

COLUMBIA CHILD DEVELOPMENT PROGRAM
Bloomsburg PA 17815

January 5, 2021

MEMBERS PRESENT

Ashley Mensch
Oren Helbok
Tina Welch
Johan van der Jagt
Twilla Dowell
Jeff Arnold
Adelaide Benson
Toni Bell

Sylvia Costa
Joan Mosier
Christine Luschas
Lynne Pabst
Matt McCollin
Bernie Landers
Christine Curley

OTHERS PRESENT

Cassie Weaver
Dorothy Starr

Jen Johnson

MEMBERS ABSENT (* indicates excused)

Lisa Makara

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 5:30 p.m. via zoom conference.

CONSENT AGENDA

Oren moved to approve the consent agenda, seconded by Toni, voted on and unanimously approved. The consent agenda included: president's report, December 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 November 2020 was included in the packet. Dorothy went over the report noting that Child Care is showing a loss of \$16,039. If we are granted forgiveness on the PPP loan Child Care will have a surplus of \$261,647. A representative from First Columbia bank is reviewing the final application for forgiveness. Dorothy reported Head Start and HSSAP are doing fine. All HSSAP COVID money has been spent. She is working on the Charitable Organization renewal. This week we received an EITC donation of \$8,889.00 from Avalon, a subsidiary of Capital Blue.

ADMINISTRATIVE REPORTS:

AGENCY

Cassie went over her report, highlighting the Spotlight on Success submitted by Lisa Brelsford. She explained Positive Solutions for Families is a six-week course that provides families with information on how to encourage positive behavior in their family. There were six families enrolled in the course in the fall and it will be held again in the spring. She noted installation of the surveillance systems has begun and the AirPHX systems should be arriving soon. She updated the progress for the classroom in Berwick, noting that furniture and supplies that have been in storage will be delivered next week. Children should start attending in February.

Discussion followed on the surveillance systems being installed at each center. Christine L. asked if we planned on using audio at the outdoor entrances at each center. Cassie said we were. Ashley noted we were going to ask parents to sign waivers. Christine noted if parents refuse to sign, you can't record them. Christine stated that Pennsylvania has dual party consent. We can record video but not audio without consent. Christine will research this more. For now, the audio will not be turned on. Cassie noted she heard some staff members were upset about the cameras. She explained the focus was to protect staff, not watch them. This was also recommended by Head Start. Discussion followed. Joan asked if any staff members were on the Facilities Committee. Cassie noted Jen Johnson and Debbie Jones were but not any direct care staff.

HEAD START

Managers' reports were included in the packet.

CHILD CARE

December report was included in the packet.

COMMITTEE REPORTS

EXECUTIVE – No report.

BUDGET AND FINANCE – No report.

PERSONNEL

Tina asked about the resignations in Child Care. Cassie explained two were leaving for new jobs and one was COVID related. Tina moved to approve the Child Care Personnel Status Update as presented. The motion was seconded by Adelaide, voted on, and unanimously approved.

NOMINATING – No report.

DEVELOPMENT – No report

FACILITIES – No report.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES – No report.

BYLAWS

Joan reminded members the Bylaws state that any director, without excuse, who fails to attend three consecutive meetings, will be considered to have tendered their resignation.

AD HOC BUILDING – No report.

HEAD START POLICY COUNCIL LIAISON

Twilla reported Policy Council is still looking for a representative for this position. The Selection & Enrollment Plan and Recruitment Plan were approved.

UNITED WAY OF COLUMBIA & MONTOUR COUNTIES LIAISON - No report.

UNFINISHED BUSINESS – None.

NEW BUSINESS

Ashley noted the Executive Committee discussed recording board meetings. Cassie said this would help Jen if she needed clarification when typing the minutes. Discussion followed. Christine L. stated a release from members is not needed. A reminder will be sent out with the Board packet that the meeting will be recorded, and the recording will only be stored until the minutes are approved at the following meeting. Ashley told members if they are not comfortable with this to reach out to someone on Executive Committee.

Toni asked Cassie if we need help installing the air purification system to let her know and she will talk to John Fritz.

ANNOUNCEMENTS – None.

ADJOURNMENT

Toni moved to adjourn the meeting. Twilla seconded the motion and the meeting was adjourned at 6:35 p.m. The next Board of Directors meeting will be held at 5:30 p.m. February 2, 2021 via Zoom and phone.

DocuSigned by:
Ashley Mensch
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Board Signature

1/12/2021
Date