

COLUMBIA CHILD DEVELOPMENT PROGRAM
Bloomsburg PA 17815

April 6, 2021

MEMBERS PRESENT

Ashley Mensch
Oren Helbok
Tina Welch
Johan van der Jagt
Christine Curley
Toni Bell

Sylvia Costa
Joan Mosier
Christine Luschas
Lynne Pabst
Matt McCollin

OTHERS PRESENT

Cassie Weaver
Dorothy Starr
Debbie Jones

Jen Johnson
Heather Wolfe

MEMBERS ABSENT (* indicates excused)

*Twillia Dowell
*Jeff Arnold

*Adelaide Benson
*Bernie Landers

CALL TO ORDER

The regular meeting of the Columbia Child Development Program Board of Directors was called to order by the President, Ashley Mensch, at 5:35 p.m. via zoom conference.

CONSENT AGENDA

Oren moved to approve the consent agenda, seconded by Joan, voted on and unanimously approved. The consent agenda included: president's report, March minutes, board member absentee report, vice president's report, treasurer's report, credit card report and Policy Council minutes.

FISCAL OFFICER'S REPORT

The Financial Summary for February 2021 was included in the packet. Dorothy went over the report noting that Child Care is showing a loss of \$64,604 but with the PPP Loan forgiveness Child Care will show a profit of \$197,043. The application was approved on March 24 for the second PPP Loan in the amount of \$310,412. Dorothy noted there is no news yet on the forgiveness of the first loan. The application was submitted January 20. She noted this may go past the 90 days but there are other businesses that submitted their application in December and have not heard anything either. Head Start just finished the fiscal year on March 31. The HSSAP budget runs from July to June. Work will begin on next fiscal year's application. Dorothy went over the financial summary and noted that we did receive \$4,000 EITC funds from First Columbia Bank to be used for prekindergarten children. Dorothy reported she and Cassie attended a webinar on March 29 regarding supplemental funds to continue responding to COVID 19. The money was released April 1. We will receive \$46,951 (about \$300.00 per slot) through the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA). Also included in these funds is money for an 8-week program for Head Start children called Summer Play Café. This will not need Board approval. Dorothy reported that she and Vanessa Troup, HR Coordinator, are researching retirement plans and will have more information on that later. Dorothy

reported there is more money we can apply for as part of COVID relief. We are eligible to receive \$1,100 per child; approximately \$171,000 through the American Rescue Plan Act of 2021. She will need to work on a budget. Ashley questioned if these supplemental funds are for Head Start or Child Care children. Dorothy noted they are for Head Start.

ADMINISTRATIVE REPORTS:

AGENCY

Cassie started off reporting that Child Care is expected to receive \$58,000 from OCDEL through CRRSA. The application was submitted on March 17 for the Fifth Street center. The money is supposed to be distributed beginning April 20 and is to be used to offset loss of revenue. Cassie noted that Town Park Village is not eligible as it was not operating as a child care center in March. A budget does not need to be submitted. Cassie noted there was a program instruction from the Office of Head Start attached to her report regarding Center Based program requirements. She noted that the program duration service requirement must be 45% of slots by August 21, 2021. Our program currently has 55% of center based slots. Cassie recognized Heather Wolfe's Spotlight on Success.

HEAD START

The Managers' reports were included in the packet. Heather Wolfe, Mental Health Manager, reported on the Positive Behavioral Interventions and Supports monthly staff meetings. She noted the focus this year is on self-regulation. She explained the materials and resources they have been using to help staff strengthen their self-regulation skills and give them support as they teach the children how to self-regulate. She stated some of the COVID money we received was used to provide staff with mental health resources. Staff received stress balls, journals, and aroma therapy putty.

CHILD CARE

Debbie went over her report, noting that an Assistant Group Supervisor has been hired in the infant room. Software is still being researched to replace EZCare. The heater covers have been replaced in the classrooms downstairs and look fabulous. One classroom upstairs still needs to be completed. The air purifier is working great. Debbie noted that next week is the Week of the Young Child. PA Promise is not doing the One Book this year, so she, Cassie and Rebecca found a book titled "Stick and Stone" by Beth Perry that will be given to all Child Care and Head Start children. Other activities are being planned. Cassie invited Board members to be guest readers to read the book.

COMMITTEE REPORTS

EXECUTIVE

Minutes from the March meeting were included in the packet. Ashley noted under other business, the committee discussed modifying or adding a position to the organization that would administer to both Child Care and Head Start matters under Cassie. They also discussed changing the title of Administrator to Executive Director. Discussion followed. Oren asked Cassie if she thought this change would be a problem with Head Start. Cassie replied that most Head Starts have Executive Directors. These items will be explored and brought to the Board.

BUDGET AND FINANCE – No report.

PERSONNEL

Tina moved to approve the Child Care Personnel Status Update. The motion was seconded by Toni. The motion was voted on and unanimously approved. The 2022 Holiday schedule was included in the packet. Tina moved to approve the holidays as received. The motion was seconded by Johan. The motion was voted on and unanimously approved.

NOMINATING – No report.

DEVELOPMENT – No report.

FACILITIES

Matt asked if there were any additional charges from Dent's for incidental repairs on replacing the heater covers. Jen noted they didn't mention any other expenses.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES – No report.

BYLAWS – No report.

Joan thanked everyone for their kind words of sympathy at the passing of John.

AD HOC BUILDING – No report.

HEAD START POLICY COUNCIL LIAISON

The Policy Council minutes were included in the packet.

UNITED WAY OF COLUMBIA & MONTOUR COUNTIES LIAISON

Oren reported that Adrienne Mael is back from her maternity leave.

UNFINISHED BUSINESS – None.

NEW BUSINESS

The 2020-2021 Self-Assessment was included with the board packet. Matt moved to approve the assessment as presented. The motion was seconded by Lynne. The motion was voted on and unanimously approved.

The CCDP Salary Scales was included in the packet. Oren moved to approve the salary scales effective 4/1/21 as presented. The motion was seconded by Christine L. The motion was voted on and unanimously approved.

The CCDP Head Start Cost of Living Adjustment (COLA application) was included in the packet. Johann moved to approve the 1.22% COLA application as presented. The motion was seconded by Toni.

Dorothy noted there was an error on the report regarding the cost for the data plan for iPads. Discussion followed and Dorothy said she would investigate further. This error would not change the amount of the grant application. The motion was amended to read: To approve the 1.22% COLA application as presented, pending verification of the iPad cost. The motion was voted on and unanimously approved.

Note:

Dorothy followed up with an email the next morning. The monthly cost for the iPads was correct on the initial report.

ANNOUNCEMENTS – None.

ADJOURNMENT

Tina moved and Matt seconded to adjourn the meeting. The meeting was adjourned at 6:14 p.m. The next Board of Directors meeting will be held at 5:30 p.m. 4, 2021 via Zoom and phone.

Ashley Mensch

Ashley Mensch (Apr 8, 2021 08:50 EDT)

Board Signature

Apr 8, 2021

Date