

CHILD ADVOCATES OF BLAIR COUNTY, INC.
Board of Directors Meeting Minutes
Tuesday, December 5, 2017
4:45 PM

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

Absent: Glenna Zeak,

Quorum: 7/8

Staff Present: Terry Wasovich and Daryl Sarver

Meeting was called to order at 4:45 PM

Donna Gority made a motion to accept the minutes from the September meeting. Steve Wicks seconded the motion. Motion carried.

1. CABC/Head Start Report

Director's Report (On Web)-

- Program Information:
 - Terry sent a video clip about intergenerational programming to Jeff Long just to be sure he keeps our classroom in his sights. He responded to Terry's email and they will schedule a meeting next week at the location.
 - *Evergreen Manor:* A delay in construction developed due to the need to move a gas line that was located under the area designated for the "bump out" and People's required that it be moved by their staff. The gas line has now been moved and construction of the "bump out" can be initiated. Tentative move in date is February 1. Terry approached the builder, Craig Woods, about developing the playground area and submitted plans to the architect for approval. The plans were approved and Craig will be submitting a cost proposal.
 - The sidewalk repair at Greenwood was started last week but the wall that supports the sidewalk was determined to be structurally unsound and needed to be replaced. That will be completed over the next few days and then the sidewalk repair will continue.
 - The rubber surface on the Sycamore Street playground is scheduled to be poured by the end of this week or early next week. Terry met with the installer and the masonry person to finalize the details on how the two surfaces will be meshed.

- The Williamsburg School District approached IU8 for the potential of moving the joint IU8/Head Start classroom from the library to a modular building on the school property. The existing modular burned down over the Thanksgiving break and the district is planning to replace it with a larger unit. IU8 is very interested and this is an opportunity we have been pursuing for several years so Terry will be contacting the district for additional details. If this modular does not come with a restroom, we will tell the Superintendant that we will help with the cost of putting restrooms in.
- Grants:
 - 2017-2022 Head Start Supplemental Assistance Program (HSSAP): We received payment for July, August, and September on October 23rd and payments will now be received monthly.
 - Federal Grants: The Budget Revision was submitted on November 30th with the request for \$85,000 to purchase a new bus and \$25,000 to purchase a new van. We have not yet had a response to this request. All Board members were emailed information about these requests and the Board of Directors approved the Budget Revision.
- Personnel:
 - Interviews for Administrative Division Assistant at WJ were conducted on November 14th. A candidate was selected for approval.
 - Interviews for ERSEA Specialist were conducted on November 16th. A candidate was selected for approval.
 - Candidates for Behavioral Support Specialist position approved as a part of the HSSAP Five Year Competitive Grant are being screened and interviews will be scheduled prior to the end of December.
 - Substitute Training will be held December 12,13, and 14. This is a 3 day training with actual classroom training.
- *Items on Radar:*
 - *Web Site:* The website is now *LIVE!* We have had some issues with the site so we are doing some edits and moving things around. We have found a consultant to work on some of the kinks still in the system and to develop a Parent Portal side of the web. As an added bonus, the consultant is a Head Start parent.
 - *Logo:* The management team selected a new logo that was presented to the Board of Directors for input. The BOD gave a few recommendations for changes.
 - *Parents as Leaders Training:* Our parents, Candace McQuillen, Casey Croft, and Rachel Wilt facilitated a session for parents on how to prepare for visits for Legislators on November 28 and 29 in Harrisburg. They also did a brief overview of training for the administrators present at PHSA. They have been asked to repeat the training at the annual PHSA Summit in State College this spring. They also were in the “Spotlight” in the PHSA newsletter and have brought a great deal of positive attention across the State to our program.

Policy Council – None

CABC Program Reports – (on web)

BCHS Manager Reports – (on web)

2. *Federal/State/Local Communication* –

- Federal Continuation Grant (Director's Report)
- 2017-20220 HSSAP Grant (Director's Report)

3. *CFO Fiscal/HR Report*

Financial Reports - (Handed out at Meeting)

- "PCard"
 - We have just received a Purchase Card or a "PCard" through M&T bank. You use this card just like a credit card but it is *NOT* a credit card. At the end of the month we will receive an invoice and M&T will withdrawal the money spent from our account. This will allow us to eliminate the Capital One card. These cards will be kept in the Fiscal office at all times. Terry and Daryl have to give authorization for a user to use the card. Some reoccurring bills will switch over to a card instead of an automatic withdrawal.
 - Steve Wicks made a motion to assign Daryl the title of Corporate Secretary retroactive to November 1, 2017. Anne Cramer seconded the motion. Motion carried.
 - The By Laws will need to reflect this change and define this position, and be presented at the next Board meeting.
- *2017 YTD Head Start Governance Report* (Handed out and discussed with the Board)
 - As of the end of November, we only need to come up with \$8004.00 which should not be a problem.
- *2017 Federal Head Start Governance Report* (Handed out and discussed with the Board)
 - Including the COLA and the Duration money the total budget amount for 2017 was \$3,477,281.00. As of 11-30-17 we have a remaining balance of \$720,586.00. We have 3 pays in December and benefits for the month. This will estimate the remaining balance to around \$400, 000.00.
 - In an effort to move toward the goal of becoming paperless, teachers and Case managers will be receiving new computers for use in documentation, home visits, income verifications, parent conferences and other required duties. These computers are already in the original budget
 - The Greenwood playground will have rubber surfacing that will last a lifetime for a total of \$59,077.58.
 - The sidewalk repairs will be a total of \$14,700.00.
 - The wall near the playground and sidewalk will need to be completely replaced for a total of \$23,800.00. The sidewalk was scheduled to be repaired due to being identified as a of health and safety concern. When the workers started repairs they discovered the wall was buckling into the sidewalk and the interior had disintegrated due to moisture.
 - *Steve Wicks made a motion to approve all expenditure playground area items and computers. John Kepler seconded the motion. Motion carried.*

Head Start Governance - (Handed out at Meeting)

4. Personnel –

- New Hires (Handed out at Meeting)
 - Administrative Division Assistant at W&J – Patricia Matzik – Worked 38 years as Administrative Assistant to the Chief Medical Officer at the VA Medical Center. She then retired and worked as a special aid at the Altoona Area School District.
Donna Gority made a motion to accept Patricia Matzik as the new Administrative Assistant at W&J. Anne Cramer seconded the motion. Motion carried.
 - ARSEA Specialist II – Jacky Rossman – Worked as a Head Start teacher for 17 years. She has a Bachelor degree in Individual and Family Studies.
John Kepler made a motion to accept Jacky Rossman as the new ERSEA II Specialist. Connie Shafer seconded the motion. Motion carried.

5. Action Items

6. Board Development/Material /Handouts

- None.

7. Announcements

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

The meeting was adjourned at 5:30 PM