, 1 food preparation/staff break room, and an indoor space for physical development, and an outside space for a playground . If CABC can contribute \$40,000.00 to the initial construction, rent will be set at \$1,000.00 per month with all utilities and maintenance included.
 - *Greenwood:* The back wall has been replaced and aluminum awnings have been installed at the side entrance and over the stairwell from room 10.
 - *Martinsburg:* The Board of Director's for Morrison's Cove Park approved the purchase and installation of a mini-split furnace/AC unit for the Head Start classroom. It was

installed on September 12 and will improve the comfort and safety of the classroom environment.

- *Wright School Nehemiah Project: No updates at this time.*
- *Healthy Blair County Coalition (HBCC) Dental Care Work Group:* Dr. Novak received a grant to purchase equipment which will permit him to take x-rays and complete cleanings as well as screenings. He started scheduling on-site cleanings for mid October. If a child would need further treatment, he will link them up to his clinic if they need a dental home.
- *Family Services, Inc. Homeless Shelter:* The Blair County Shelter Task Force announced plans to build a 35 bed ADA compliant shelter and 6 low to moderate income affordable housing units. Daryl Sarver, CFO, and Terry met with Brian Durbin, contractor for the Homeless Shelter on September 10. They discussed the project and reviewed the drawings for the proposed classrooms. There will be 2 classrooms with bathrooms, an office, food preparation area, break room, storage, parking, and an outside area for a playground. This will be at least a 2 year project.

- **Grants:**

- *HSSAP: 2017-2022 Head Start Supplemental Assistance Program (HSSAP):* We are waiting for the delivery of 2 buses and playground equipment
- *Federal Grants:*
 - The COLA application was submitted on June 15. We received funding on September 7. And the retroactive COLA was distributed on the September 21st paychecks.
 - The Early Head Start (EHS) Conversion of Slots application was submitted on June 18th. We have decided to put this on hold and reapply next year
 - *EHS/HS Plan B:* Due to the decision to not pursue the conversion to EHS slots, Terry met with the Management Team to develop a plan for placement and enrollment of the 30 center based Head Start slots. The slots will be placed at the W&J center in a double session model with an AM and PM class of 3.5 hours per day/4 days per week/128 days per year.
- *Duration Funding:* On September 10 an announcement was made that \$295 million in funding was available to extend services to children under the 1020-hour requirement. We participated in the webinar on September 13 and developed plans to submit a Letter of Intent only to discover that we are not eligible because we are currently serving 47% of our children in this model and the cut off is 45%.
- Jeff Bezos, founder of Amazon, announced that a philanthropic donation of \$2 billion to support homelessness and preschool education. Terry is researching the requirements and application process and plan to speak with Family Services concerning the potential for applying for joint funding to support the planned Homeless Shelter in which 2 of our classrooms will be located.

- Personnel:
 - The CDE Behavioral Coach positions have been filled by 2 current teachers, leaving 2 teacher positions vacant. Interviews will be held next week for 2 Teachers and 3 CSS.
- Items on Radar:
 - *Web Site*: Our webmaster is now working on the final stages of the BOD and staff side of the website. He feels that this portion should be very easy to get underway. The Parent Portal will be the next improvement.
 - *Parents as Leaders Training*: The advocacy training and Legislative Brunch is scheduled for September 26 @ 5:00 PM at the Greenwood center. A meeting with the Legislators will be held in early October.
 - *Regional Specialists*: Sherri Prince will visit our program on September 26 to work with CDE staff around Practice Based Coaching and our revised Child Supervision and Transition procedure. She will then meet the full management team to explore how the School Readiness Goals can become a part of all program areas.
- Action Items: Will be discussed in Action Items

Policy Council –Letters were sent home to all parents to be included in on the Parents as Leadership Training.

CABC Program Reports –Pre K Counts and Teen Link Connections (on web)

BCHS Manager Reports – (on web)

2. Federal/State/Local Communication –

- Federal Grant Approval
- COLA (Executive Director’s Report)
- EHS Conversion Slots (Executive Director’s Report)

3. CFO Fiscal/HR Report

Financial Reports - (Handed out at Meeting)

- The Federal budget for the 2019 Grant is \$3,776,303.00 84.3% of funding is proposed for wages and benefits, and 15.7% of Funding is proposed to the “other” category.
- 2018-19 HSSAP budget of \$1,195,291.00 is proposed 85.1% of funding for wages and benefits and 15.5% of funding is proposed to the “other” category

Head Start Governance Reports – (Handed out at Meeting)

- Estimate to install playground equipment -
Daryl discussed with the Board that an estimate was received for cost of installation of new playground equipment secured with state HSSAP funding. The vendor estimated install cost was around \$75,000.00 and included amounts for various contingencies. The BOD discussed concerns on the amount of the proposal as well as how to secure the needed funding. Several ways were discussed to possibly reduce this cost or find the funding to cover the installation fees. Moving forward with the current proposal was not approved.

4. *Action Items*

- Federal Head Start Grant: We are asking for the same number of options and children, 514, and \$3.776 million. Attached is an overview of the 2019 Federal Continuation Grant

Steve Wicks made a motion to approve the Federal Head Start Grant. John Kepler seconded the motion. Motion carried. Kristen Pearson approved the Federal Head Start Grant via Absentee Ballot.

- Revisions made to Employee Handbook:

Steve Wicks made a motion to approve the Revisions made to the Employee Handbook. Anne Cramer seconded the motion. Motion carried. Kristen Pearson and Connie Shafer approved the revisions to the Employee Handbook via Absentee Ballot.

- Child Supervision and Transitions Procedure

Steve Wicks made a motion to approve the Child Supervision and Transitions Procedure. John Kepler seconded the motion. Motion carried. Kristen Pearson and Connie Shafer approved the Child Supervision and Transitions Procedure via Absentee Ballot.

- CDE Behavioral Coach Job Description: Approved with the addition of Bachelor or Masters Degree in "Special Education"

Steve Wicks made a motion to approve the CDE Behavioral Coach Job Description. Candace McQuillen seconded the motion. Motion carried. Kristen Pearson and Connie Shafer approved the CDE Behavioral Coach Job Description via Absentee Ballot.

- Administrative Division Assistant Job Description:

Steve Wicks made a motion to approve the Administrative Division Assistant Job Description. Candace McQuillen seconded the motion. Motion carried. Kristen Pearson and Connie Shafer approved the Administrative Division Assistant Job Description via Absentee Ballot.

- Human Resources Specialist Job Description:

Steve Wicks made a motion to approve the Human Resources Specialist Job Description. John Kepler seconded the motion. Motion carried. Kristen Pearson and Connie Shafer approved the Human Resources Specialist Job Description via Absentee Ballot.

- Clearance Procedure:

Steve Wicks made a motion to approve the Clearance Procedure. Candace McQuillen seconded the motion. Motion carried.

- CDE Supervisor Job Description:

Steve Wicks made a motion to approve the CDE Supervisor Job Description. Candace McQuillen seconded the motion. Motion carried. Kristen Pearson and Connie Shafer approved the CDE Supervisor Job Description via Absentee Ballot with a suggestion from Connie to change “i.e.” to “e.g.”.

- Teacher Job Description:

Steve Wicks made a motion to approve the Teacher Job Description. Anne Cramer seconded the motion. Motion carried. Kristen Pearson and Connie Shafer approved the Teacher Job Description via Absentee Ballot with a suggestion from Connie to change “i.e.” to “e.g.”.

- Teacher Assistant Job Description:

Steve Wicks made a motion to approve the Teacher Assistant Job Description. Anne Cramer seconded the motion. Motion carried. Kristen Pearson and Connie Shafer approved the Teacher Assistant Job Description via Absentee Ballot with a suggestion from Connie to change “i.e.” to “e.g.”.

- CSS Job Description:

Steve Wicks made a motion to approve the CSS Job Description. Candace McQuillen seconded the motion. Motion carried. Kristen Pearson and Connie Shafer approved the CSS Job Description via Absentee Ballot with a suggestion from Connie to change “i.e.” to “e.g.”.

- CDE Manager Job Description:

Steve Wicks made a motion to approve the CDE Manager Job Description. Candace McQuillen seconded the motion. Motion carried. Kristen Pearson and Connie Shafer approved the CDE Supervisor Job Description via Absentee Ballot.

- Playground Installation:

- Terry will check with other installers for a cost comparison

- The Greenwood center will be the first center to have equipment installed
- We will request a Budget Revision from the State to cover installation costs
- Terry will call to ask for a cheaper installation cost
- We will check on potential Grants for installation costs
- If none of these options defer some costs, we will check into returning some equipment and use those funds to install the equipment that we are able to keep
- Glenna Zeak has officially resigned her position on the CABC Board of Directors
- Dr. Dan Novak; new BOD member

John Kepler made a motion to approve Dr. Dan Novak as a CABC BOD member. Candace McQuillen seconded the motion. Motion carried. Kristen Pearson and Connie Shafer approved Dr. Dan Novak as a new Board member via Absentee Ballot.

- Cassie Grassmyer; new BOD member

Anne Cramer made a motion to approve Cassie Grassmyer as CABC BOD member. Candace McQuillen seconded the motion. Motion carried. Kristen Pearson and Connie Shafer approved Cassie Grassmyer as a new Board member via Absentee Ballot.

5. Announcements

- Next Executive Board Meeting is October 23, 2018
- Next Board meeting will be November 27, 2018
- All *Before the BOD Trainings* will begin at 4:30 PM

The meeting was adjourned at 6:30 PM

2019 Federal Continuation Grant Overview

The complete grant application includes the following:

Grant Narrative

Five Year Goal Plan

Program Schedule

Budget and Budget Justification

Results of Self-assessment and Improvement Plan

Training & Technical Assistance Plan

Governing Body and Policy Council Decisions

Indirect Cost Rate Agreement

Summary: We are requesting \$3,776,303 for the 2019 fiscal year. We will serve 514 children and their families in 12 centers located throughout the county. In the grant narrative we are asked to describe any major programmatic changes that we anticipate in 2019. We described the renovation of an apartment at Evergreen Manors, resulting in creation of a classroom, the planned classrooms at Graystone Grand Palazzo and the potential for classrooms in the new Homeless Shelter. No changes are anticipated to our program design or options under this grant.

Goal Narrative: This section of the grant includes 2 Sections and 3 Sub-sections:

Section 1: Program Design and Approach to Service Delivery

Sub-Section A: Goals

- Five Year Goal Plan – all program goals
- Measurable Objectives
- Agency's approach to measuring progress and outcomes
- How our outcomes from the previous Goal Plan informed our new Goal Plan
- A discussion of our approach to school readiness

Sub-Section B: Service Delivery

- Service and Recruitment Area
- Needs of Children and Families
- Program Options
- Centers and Facilities
- ERSEA
- Education and Child Development
- Health
- Family and Community Engagement
- Services for Children with Disabilities
- Transition
- Transportation

Sub-Section C: Governance, Organizational and Management Structures

- Governance
- Human Resources Management
- Program Management and Quality Improvement

Section II: Budget and Budget Justification Narrative

Program Goals: A summary of the Five Year Goal Plan has been provided. Goal 1 contains 11 objectives and Goal 2 contains 9 objectives. Each objective documents action steps, the persons responsible, a timeline, financial supports

required, data tools and monitoring and date completed. Each goal will be tracked for progress monthly by the Management Team and quarterly through the Planning & Analysis Meetings.

Self-assessment Final Report: An Action Plan was developed in response to findings, trends or issues discovered in the Self-assessment process. The plan notes areas needing improvement, the person responsible for ensuring completion, action steps, a time frame for action and the connection back to the Five Year Goal Plan.

Training & Technical Assistance Plan: This documents the training that will be provided during 2019 and the associated costs for the training. It is based on our Five Year Goal Plan and supports achievement of the goals and objectives.

Budget Summary: The totals for each budget section is provided.