**Beaver County Collaborative Action Network Foundation**

**Minutes of the Advisory Board of Directors Meeting**

**January 10, 2018**

**Attendance:**  Mary Ann Falcone-Bolland, Jean Duafala, Joanne Koehler, Mary Leitao, Paulette Miller, Jodi Oliver, Tami Ozegovich, Darcelle Patillo,

Rick Riley, Mike Rubino, Lynell Scaff, Marie Timpano, Brian Yaworsky

|  |  |  |
| --- | --- | --- |
| **AGENDA ITEM** | **DISCUSSION** | **MOTIONS** |
| **Opening Meeting** | Paulette Miller, Executive Director, BCRC, Inc. opened the meeting at 12:15 pm. |  |
| **Review of Minutes** | Minutes were previously emailed to the representatives from partner agencies. There were no corrections to the December 2017 minutes.  Tami Ozegovich motioned “*to accept the minutes”*; Darcelle Patillo seconded. All were in favor; none opposed. | Minutes approved |
| **Finances** | Finances were reviewed by Lynell Scaff.  Joanne Koehler motioned “*to accept the financial report”*; Mary Leitao seconded. All were in favor; none opposed. | Financials approved |
| **Bills** | Lynell Scaff reviewed the bills to be paid.  Jean Duafala motioned “*to pay the bills”*; Rick Riley seconded. All were in favor; none opposed. | Bills approved |
| **AGENDA** | **DISCUSSION** |  |
| **Old Business** | The 2017/2018 BCCAN budget was reviewed. The post office box expense will be added to the budget for the current year. The annual payment of $376.00 is due on January 31, 2018.  The 211 advertising campaign will begin in February 2018. The Lamar Advertising contract states that the BCCAN 211 advertising expense for the year is $1,050.00. Lamar is covering the $9,960.00 cost of the rental space for the year. A thank you letter from the BCCAN board will be mailed to Lamar Advertising. Advertising for 211 will run for 12 months and the artwork will rotate to a new location every 60 days.  The 211 call center is relocating to the Dollar Energy Fund building located at 15 Terminal Way, Pittsburgh, PA, 15219 in January 2018. The 211 operators located in Pittsburgh will answer calls Monday through Friday from 8:00 am – 8:00 pm. The after-hours call center takes calls Monday through Friday from  8:00 pm – 8:00 am and on Saturday and Sunday. The 211 service is available 24 hours a day/seven days a week. The after-hours call center is located in Atlanta, GA. A goal for BCCAN is to bring the after-hours call center to Pennsylvania; this topic can be discussed at the February 2018 board meeting.  The BCCAN board is beginning plans to contact local businesses with digital billboards in the area to help promote 211. |  |
| **AGENDA** | **DISCUSSION** | **ACTIONS** |
| **New Business** | The Drug Free Workplace training located at the Beaver Valley Intermediate Unit is scheduled on  January 11, 2018. Registration and a continental breakfast begins at 8:30 am. The training will begin promptly at 9:00 am – 11:30 am. There are 47 attendees registered for this training.  A Human Resource training with Attorney McCreary will take place on January 25, 2018 at BCRC from  9:00 am – 12:00 pm. Please submit your questions for Attorney McCreary to Lynell by January 17, 2018; questions may arise from the Drug Free Workplace training on January 11, 2018 to submit. Attorney McCreary prefers to have the questions in advance and answers all questions in writing. Lynell will distribute the packet from this training at the February 14, 2018 board meeting.  A Cultural Competency Skills training is scheduled on April 5, 2018 at the Beaver Valley Intermediate Unit from 9:00 am – 11:30 am. This training is limited to 80 people.  Dr. Sheffield has confirmed May 10, 2018 as the date for the Bridges Out of Poverty training.  A future training topic that was suggested for this year is Preventing Unlawful Harassment.  The BCCAN board and Executive Committee will not meet in July or August 2018. | Drug Free Workplace training  Beaver Valley Intermediate Unit  1/11/2018  8:30 am – 11:30 am  Human Resource training  BCRC  1/25/2018  9:00 am – 12:00 pm  Cultural Competency Skills training  Beaver Valley Intermediate Unit  4/5/2018  9:00 am – 11:30 am |
| **AGENCY** | **DISCUSSION** | **EVENTS** |
| **JTBC** | Rick Riley announced there will be an Apprentice Readiness Program on January 29, 2018. This program exposes opportunities for trade jobs. The participant must be at a 9th grade level in reading and math.  A resume workshop is available at the B.F. Jones Library in Aliquippa every Friday morning that runs until the afternoon. Job coaching strategies are available at this workshop. | Apprentice Readiness Program  1/29/2018 |
| **Homemaker Home Health Aide** | Marianne Falcone-Bolland shared that residents from an apartment building located on Pennsylvania Avenue in Monaca have received eviction notices. It was suggested to refer these residents to The Cornerstone. |  |
| **The Cornerstone** | Marie Timpano reported on the Point in Time survey that is scheduled on January 24, 2018. Volunteers are needed to put together care packages and help at the warming center for this event. |  |
| **ADJOURNMENT** | **ADJOURNMENT** | **EVENTS** |
|  | Marianne Falcone-Bolland motioned *“to adjourn at 1:22 pm”.* Marie Timpano seconded.  Meeting adjourned. | Next full board BCCAN meeting 2/14/2018 noon at BCRC |