



Policy Council Meeting Minutes

Date: February 21, 2023

Attendance: Tabytha Carr, Heather Webber, Rachel Bakaysa, Amy Wible, Christal Hayward, Daniel Mencer, Jessica Bloom, Gabrielle Decker, Paulette Trudell, Jennifer Vingless, Denny Nelson, Tasha Rockey

Absent: Misty Dickson, Josh Neff, Sara Lippert, Brittany Welder

Notice of Quorum: A quorum was present.

Meeting Called to Order: 12:00 PM

Community Meeting

Meeting Rules:

- Respect others' opinions and suggestions.
- Listen with an open mind.
- Allow participants the opportunity to speak and finish their thoughts.
- Begin/end meetings on time.
- Be attentive at the meeting (limit cell phone use, avoid "side-bar conversations", stay focused).

Seating of new members: None

Termination of Members:

We recieved an email from Natosha Smith stating she is resigning her position on Policy Council for personal reasons. A motion was made to accept Natosha Smith's resignation by Jessica Bloom. Second by Gabrielle Decker. Motion Carried.

Approval of Minutes: An approval to accept the month of January Meeting Minutes was made by Heather Webber. Second by Tasha Rockey. Motion carried.

Treasurers Report: Given by: Tabytha Carr, Parent Engagement Coordinator.

Budget Balance: An explanation of the budget report was given to the representatives. The current balance of the Policy Council budget was \$17,060.81.

A motion to accept the Treasurer's Report was made by Rachel Bakaysa. Second by Heather Webber. Motion carried.

Service Area Training: Early Childhood Education, Disability and Transition Services with Christal Hayward, Education and Disabilities Coordinator

Christal discussed transitioning planning for children with IEPs and that this process begins 1 year in advance. This process typically starts in the Fall. CenClear staff meet with School Districts to discuss number of IEP's entering the district. No names are given. In February parents, CenClear staff, therapist, and school district staff meet to discuss transitioning.

The goal is for all children to have a smooth transition to Kindergarten regardless if they have an IEP or not.

A motion to accept the Service Area training was made by Tasha Rockey. Second by Gabrielle Decker. Motion carried.

Center Reports:

Dubois EHS made Valentine mugs with their children.

Hyde is holding a PCC event at the movie theatre in Clearfield

Committee updates:

Tabytha provided updates on committees:

Health/Nutrition-no updates

Education/Special Services-no updates

Interview/Personnel-continuing to interview

Family/Community Partnership-Sean Rockmore is composing dates and times for next week to host a meeting to discuss the Child Abuse Prevention Carnival

Building/Center-no updates

PBIS Leadership Team-ongoing, meeting twice a month

Recruitment/Enrollment-no updates

Budget Committee-the next meeting will be March 21st at 11:00

Old Business

Volunteer Recognition

Discussed hosting a dinner to recognize volunteers in the summer. Perhaps May or July. Have door prizes, child care provided-things for the children to do, key note speaker

New Business:

990 and Audit Review-Denny Nelson, Auditor, from Johnston, Nelson, Shimmel, and Thompson in Clearfield spoke about their report. He has been doing CenClear's audit for 40 years. He explained that he looks at a 7.3 million dollar grant which has grown tremendously since the onset. He stated the agency does a great job managing these grants. He spoke in more detail about the fiscal audit. He must do a single audit for the government to ensure spending accordingly. Auditors are to give an opinion. Denny has given a clean opinion, there are no deficiencies or illegitimacy with expenses. He discussed the process for balancing funds. All of our funds have balanced. He goes by compliance supplement. He discussed that he eFile's our taxes and submits a Federal Clearing House report.

An approval to accept the 990 and Audit Report was made by Jessica Bloom. Second by Gabrielle Decker. Motion carried

Community Needs Assessment: Paulette Trudell of the Grants Department gave a brief overview of the Community Needs Assessment. She discussed why they complete this assessment and how they look at data from the community. The Grants Department surveys stakeholders, parents, and CenClear staff. They look at community resources available and lacking resources, gaps in services, etc. This serves as a guide in recruitment and looking at trends.

She provided slides on statistics of Clearfield County, Centre County, and the state of Pennsylvania.

Amy Wible discussed key areas that Coordinators explored further. The team felt it was important to address the following areas of concern:

1. The Workforce
2. Child Abuse
3. Substance Abuse
4. Child Care
5. Basic Needs (food insecurities, access to Mental Health, etc.)

Policy Council was in agreement with addressing these areas of concern.

An approval to accept the Community Needs Assessment was made by Gabrielle Decker. Second by Jessica Bloom. Motion carried.

Directors Report

Hires and Separations- Hires and Separations were reported for January.

HS and EHS Budget Report: All representatives received a copy of the HS, HSSAP and EHS budget. Amy Wible, Preschool Director, explained the reports and where we are at this point in the year.

Credit Card Expenses: A summary of the credit card expenditures was given to the council and signed by Daniel Mencer, Chairperson.

Statistics/Program Information: A copy was given to all representatives. Amy explained the report to the Policy Council and encouraged the council to look over the report and bring any questions to Tabytha Carr.

Enrollment/Recruitment:

Still down children for the 22-23 school year.

An approval to accept the Director's report (HS and EHS Budget Report, Credit Card Expenses) was made by Heather Webber. Second by Jessica Bloom. Motion carried.

Parent Engagement

Tabytha discussed the upcoming Gathering at the Garden Events.

Tabytha discussed the Read Aloud Day on February 1st was a success. The children really enjoyed the visitors. Jessica shared how much she enjoyed reading to the children.

Tabytha discussed that Read Across America week is next week and representatives can still sign up to read, we need clearances, 4 forms completed, and copy of Covid vaccine card on file.

Updates

PBIS/Sanctuary-continuing to plug away. Had a successful center level leadership meeting in January.

Cultural Equity Leadership-recruiting new members. Doing a book study-tell me who you are.

Data-report cards come out quarterly

Information Memorandums-no updates

Adjournment: 1:39PM

A motion to adjourn was made by Gabrielle Decker. Second by Jessica Bloom. Motion Carried.

Next Meeting: March 21, 2023 at 12:00pm.

Respectfully Submitted By: Tabytha Carr

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