

CHILD ADVOCATES OF BLAIR COUNTY, INC.
Board of Directors Meeting Minutes
Tuesday, May 22, 2018
4:30 PM

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

Absent: Connie Shafer, Erica Mowery (PC), Rachel Wilt (PC)

Quorum: 7/8

Staff Present: Terry Wasovich and Daryl Sarver

Mary Lee O'Harrow,(Pre K Counts Director), and Elizabeth Montgomery,(Teen Link Director),presented information about their programs before the Board meeting.

Meeting was called to order at 5:30 PM

Steve Wicks made a motion to accept the minutes from the March meeting. Kristen Pearson seconded the motion. Motion carried.

1. CABC/Head Start Report

Director's Report (On Web)-

- Program Information:
 - *Evergreen Manor:* The classroom is complete and all of the outside work has been finished. The final project is the addition of some wall cabinets.
 - *Graystone: No Updates at this time*
 - *Greenwood Playground:* Sidewalk work is complete. We have received a quote for completion of the poured rubber surface and for a few new pieces of playground equipment.
 - *Wright School Nehemiah Project: No updates at this time.*
 - *Healthy Blair County Coalition (HBCC) Dental Care Work Group:* On-Site dental screenings with Dr. Novack are on May 29th at the Greenwood Center for children that do NOT have screenings. Amanda Lykens, Health & Disabilities Manager, and Brittany Evans, Health & Nutrition Specialist, will be contacting identified parents with detailed information about the screenings. Special dental activities will be available in the classrooms to encourage participation. We will start with 2 classrooms to see how well this trial does. Next year this will be expanded to all classes.
 - The year for classrooms and staff will be ending between May 31st and June 7th, depending on the program option

- Family Services, Inc. is in the planning process for construction of a new 35 bed shelter for the homeless. It will also include transitional services and housing. Terry has contacted Lisa Hann to initiate a discussion of how we can become a partner in this venture.
- Grants:
 - *HSSAP: 2017-2022 Head Start Supplemental Assistance Program (HSSAP)*: The HSSAP Continuation Grant application is due June 1st, but will be turned in earlier.
 - *Federal Grants*: The COLA Grant award arrived. There will be a discussion later in the meeting about the COLA Grant.
 - *Pennsylvania PreK Counts*: The PKC Competitive Grant Application was submitted on May 8th. We wrote for 6 classrooms of 17 children each for a total of 102 slots at a funding level of \$867,000.00. Applications are being reviewed with notification scheduled for late June.
- Personnel:
 - The Behavioral Resource Specialist, Cassandra Riggleman, is shadowing Jami Sederes and is doing very well
 - Bus driver, Duane Steele, has begun in Hollidaysburg eliminating the need for self-transport days. There has been an increase in attendance due to the ability to transport children
 - Facilities staff, Kyle Mock, began work on May 14. He will provide cleaning at the Greenwood center and general maintenance work throughout the program
- Items on Radar:
 - Regional Specialists will be on-site June 12th to provide T&TA related to our child supervision policy and staff training on everyone's role in ensuring no child is left unattended.
 - *Web Site*: The final details for the revision of the BOD and staff sides of the website are nearly complete. Our last phase of the website revitalization will be a Parent Portal. Parents will be given a secure access to information related to the classroom in which their child is enrolled. This will include items such as a classroom calendar, lesson plan, and individualized child progress. Completion of this project will be in the fall.
 - *Parents as Leaders Training*: The advocacy training and Legislative Brunch have been postponed until September/October
 - The Health & Safety Carnival scheduled for May 21st has been canceled due to concerns with vendor & staff availability
 - The final DST meeting for the year was convened on Monday, May 14th at the Bavarian Hall. We completed a self-assessment activity that included data analysis and a staff survey. The results are guiding some of our Grant requests and will be used in program planning for 2018-19
 - CDE advisory is scheduled for Thursday, May 24th in Greenwood

- COLA: Head Start COLA has been awarded \$94,564, first time granted Head Start T/TA \$1,866. Totaling \$96,430.00. The COLA funds will be used to increase wage scale by 3.0 percent in hourly rate of pay. This COLA will be applied to the beginning of the budget period (January 1, 2018). The remaining balance of COLA funding will be applied to the Fringe/Health Insurance budget line item to offset the 4.0 percent increase to the employee health insurance coverage received for 2018.
- HSSAP: (On the web) The 110 slots will remain the same. The only exceptions will be to move the Martinsburg classroom to our Claysburg site because we own the building, and to move the Foot of Ten slots to the Evergreen center.

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 –

- HSSAP Grant (Executive Director's Report)

3. CFO Fiscal/HR Report

Financial Reports - (Handed out at Meeting)

- Health Insurance
 - Met with our Health Insurance Broker. UPMC originally offered a 9% projected increase. Our Broker explained to UPMC that Highmark was able to be more competitive. UPMC then lowered their offer to a 4% increase.
- HSSAP
 - Ends 6/30/18. There is still an ending balance \$450,134. Terry will ask permission to have a new bus funded.
- Annual Audit will begin on the first week of June

Head Start Governance Reports – (Handed out at Meeting)

- Analysis of data and staff survey results came back with one of the biggest issues being behavioral health of the children in the classrooms. We would like to hire a full time Intensive Case Manager to work with the families that are struggling in this area.
- We would like to hire 2 full time Coaches that will work with the teachers to offer behavioral management skills and/or working directly with the child

4. Personnel –

- None

5. Action Items

- Job descriptions for FCP, CDE Coach, CDE Administrative Division Assistant, and Planning and Development Specialist

Steve Wicks made a motion to accept the FCP, CDE Coach, CDE Administrative Division Assistant, and Planning & Development Specialist job descriptions. Kristen Pearson seconded the motion. Motion carried.

- HSSAP Continuation Grant Application

Donna Gority made a motion to accept the HSSAP Continuation Grant Application. Kristen Pearson seconded the motion. Motion carried.

- COLA

Steve Wicks made a motion to accept the COLA Plan. John Kepler seconded the motion. Motion carried.

- Eligibility & Selection Criteria

John Kepler made a motion to accept the Eligibility & Selection Criteria. Donna Gority seconded the motion. Motion carried

6. Announcements

- Next Executive Board Meeting is June 26, 2018
- Next Board meeting will be July 24 , 2018
- All *Before the BOD Trainings* will begin at 4:30 PM

The meeting was adjourned at 6:30 PM