**Beaver County Collaborative Action Network Foundation**

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

**December 13, 2017**

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

 Rick Riley, Eric Rosendale, Mike Rubino, Lynell Scaff

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| **AGENDA ITEM** | **DISCUSSION** | **MOTIONS** |
| **Opening Meeting** | Paulette Miller, Executive Director, BCRC, Inc. opened the meeting at 12:09 pm.  |  |
| **Review of Minutes** | Minutes were previously emailed to the representatives from partner agencies. There were no corrections to the November 2017 minutes. Eric Rosendale motioned “*to accept the minutes”*; Jean Duafala seconded. All were in favor; none opposed.  | Minutes approved |
| **Finances** | Finances were reviewed by Lynell Scaff. Rick Riley motioned “*to accept the financial report”*; Mike Rubino seconded. All were in favor; none opposed.  | Financials approved |
| **Bills** | Lynell Scaff reviewed the bills to be paid.Jodi Oliver motioned “*to pay the bills”*; Darcelle Patillo seconded. All were in favor; none opposed. | Bills approved |
| **AGENDA** | **DISCUSSION** |  |
| **Old Business** | The Elder Financial Abuse training that was held on November 9, 2017 was well attended with 96 participants. The November 10, 2017 Beaver County Times article provided good press coverage of this training. There was no cost to BCCAN for this event.A Drug Free Workplace training is planned for January 11, 2018 at the Beaver Valley Intermediate Unit from 9:00 am – 11:30 am. This is a closed training that is available to all BCCAN board members and their agency’s staff. The training will cover Act 16 – Medical Marijuana Act. The presentation will focus on ideas for a drug free workplace policy. Some of the topics for discussion are:* What is a drug free workplace program? – ideas for a policy
* Drugs of abuse and medical marijuana
* Signs and symptoms of abuse
* Pennsylvania Act 16 Medical Marijuana – what is the law?
* Do’s and Don’ts on how to address an issue with a subordinate
* Role playing scenarios to practice approaching an employee suspected of being under the influence
* Intervention, referral and confidentially

There are 47 attendees registered for the training as of December 13, 2017. More information about the Drug Free Workplace training is posted on BCCAN’s website. To register for this training, please email lscaff@bccan.org or call (412) 897-9495.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 meet with Dr. Sheffield on January 14, 2018 to discuss a future training on cultural competencies skills to take place during the of Spring 2018. The Bridges out of Poverty training that was presented by Cory St. Esprit was mentioned as a very good training to plan on for a future date. IRS tax filing for BCCAN 2016/2017 was completed and filed during November 2017. | Drug Free Workplace trainingBeaver Valley Intermediate Unit1/11/20189:00 am – 11:30 amHuman Resource trainingBCRC1/25/20189:00 am – 12:00 pm |
| **AGENDA** | **DISCUSSION** | **ACTIONS** |
| **New Business** | The 211 advertising campaign for the new year has been reviewed. Lynell has signed contract #2917923 with Lamar Companies to secure 211 advertising during February 2018 – February 2019. BCCAN will authorize and instruct Lamar to display 211 advertising in Beaver County during the consecutive twelve months. Posters containing different artwork are being created; two posters will be selected by the BCCAN board members by electronic vote. Lynell will email the artwork choices and would like the board members to select their first and second choices by January 5, 2018. The cost charged to BCCAN for the posters is $1,050.00 for the entire year. In this agreement, the rental space cost is $9,960.00. The rental space amount of $9,960.00 is 100% covered by Lamar and will be no charge to BCCAN for the full year. This amount is a donation from Lamar Advertising. The location of the advertising will rotate every two months. Starting in February 2018, ten second public service announcements for 211 will be aired on local radio stations. The BCCAN board discussed other ways of promoting 211; it was suggested that each board member take 211 materials to two different locations in addition to their agency’s postings. In an email response, Judge Debbie Kunselman stated that she will ask President Judge Mancini to recommend a Beaver County trial judge that could attend a future BCCAN meeting. | Lamar Advertising artworkvote via email due1/5/2018 |
| **AGENCY** | **DISCUSSION** | **EVENTS** |
| **United Way of Beaver County** | Mike Rubino shared there is a gift wrapping service that is set up at the Beaver Valley Mall as a fundraising project by various agencies who have elected to participate. Monetary donations are being accepted for the gift wrapping that will benefit the volunteer’s agency. The gift wrap table is located near the fountain in the center of the mall. This service is open Monday – Friday beginning at 4:00 pm until mall closing and Saturday and Sunday at 12:00 noon until mall closing. Signage from several Beaver County agencies are being displayed along with the promotion of 211. Beaver Valley Mall is providing the wrapping paper and bows for this fundraising event. |  |
| **Intermediate Unit of Beaver County** | Eric Rosendale announced the fingerprint service at the Intermediate Unit is now running. The Intermediate Unit no longer has a mobile unit for fingerprinting available but is working on having a machine to rent out for occasions needed for larger volumes of fingerprinting requests. A Community Drug Prevention event is taking place on December 13, 2017 at 6:00 pm at Freedom High School. | Community Drug PreventionFreedom High School12/13/176:00 pm |
| **Head Start Beaver County** | Tami Ozegovich read the Head Start grant request letter of support to the BCCAN board. Tami is asking the BCCAN board members to sign this grant request at the January 10, 2018 board meeting. |  |
| **Job Training Beaver County** | Rick Riley mentioned there are job opportunities for youth ages 14 -24. Rick will forward more information about these opportunities to Lynell. |  |
| **BCRC, Inc.** | Paulette Miller shared that the new construction at BCRC is now complete. Final moves to the new area will be finalized in January 2018. Paulette is looking forward to providing a tour to the BCCAN board members during a future meeting.WIN coordinated a Christmas project to collect gloves as gifts to participants at the Cornerstone. This event had a lot of success and was originated by a BCRC client to help others in need.  |  |
| **Mental Health Association** | Joanne Koehler announced that a Christmas party will take place on December 13, 2017 in the Friendship Room at the United Methodist Church located in Rochester. There were many donations received of new clothing and other items that will be given to the participants as Christmas gifts.  |  |
| **BCCAN** | Lynell Scaff shared that it is the one year anniversary of her role as BCCAN Coordinator. Lynell asked the board how to proceed to store BCCAN documents for the past year of 2017. It was suggested that BCRC can professionally scan all of the documents. Possible storage solutions mentioned were a Google account, iCloud and Microsoft 365. In prior years, a scanned compact disc containing the information was stored in a safe deposit box at Huntington Bank. It was stated that after seven years the data on a compact disc is not kept well and is not very legible. A good long term way of scanning is micro-film. This topic will be revisited during the January 2018 meeting.  |  |
| **ADJOURNMENT** | **ADJOURNMENT** | **EVENTS** |
|  | Eric Rosendale motioned *“to adjourn at 1:26 pm”.* Tami Ozegovich seconded.Meeting adjourned. | Next full board BCCAN meeting 1/10/2018 noon at BCRC |

Respectfully submitted: Renee Marvenko