

COLUMBIA CHILD DEVELOPMENT PROGRAM  
Bloomsburg PA 17815

June 2, 2020

MEMBERS PRESENT

Ashley Mensch, President  
Oren Helbok, Vice President  
Christine Curley, Treasurer  
Joan Mosier  
Matt McCollin  
Lynne Pabst

Twilla Dowell  
Bernie Landers  
Jeff Arnold  
Lisa Makara  
Sylvia Costa  
Tina Welch

OTHERS PRESENT

Cassie Weaver  
Dorothy Starr  
Rose Stolz

Debbie Jones  
Jen Johnson

MEMBERS ABSENT (\* indicates excused)

\*Johan van der Jagt  
Christine Luschas

Adelaide Benson  
Toni Bell

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

Sylvia moved and Twilla seconded to approve the agenda. The motion was voted on and approved unanimously. The consent agenda included: president's report, May minutes, board absentee report, vice president's report, treasurer's report, credit card report, secretary's report, and May Policy Council minutes.

FISCAL OFFICER'S REPORT

The Financial Summary Report for April was included in the packet. Dorothy noted the summary includes some expenses and income from March that have not been expensed out. The budget for Head Start is for April through June. The new budget starting July 1 has been submitted. Dorothy noted the audit will be completed online this year. The \$63,510 funding we received from CARES for Head Start has been increased to \$192,000. Cassie noted this increase does not need to be reapproved by the Board unless we wish to spend \$25,000 or more on a single item. Discussion followed.

ADMINISTRATIVE REPORTS:

AGENCY

The May Administrative report was included in the packet. Cassie went over the Program Instructions that were included in the packet regarding supplemental funding due to COVID-19 as well as an Information Memorandum on fiscal flexibilities for grant application deadlines. Also included in the packet were guidelines on sanitizing and disinfecting child care settings and CCDP's procedures for direct service staff returning to work.

## HEAD START

Rose Stolz, Education Manager, noted that teachers are still using remote learning for children and parents and that is going well. She noted school district transition meetings are being held remotely as well. Cassie said that enrollment is behind compared to normal years but not by much.

## CHILD CARE

The May report was included in the packet. Debbie explained that summer camp registration is being conducted online and is working well. Camp will start June 9 (pending Board approval) and ten families have confirmed attendance so far. She went over the COVID-19 procedures for re-opening for families and staff. Transition meetings with kindergarten teachers were held. She was very pleased with the principal at Bloomsburg Memorial. A survey was sent to parents about returning. Approximately 46 said they are ready to return in June, with 10-20 more in July.

Ashley, as well as the Board, expressed their appreciation to Debbie, Becky and Cassie for all the detailed information they received on re-opening prior to the meeting.

Matt asked if gloves will be sanitized after they are put on. He explained there is a dwell/wet time for spreading germs. He noted this information should be on the sanitizer labels. Cassie said that Becky has that information.

## COMMITTEE REPORTS

### EXECUTIVE

The May meeting was held by telephone conference. Ashley had nothing to add to the minutes.

BUDGET/FINANCE – No report.

### PERSONNEL

Tina moved to approve the Personnel Status Update for Child Care. The motion was seconded by Twilla. Debbie reported Anna Manley decided not to accept the position and should be removed from the update. The motion was voted on and approved unanimously with the revision. Tina moved to approve the revision to Policy 3.6 Health Appraisals. The motion was seconded by Twilla, voted on and approved unanimously.

Tina thanked staff for all the work involved with COVID-19.

NOMINATING – No report.

DEVELOPMENT – No report.

FACILITIES – No report.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES – No report.

BYLAWS – No report.

AD HOC BUILDING COMMITTEE – No report.

HEAD START POLICY COUNCIL LIAISON – No report.

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

UNFINISHED BUSINESS – None.

NEW BUSINESS

A one-time Head Start grant for COVID-19 in the amount of \$63,510 was included in the packet and needed Board ratification of the earlier on-line approval. Tina moved to approve the grant. The motion was seconded by Jeff. The motion was voted on and approved unanimously.

The Board discussed holding a meeting in July. In the past, meetings have not been held. The Board decided to have a July meeting because of everything going on with the virus.

The Board needs to approve re-opening the Child Care Center. Christine C. moved to reopen beginning June 4 for staff and June 9 for children. The motion was seconded by Oren. Discussion followed. Cassie noted some of the administrative staff at Fifth Street will still be working remotely and the Managers Office will ~~not fully~~ be open but not fully staffed. The motion was voted on and approved unanimously.

Tina suggested we hold the July Board meeting outside if possible.

ANNOUNCEMENTS – None.

ADJOURNMENT

The meeting was adjourned at 6:24 p.m. The next Board of Directors meeting will be held at 5:30 p.m. July 7<sup>th</sup>.

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Board Signature

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Date

8 JUNE '20