

Children's Developmental Services of Campbell County  
Board of Director's Meeting  
April 29, 2020

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**MEETING PLACE:**

The Children's Developmental Services of Campbell County Board of Directors met in a regular meeting via Microsoft Teams, April 29, 2020.

**CALL TO ORDER:**

The meeting was called to order by Chairwoman Wendy Balo at 7:01p.m.

**PUBLIC COMMENT:**

There was no Public Comment.

**INTRODUCTIONS:**

Board members present via Microsoft Teams were Wendy Balo, Carol Yonkee, Bertine Bahige, Cindy Reardon, and Tyler Watts. Director Bob Tranas, Early Head Start Coordinator Stephanie Stevens, Early Childhood Coordinator Tausha Edmonds, and Senior Administrative Assistant Melissa Kline.

**ADDITIONS TO AGENDA:**

There were no additions to the agenda.

**READING OF MINUTES:**

Cindy Reardon made a motion to approve the March 2020 minutes as written. Carol Yonkee seconded. With a unanimous vote, the motion carried.

**OLD BUSINESS:**

There was no old business.

Cindy Reardon followed up on the dates for the GOLD training. Tausha Edmonds stated that GOLD was unable to accommodate a different time.

**NEW BUSINESS:**

**REGION XIII PDDS:**

**CDS-CC Adapted Learning Plan:**

Bob Tranas shared what the intention for services during the pandemic would be for both Part B and Part C. Staff reached out to families to find those still wanting to continue services during the Pandemic. Both Part B and Part C have made arrangements and adapted learning resources for those wanting to continue service.



**Early Intervention Service Delivery Data:**

Bob Tranas shared the data of families that wanted to continue services during COVID-19.

**EARLY CHILDHOOD EDUCATION:**

**Update on services through COVID19:**

Tausha Edmonds shared the ways that classrooms continue to serve their families during the pandemic. Classrooms continue to use social media and other resources to reach their families.

**Parent Parade:**

Tausha Edmonds shared about the Parent Parade.

**EARLY HEAD START:**

**EHS Continuation Grant Application:**

Stephanie Stevens presented the EHS Continuation Grant Application. This grant will provide funds that support providing services to 36 families in the EHS Home Based program. Board members reviewed and discussed the 2020-2021 EHS Continuation Grant Application. The total budget is \$412,324.00, Federal Funds \$329,859.00, and Non-Federal share of \$82,465.00.

Carol Yonkee made a motion to approve the 2020/2021 EHS Grant request as submitted. Cindy Reardon seconded. With a unanimous vote, the motion carried.

**EHS COLA and Quality Improvement Application:**

Stephanie Stevens shared the EHS COLA and Quality Improvement Grant Application. CDS is allocated \$6,397 for COLA which will be used towards the cost of health insurance. Quality Improvement funds in the amount of \$35,000 will be used for improving our approach to trauma informed care. The total federal funds included in this grant equal \$41,397 with a non-federal match of \$10,350 for a total budget of \$51,747.

Cindy Reardon made a motion to approve the EHS COLA and Quality Improvement Application as submitted. Carol Yonkee seconded. With a unanimous vote, the motion carried.

**EHS 60 Day Monitoring Notification:**

Stephanie Stevens shared the CDS-EHS program is in review. The review will be conducted through a series of phone calls the week of June 8-12, 2020. The Board members may be asked to participate in phone calls as part of the review.

**EHS Program Instruction – COVID – 19 Funds:**

Stephanie Stevens shared that CDS-EHS will receive a one-time funding opportunity from the Office of Head Start, to apply to expenses related to COVID – 19 in the amount of \$10,440. CDS-EHS is looking at purchasing laptops to further serve families in the case of another outbreak.

**BUDGET:**

**2020-2021 Budget Update:**

Bob Tranas shared an update on the 2020-2021 Budget. County Agencies have been informed there will be a budget cut next year. The three current open positions at CDS have been placed on a freeze. All new contracts with the County are on a freeze.

**OTHER NEW BUSINESS:**

**COVID – 19 Closure – Reopening Plan:**

Bob Tranas shared a plan to reopen the center. The plan allows for CDS to reopen in order to provide childcare services. The plan allows 10 per classroom that includes 8 children and 2 staff per classroom. CDS had 60 families eligible for childcare, 40 families elected to bring their children. The reopening plan was presented and approved by Public Health.

Cindy Reardon made a motion to approve the COVID – 19 Reopening Plan as submitted. Tyler Watts seconded. With a unanimous vote, the motion carried.

**DIRECTOR’S REPORT:**

Bob Tranas provided a verbal report for April.

**TREASURER’S REPORT:**

**March Financial Report:**

The March Financial Report was presented.

Bertine Bahige made a motion to accept the March Financial Report as submitted. Cindy Reardon seconded. With a unanimous vote, the motion carried.

**EHS Federal Financial Quarterly Report:**

The EHS Federal Financial Quarterly Report was presented.

Cindy Reardon made a motion to accept the EHS Federal Financial Quarterly Report as submitted. Carol Yonkee seconded. With a unanimous vote, the motion carried.

**EHS Federal Financial Semi-Annual Report:**

The EHS Federal Financial Semi-Annual Report was presented.

Cindy Reardon made a motion to accept the EHS Federal financial Semi-Annual Report as submitted. Carol Yonkee seconded. With a unanimous vote, the motion carried.

**STATISTICAL REPORT:**

The March statistical reports were reviewed.

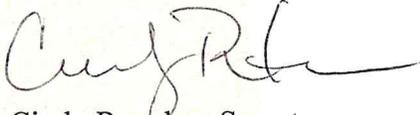
**ADJOURN:**

There being no further business, Cindy Reardon made a motion to adjourn. Carol Yonkee seconded. With a unanimous vote, the motion carried. Meeting adjourned at 8:14pm.

**NEXT MEETING DATE:**

**The next scheduled meeting for Children's Developmental Services of Campbell County Board of Directors is May 27, 2020 7:00 P.M. at the Children's Developmental Services of Campbell County.**

Respectfully Submitted,



Cindy Reardon, Secretary  
CDS -CC Board of Directors



Wendy Balo, Chairwoman  
CDS -CC Board of Directors