**Beaver County Collaborative Action Network Foundation**

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

**June 12, 2019**

**Attendance:**  Paulette Miller, Chair; Darlene Thomas, Secretary; Brian Yaworsky, Treasurer; Joanne Koehler, Ex. Board Member at Large;

David Cottington; Jean Duafala; Evelyn Hopping; Tami Ozegovich; Mike Rubino; Marie Timpano; Lynell Scaff, Coordinator.

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| **AGENDA ITEM** | **DISCUSSION** | **MOTIONS** | |
| **Opening Meeting** | Paulette Miller, Executive Director, BCRC, Inc. opened the meeting at 12:12pm. |  | |
| **Review of Minutes** | Minutes were previously emailed to the representatives of partner agencies. There were no corrections to the May 8, 2019 minutes.  Jean Duafala motioned *“to accept the minutes”.* Evelyn Hopping seconded the motion; none opposed. | ***Minutes approved*** | |
| **Bills/Financials** | Lynell Scaff reviewed Bills/Financials for the end of the 2018-19 fiscal year.  Joanne Koehler motioned *“to accept the Bills/Financials for the end of the fiscal year 2018-19”.* Marie Timpano seconded the motion; none opposed.  Lynell Scaff presented the Bills/Financials for July and August of the 2019-20 fiscal year because the board will not be meeting those months. Evelyn Hopping motioned *“to accept the Bills/Financials for July and August 2019”.* Darlene Thomas seconded the motion; none opposed.  Lynell Scaff reviewed the 2018-2019 BCCAN budget vs. YTD results. Fiscal year 2018-2019 actual vs budget to reflect $12,000 source of funds for 211; Beaver County Behavioral Health to be consulted for $2,000 differential of funding for 211. | ***Bills/Financials approved***  ***Bills/Financials approved*** | |
| **Monthly Report:** | PA 211 Southwest released the results of calls during February through April 2019. There has been a 20% increase in calls during this time. The unmet needs reported were mostly due to the programs being full and unable to assist at the time.  Mike Rubino is going to be dispersing 5,000 pamphlets that will have 211 information on one side and a prescription medication plan of information on the other side, along with 211 business cards. |  | |
| **…continued,**  **Monthly Report** | BCCAN Fall Trainings:  The September 12, 2019 training will be “Domestic Violence Awareness”, to be held at the Penn State Beaver Lodge. The Women’s Center of Beaver County will present the training. CEU credit may be available.  The October 3, 2019 training will be “Workplace Trauma”, to be held at the Penn State Beaver Lodge.  Liz Winters will present the training. Her fee is $500, plus mileage for the presentation. There will be CEU’s available for the training.  The November 7, 2019 training will be “Suicide Prevention”, to be held at the Penn State Beaver Lodge. Ken Montrose from Greenbrier Treatment Center will present the training. His fee is $300.  Tami Ozegovich motioned *“to approve the training fees for the fall 2019 Fall BCCAN trainings”.* Brian Yaworsky seconded the motion; none opposed.  Attorney McCreary confirmed his presence to present an HR training on January 8, 2020, prior to the BCCAN board meeting. Please email questions to be addressed at the training to Lynell Scaff. | | ***“Domestic Violence Awareness”***  ***September 12, 2019***  ***“Workplace Trauma”***  ***October 3, 2019***  ***“Suicide Prevention”***  ***November 7, 2019***  ***Training fees approved*** |
| **Old Business:** | Paulette Miller requested that the board members review the BCCAN vision and mission statements  along with the by-law amendments for revision, including a new indemnification section. Copies of the current and revised by-laws were distributed at the meeting as well as being emailed to each of the representatives of partner agencies.  Please email suggestions or changes to Lynell Scaff by October 2019 in order to have the by-laws updated and ready for a vote. | |  |
| **New Business:** | Upgrades are going to be made to the BCCAN website along with a mobile application that is compatible with cell phone usage. Each agency should specify a staff member to send events and job posting to Lynell Scaff for updates to the website. Mike Rubino will look into putting a link (button) on the United Way website for BCCAN.  The regional 211 meeting will be held at BCRC on July 23rd. BCCAN board members are welcome to attend or send a representative from their agency. If a partner agency is having problems with 211 not connecting unmet needs, please contact Lynell Scaff.  BCCAN board will not meet during the months of July and August 2019. Please communicate by email during these months. An emergency meeting will be called if necessary. | | ***Regional 211 meeting:***  ***BCRC on July 23, 2019*** |
| **ANNOUNCEMENTS** |  | | **EVENTS** |
| **Bryan Yaworsky,**  **Housing Authority of the County of Beaver** | Brian reported that he had received a letter from Governor Wolf’s office in response to the letter he sent regarding the Medical Assistance Transportation Program legislation. | |  |
| **Tami Ozegovich,**  **Beaver County Head Start** | The Head Start Program finished for the year, however the Early Head Start Program continues year round. It is recommended that families apply now.  In order to recruit families, a suggestion was made that Head Start connect with Communicycle events, the Salvation Army food pantry days and job fairs, as well as Corner Stone summer events. | |  |
| **David Cottington, Homemaker-Home Health Aide Service of Beaver County** | Homemaker Home Health Aide Service attended the job fair at the Aliquippa Library. David discussed the idea of using a student loan forgiveness program in order to bring in new employees to the agency. Lynell Scaff will add this subject to the executive board agenda for further discussion.  David is also looking at grants that would provide the use of skype or FaceTime to contact clients for services. | |  |
| **Mike Rubino, United Way of Beaver County** | Mike expressed his appreciation to the agencies in helping the United Way to surpass their funding goals this year.  The United Way has received a supply of used books from West Aircom FCU. An email will be sent to all agencies with further information regarding the distribution of the books.  Mike will be viewing a webinar on ALICE (Asset Limited, Income Constrained, and Employed).  The Day of Caring is set for September 11, 2019. | | ***United Way,***  ***Day of Caring,***  ***September 11, 2019*** |
| **Evelyn Hopping,**  **The Salvation Army, Beaver County** | Evelyn announced that the Salvation Army’s food services starts on Monday, June 17th, at the Aliquippa and Beaver Falls locations.  A Drop in Center (day camp) will open in July at the Beaver Falls location.  Back to school supply applications are being taken now. | |  |
| **Marie Timpano, The Corner Stone of Beaver County** | Marie reported that a staff member from the Greater Pittsburgh Food Bank will be available every Tuesday, 9:30am-noon. Gift certificates and snacks are available on the completion of surveys.  Corner Stone will be posting bids in the newspaper for work to be done on the 6th Street building.  The Corner Stone “Party with a Purpose” event will be held on October 5, 2019 this year.  Street outreach and team building will be going on throughout the summer months. | | ***Corner Stone,***  ***Party with a Purpose,***  ***October 5, 2019*** |
| **Joanne Koehler, Mental Health Association of Beaver County** | Joanne noted that the Mental Health Association’s annual dinner was very nice.  There will be “Peer Training” discussing personnel policies, and accommodating people with disabilities. Questions regarding the training may be forwarded to Attorney McCreary. | |  |
| **Darlene Thomas,**  **The Women’s Center of Beaver County** | The Women’s Center breakfast/lunch program will start on June 24th.  Grant program modifications, along with new hires and employee transitions, are delaying funding and start dates for programs.  The Women’s Center will be presenting Community–Violence Prevention programs, including “By-stander Intervention”, at the Youth Ambassador Program. Grant funding will provide bathroom renovations at the center.  Rebranding of the Women’s Center logo, using new colors is in progress. | |  |
| **Paulette Miller, BCRC, Inc.** | Paulette reported that BCRC is making adjustments for the new fiscal year billing, which was condensed from 54 to 15 billing codes.  BCRC’s production workers package and mail the Beaver County Educational Trust – “Growing with Books” program, which provides children from birth to age five with eleven books. Contact BCRC for more information. | |  |
| **Adjournment** | David Cottington motioned *“to adjourn the meeting at 1:42 p.m.”,* and was seconded by Mike Rubino. None opposed; meeting adjourned. | | ***Next BCCAN meeting***  ***September 11, 2019,***  ***noon at BCRC*** |

Respectfully submitted by: Dawn Conti