

CHILD ADVOCATES OF BLAIR COUNTY, INC.
Board of Directors Meeting Minutes
Tuesday, July 24, 2018
5:00 PM

Present: Dan Hoover, Kristen Pearson, Steve Wicks, Candace McQuillen (PC), Rachel Wilt (PC)

Absent: Donna Gority, Connie Shafer, John Kepler, Anne Cramer, Glenna Zeak, Erica Mowery (PC)

Quorum: 3/8 – All members of the Executive Committee attended the meeting which permitted agency business to be approved. A decision was made to table the approval of the job descriptions until a quorum was present in order to field questions and permit discussion.

Staff Present: Terry Wasovich and Daryl Sarver

Dan Bradley from Young, Oakes, & Brown CO. presented Audit findings prior to the Board meeting. The Audit opinion for 2017 was “Unmodified,” or a clean opinion.

Meeting was called to order at 5:10 PM by Chairperson, Dan Hoover

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:* All work has been completed except for the installation of the playground equipment that is scheduled to be installed in October
 - *Graystone:* Terry Wasovich, Executive Director; Daryl Sarver, CFO; Ken Poorman, Facilities & Transportation Manager; and Dan Hoover, BOD Chairperson met with Jeff Long at the Graystone Grand Palazzo on June 14th. Jeff presented all with floor plans of the classroom space. They are now working on developing plans for completion of the layout space.
 - *Greenwood Playground:* Sidewalk work is complete. The excavation and leveling of the playground was completed on June 18th & 19th, and the poured rubber foundation was completed on June 25th. The pouring of the surface material was completed on June 26th. We are now waiting for some playground equipment to be delivered and installed.
 - *Wright School Nehemiah Project:* No updates at this time.
 - *Healthy Blair County Coalition (HBCC) Dental Care Work Group:* On-Site dental screenings with Dr. Novak were completed on May 29th at the Greenwood Center. A total of 11 children were screened, 8 Head Start children and 3 siblings. Dr. Novak will work with our staff to schedule screenings at the beginning of the new program year.

- *Family Services, Inc. Homeless Shelter: No updates at this time.*
- Grants:
 - *HSSAP: 2017-2022 Head Start Supplemental Assistance Program (HSSAP):* The Narrative portion of the 2018-19 Continuation grant application was submitted and received final approval on May 25. The budget portion of the grant was submitted on June 7 and received final approval on June 15. Distribution of the funding should begin now that the State Budget is final.
 - A budget revision for 2017-18 was submitted on June 21 and received specialist and OCDEL approval on June 22, final approval was granted on June 27. We requested the purchase of 2 buses and a variety of playground equipment for Greenwood, Evergreen, Fairview, and Tyrone.
 - *Federal Grants:*
 - The COLA application was submitted on June 15
 - The Early Head Start (EHS) Conversion of Slots application was submitted on June 18th. Terry spoke to our Regional Specialist and her plan was to review it and then send to Regional Office for final review by June 27th. We have not received any communication related to questions or concerns. The application consists of four parts: a narrative, a budget and budget narrative, program schedules for Head Start and EHS showing how each option will change, and evidence of approval by the BOD and Policy Council. The request is to convert 30 preschool Head Start slots to 20 homebased Early Head Start slots.
 - *Pennsylvania PreK Counts:* The proposed \$40 million increase in funding for PKC and HSSAP was reduced to \$25 million with \$20 million going to PKC and \$5 million to Head Start. We received notification that the PKC grant was awarded to us for the next 5 years at the same level of funding as our previous grant \$433,500 to serve 51 children.
- Personnel:
 - Interviews for teachers and a CDE Supervisor were conducted. Interviews for additional teachers, 2 CDE Behavioral Coaches, Maintenance Assistant, and Bus Aides are scheduled for the beginning of August.
 - 4 new Case Managers have been hired and are participating in income verifications and home visits
 - The newly hired Intensive Case Manager resigned after the first week on the job. Interviews were conducted and the position has been filled by a former Case Manager Casey Glass.
- Items on Radar:
 - Regional Specialists were 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. They also provided information about EHS and worked with CDE staff around Practice Based Coaching.

- *Web Site*: The final details for the revision of the BOD and staff sides of the website are on hold while we try to locate our web designer. 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.
- *Parents as Leaders Training*: The advocacy training and Legislative Brunch will be scheduled in late September or early October
- Action Items:
 - Job Descriptions – All job descriptions will be voted on at the September 25 meeting

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* –

- PKC Grant Approval(Executive Director's Report)

3. *CFO Fiscal/HR Report*

Financial Reports - (Handed out at Meeting)

- We have almost exactly half of the budget remaining for the Federal Head Start Grant
- HSSAP budget has a remaining balance of \$238,000. There are three Purchase Requests still waiting to be filled obligating a total of \$234,000.

Head Start Governance Reports – (Handed out at Meeting)

4. *Action Items*

- Job descriptions for Administrative Division Assistant, CDE Supervisor, Human Resource Specialist, CDE Manager, Teacher, Teacher Assistant, and CSS will be revisited and voted on at the September 25th BOD meeting.

5. *Announcements*

- Next Executive Board Meeting is August 28, 2018
- Next Board meeting will be September 25, 2018
- All *Before the BOD Trainings* will begin at 4:30 PM

The meeting was adjourned at 6:15 PM