

**CHILD ADVOCATES OF BLAIR COUNTY, INC.**  
**Board of Directors Meeting Minutes**  
**Tuesday, March 27, 2018**  
**4:30 PM**

*Present:* Donna Gority, Dan Hoover, John Kepler, Kristen Pearson, Steve Wicks, Connie Shafer, Candace McQuillen (PC), Rachel Wilt (PC)

*Absent:* Anne Cramer, Glenna Zeak, Erica Mowery (PC)

Quorum: 6/8

Staff Present: Terry Wasovich and Daryl Sarver

***Brenda Garlick,(CDE Manager), presented the School Readiness Goals & Updates before the Board meeting.***

Meeting was called to order at 5:00 PM

*Donna Gority made a motion to accept the minutes from the January meeting. Connie Shafer seconded the motion. Motion carried.*

**1. CABC/Head Start Report**

**Director's Report (On Web)-**

- Program Information:
  - *Evergreen Manor:* A ribbon-cutting was completed on March 19, 2018. The children participated by cutting the ribbon. Head Start children along with parents and siblings toured the new classroom and enjoyed light refreshments. An additional Open House took place on Thursday March 22, 2018 from 3:30 PM until 5:00 PM. This Open House included everyone within the Evergreen Community. Finally there will be an Open House on Thursday April 19, 2018 from 5:00 PM until 6:30 PM for the Community-at-Large.
  - *Graystone:* Terry received a message from Jeff Long. He stated that he will have the drawings of the classroom ready for review for next month.
  - *Greenwood Playground:* The weather has delayed the visit from the Beckers representative to review the plans for the playground. He has been in contact with the sidewalk contractor and they have developed a plan of action for coordinating job activities.
  - *Greenwood Sidewalk:* The sidewalk repair at the Greenwood Center will resume when weather conditions improve. Beckers and Matt will meet with Terry on Wednesday March 28, 2018 to coordinate with the plans.
  - *Wright School Nehemiah Project:* No updates at this time.
  - *Healthy Blair County Coalition (HBCC) Dental Care Work Group:* Amanda Lykens, Health & Disabilities Manager, Brittany Evans, Health & Nutrition Specialist, and Terry met with

Dr. Novak on March 19, 2018 and completed plans for initiation of dental screenings and ongoing care for Head Start children. Dr. Novak will come to the center to do screenings on the children, and then he will become their dental home at the UPMC dental clinic for ongoing care. We will begin this process with the Greenwood center in May. Information will be distributed at the beginning of April.

- Grants:

- *HSSAP: 2017-2022 Head Start Supplemental Assistance Program (HSSAP):* The HSSAP Continuation Grant is open for grantees and will close June 1, 2018. Grantees in good standing who are meeting at least 90% enrollment by March 1, 2018 will be approved for funding at their Fiscal Year 17-18 level. Upon the approval of the State Budget, we will not be asking for any additional slots, we may make some changes for different positions, but nothing substantial.
- *Federal Grants:* No updates
- The Pennsylvania PreK Counts competitive five-year grant process has been announced. A Bidder's Conference was scheduled for March 21, 2018 at IU08, but was canceled due to a snow storm. It has been rescheduled to March 28, 2018. Mary Lee O'Harrow, PA PKC Director, and Terry met with representatives of the Hollidaysburg School District to determine their interest in having a PreK classroom in the district. The BOD approved requesting 17 slots with the location to be determined. Betsy Baker, Spring Cove Superintendent, and their BOD approved requesting 34 slots to be located in the elementary building. We submitted a Letter of Intent to OCDEL requesting 102 full time slots. This will permit us to continue the classrooms located in Claysburg, W&J, and Williamsburg and add 3 new classrooms.

- Personnel:

- The Behavioral Resource Specialist position has been re-advertised and a second round of interviews is rescheduled for Thursday March 29, 2018.
- Advertisements for the part-time bus driver position were posted in the Altoona Mirror and Tyrone Herald as well as Facebook and Indeed. Ken, Transportation Manager, will interview the one applicant next week.

- Items on Radar:

- *Web Site:* We have received a quote for the revision of the BOD side of the website. We are clarifying details and will make a decision on the next steps. Daryl, CFO, has a meeting with the web designer on Wednesday March 28, 2017.
- *Logo:* The awnings for the Greenwood Center were installed last week and bids were requested for a metal roof over the back entrance and the classroom 9 entrance to the playground.
- *Parents as Leaders Training:* Our parents, Candace McQuillen, Casey Croft, and Rachel Wilt will present their advocacy training for parents of children enrolled in Blair County Head Start at the end of April at the PHSA Annual Meeting at Seven Springs Mountain Resort. In conjunction with the training we will schedule a Legislative breakfast for area candidates at which time the parents who attended the training will advocate for the importance of high quality early childhood education.

- PHSA is recruiting members for the Board of Directors and have openings for representatives of program staff and parents. Koelle Williams , Family and Community Partnership Supervisor, and Casey Croft, parent, have agreed to apply for a position on the BOD.

**Policy Council** –\_None

**CABC Program Reports** –\_Pre K Counts and Teen Link Connections (on web)

**BCHS Manager Reports** – (on web)

## **2. Federal/State/Local Communication –**

- PreK Counts Grant
- HSSAP Grant
- COLA funding for Federal grant

## **3. CFO Fiscal/HR Report**

**Financial Reports** - (Handed out at Meeting)

- *Closing Out 2017 is pretty much completed.*
- There were some projects started in the fall not fully completed because of weather. These projects will need completed in 2018 when weather allows.
  1. Sidewalk repairs at the Greenwood center
  2. The playground at the Greenwood center.
  3. The playground at the Evergreen center

**Head Start Governance Reports** – (Handed out at Meeting)

- The current Federal Grant Report was handed out to members. The 2017 final report would be finished and handed out to the BOD once the final report for the Federal Head Start grant is done next week. Daryl will email the 2017 final Head Start report and up-to-date HSSAP report to all BOD members upon completion.
- The new bus ordered in December 2017 was delivered last week
- The new awnings ordered in December 2017 were installed at the Greenwood center

## **4. Personnel –**

- None

## **5. Action Items**

- Job descriptions for Transportation & Facilities department

*Connie Shafer made a motion to accept the Transportation & Facilities job descriptions. Donna Gority seconded the motion. Motion carried.*

## **6. Announcements**

- Next Executive Board Meeting is April 24, 2018
- Next Board meeting will be May 22 , 2018
- All *Before the BOD Trainings* will begin at 4:30 PM

The meeting was adjourned at 6:00 PM