

**CHILD ADVOCATES OF BLAIR COUNTY, INC.**  
**Board of Directors Meeting Minutes**  
**Tuesday, January 23, 2018**  
**4:30 PM**

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

*Absent:* Anne Cramer

*Quorum:* 7/8

*Staff Present:* Terry Wasovich and Daryl Sarver

***Daryl Sarver, CFO, held a Fiscal training before the Board meeting.***

Meeting was called to order at 5:00 PM

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

**1. CABC/Head Start Report**

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

- Program Information:
  - *Evergreen Manor:* Terry has attended the Evergreen Manor Job Conferences on January 8 and January 22. These conferences are where the Architect (Dave Albright), Builder (Craig Wood), and IDA representatives focus on the progress of the project and any issues or changes encountered. The “bump out” has walls, windows, and a roof and the inside wall is complete. They will paint and prime next week. The plumbing and electric work is all completed. They are now just waiting on fixtures such as toilets and sinks. Craig Wood will excavate, install drainage materials, and install mulch in the playground area. Anticipated move-in date is the end of February.
  - *Graystone:* Dan Hoover, Daryl Sarver, and Terry met with Jeff Long on Wednesday, January 17 to preview the anticipated classroom location and to negotiate cost. Dan reported that our space will be in “Phase II” in the brick building rather than the main building. This Phase will start next year with an anticipated finish in 2020. The space allocated to us could possibly house 2 Head Start classrooms. Depending on our intent for the finished classroom, the cost could be negotiated. Jeff showed us addition space behind the classroom which could have a wide variety of uses so we will begin the development of a plan for this location that may include partners and additional services.

- *Greenwood Playground:* The rubber surface on the Sycamore Street playground was scheduled to be poured in December but was delayed due to weather conditions. As soon as there is a break in the weather, the work will be completed. In order to use 2017 funds for this project, all of the materials have been delivered and are being stored in a local warehouse. The installation costs will be paid from the 2018 budget.
- *Greenwood Sidewalk:* The sidewalk repair at the Greenwood Center was started but delayed. The wall supporting the sidewalk that was found to be structurally unsound has been completely rebuilt. The sidewalk repair can resume when weather conditions improve.
- *Williamsburg:* Terry contacted the Superintendent of the Williamsburg School District for details related to the rebuilding of the modular unit on the school property. The Superintendent will be discussing the potential plans with the School Board at the January meeting.
- *Wright School Nehemiah Project:* Dan Hoover, Daryl Sarver, and Terry met with the CEO and the BOD chairperson for the Nehemiah Project at Wright School on Friday, January 19. We toured the facility and had the chance to discuss what opportunities might exist for inclusion of Head Start in the project plans. Dan Hoover reported that with the possibility of AASD reopening Washington Jefferson, we could potentially lose our space in that building, so we need to be actively looking for additional space.
- Grants:
  - *HSSAP:* 2017-2022 Head Start Supplemental Assistance Program (HSSAP): Payments are being received monthly.
  - *Federal Grants:* We received notification on Friday, January 5 that the 2017 budget revision submitted at the end of November was approved. This included funding for the purchase of a bus at \$85,000 and a van at \$25,000. While we were working under the concept that funds needed to be obligated prior to the end of the budget year, the notification indicates that we have 90 days to obligate the funds. We are trading the 2004 thirty passenger bus and purchasing a 2018 forty eight passenger bus and have traded the 1997 Dodge van and purchased a 2017 Chrysler Pacifica van. The van funds have been both obligated and spent and the bus funds have been obligated with a guarantee delivery date of March 26, 2018.
- Personnel:
  - The Administrative Division Assistant hired for W&J resigned after one week explaining the job was not what she had expected. I will review applications received for that position and complete interviews if viable candidates can be identified.
  - Jacky Rossman, former Head Start teacher, was hired for the ERSEA Specialist II position and is rapidly adapting to the requirements of the position.
  - Candidates for Behavioral Support Specialist position, approved as a part of the HSSAP Five Year Competitive Grant, are being screened and potential candidates identified. Interviews will be scheduled for the end of January.

- Substitute Training scheduled for December was canceled due to lack of candidates. It has been rescheduled for January 23, 24, and 25.
- Items on Radar:
  - *Web Site*: The website has been revamped and is a much more user-friendly product. This version is now live. Our next project will be to revise the staff and Board sides of the website.
  - *Logo*: The new logo is finished and we are now moving forward with the branding of CABC. We purchased a new logo entry mat and have ordered awnings and new signs for the front and Hamilton side of the Greenwood building. Signs will be ordered for Claysburg and Tyrone Centers. We are exploring venues for new letterhead, business cards, and recruitment materials.
  - *Parents as Leaders Training*: Our parents, Candace McQuillen, Casey Croft, and Rachel Wilt will present their advocacy training for the PHSA Annual Meeting at Seven Springs Mountain Resort in April. Additionally, they will be included in the PATTAN training system for parents with children with special needs.

**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* –**

- Budget Revision (Director's Report)
- 2017-2022 HSSAP Grant extension thru 12-31-18 (Director's Report)

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

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

- *Closing Out 2017*
  - There are some big items still outstanding from 2017.
    1. The new bus
    2. The sidewalk and playground at the Greenwood Center.
    3. The playground at the Evergreen Manor Center
    4. The awnings have been ordered but are still being produced.
    5. We have replaced all 3 furnaces in the Tyrone Center. One was purchased and installed by the end of the year. The other 2 units are being installed now.

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

- As of the 12-31-17 we achieved \$128,000 more Non-Federal Share than was needed.
- We have completed our State Reports for HSSAP and Pre K Counts
- There are 2 reports that are due in January for Federal Head Start:
  1. Reconciliation of the funds that are drawn down. This report is completed
  2. Preliminary Annual Report is due by the end of the month for Head Start. This will show a planned result for the year. The final report is due in April.

#### **4. Personnel –**

- We still need to fill the positions of 1 Teacher, 1 Teacher Assistant, 1 Classroom Support Staff, and 1 Behavioral Support Specialist

#### **5. Action Items**

##### **Self Assessment Process –** (On Web)

- We have used the same system for the past 2 years and it has worked very well so we would like to continue using this same process. This involves the quarterly PAM meetings where we do some data analysis, a staff survey about the needs of the program, and staff analyzes data on their own individual component.

*Connie Shafer made a motion to accept that the same Self Assessment Process be used for this year. Kristen Pearson seconded the motion. Motion carried.*

##### **Procedures –**

- Staff Attendance (On Web) A point system will be utilized to try to improve staff attendance.

##### **Behavioral Support Specialist Job Description –**

- Changes will be put on the BOD side of the web for the next meeting to be voted on.

#### **6. Board Development/Material /Handouts**

- None.

#### **7. Announcements**

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

The meeting was adjourned at 6:00 PM