

COLUMBIA CHILD DEVELOPMENT PROGRAM  
Bloomsburg PA 17815

March 3, 2020

MEMBERS PRESENT

Ashley Mensch, President  
Oren Helbok, Vice President  
Joan Mosier  
Tina Welch  
Johan van der Jagt  
Twilla Dowell  
Christine Curley

Sylvia Costa  
Jeff Arnold  
Adelaide Benson  
Matt McCollin  
Lynne Pabst  
Toni Bell  
Bernie Landers

OTHERS PRESENT

Cassie Weaver  
Dorothy Star  
Rebecca White

Debbie Jones  
Jen Johnson

MEMBERS ABSENT (\* indicates excused)

\*Lisa Makara  
\* Toni Bell

Christine Luschas

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. at the Head Start Managers Office, 589 E.7<sup>th</sup> Street, Bloomsburg.

CONSENT AGENDA

The Secretary's report was pulled from the consent agenda. Oren moved and Bernie seconded to approve the agenda. The motion was voted on and approved. The consent agenda included: president's report, February minutes, board member absentee report, vice president's report, treasurer's report, credit card report, and the Policy Council minutes.

SECRETARY'S REPORT

Oren read a thank you card from Megan Holloway for the Weis Gift card for her birthday. Oren read Lissa Bryan-Smith's resignation letter to the Board. Oren moved to approve the resignation with regret. Twilla seconded the motion and the Board approved the motion.

FISCAL OFFICER'S REPORT

Dorothy went over the Financial Summary Report for January 2020. She noted the Child Care budget is still showing a deficit due to the IRS penalty, but is improving. The Head Start budget is showing a surplus and funds need to be spent by the end of March. She noted we received \$4,000 EITC funds from First Columbia Bank. This will be used for tuition for a child in prek. A thank-you letter will be sent to FCBT.

## ADMINISTRATIVE REPORTS:

### AGENCY

Cassie went over her report, highlighting the Spotlight on Success from Becky Aardweg. Cassie explained Rich Kisner contacted her about a new building project he is thinking about building on Franklin Street above the Bloomsburg Hospital. Their grant application is due in November, and it might be two years until the project is started. Cassie and Dorothy met with the Town Manager and the codes official to go over a list of things that did not meet code regulations at the Fifth Street building. We are not sure what the deadline is for compliance. Discussion followed.

### HEAD START

Rebecca White, Home Based/Combination Option Manager, handed out information on the Family Support Staff program. She noted the program provides parenting skills to families. Discussion followed. Ashley asked Rebecca if she would present this information to the Family Center's parent educators.

### CHILD CARE

A copy of the February report was included in the packet. Debbie went over her report. She noted the Children's Fair will be held March 21<sup>st</sup> from 10 – 2 at the Columbia Colonnade in Buckhorn. We are still looking for a part-time Infant Room Aide and a Cook Aide. Debbie asked Joan if she could provide Mandated Reporter training for Child Care staff. Jen will contact Board members to see if they would like to attend.

## COMMITTEE REPORTS

### EXECUTIVE

Ashley went over the minutes from the meeting on February 20<sup>th</sup>. Discussion followed on the meeting with Jeff Hill regarding the closure of Sullivan Head Start. Nothing can be decided until our grant application is either approved or not approved. We will know in June.

### BUDGET/FINANCE

Ashley noted with Lissa's resignation we need a chair for this committee.

Because of the projected Head Start surplus, Bernie, on behalf of Budget and Finance, moved to approve granting a one-time 5% discretionary payment to qualifying Head Start staff on that portion of their wage. The motion was seconded by Twilla. Discussion followed. It was noted that funds for the discretionary payment are from the current budget. Cassie stated it was difficult not to be able to give a discretionary payment to HSSAP and Child Care staff at this time, but both budgets will be reviewed in October to see if a similar payment can be made.

Bernie, on behalf of Budget and Finance, moved to approve the 2020-2021 Child Care budget. The motion was seconded by Oren. Dorothy went over the proposed budget explaining it included a 2% tuition increase for infants through school age and a 5% increase for Summer Camp. She noted we will now be charging families for holidays when we are closed. Cassie said a rate comparison of other child care facilities was done and four out of five charge for holidays. The motion was voted on and approved.

Bernie, on behalf of Budget and Finance, moved to approve the 2% tuition increase and the 5% increase for Summer Camp. Oren seconded the motion. The motion was voted on and approved.

PERSONNEL

Tina moved and Lynne seconded to approve the Personnel Status Update for Child Care. The motion was voted on and approved.

Tina moved to approve revisions to the personnel policies. The changes were emailed to Board members previously to review. The motion was seconded by Adelaide. The motion was voted on and approved.

NOMINATING – No report.

DEVELOPMENT

Oren passed around a sign-up sheet to help at the Renaissance Jamboree and urged Board members to help if they are able. The event is April 25<sup>th</sup> from 10-5.

FACILITIES

Bernie noted the committee was waiting for more information from one of the bidders before making a decision.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES

Lynne reported it will soon be time to start the self-assessment.

BYLAWS – No report.

AD HOC BUILDING COMMITTEE – No report.

HEAD START POLICY COUNCIL LIAISON

Twillia went over some of the highlights from the February meeting.

UNITED WAY OF COLUMBIA & MONTOUR COUNTIES LIAISON

Oren noted the campaign finale will be held March 25<sup>th</sup>.

UNFINISHED BUSINESS – None.

NEW BUSINESS

ANNOUNCEMENTS

Tina noted that Lisa Makara was awarded Citizen of the Year at the Columbia-Montour Chamber event.

ADJOURNMENT

Oren moved and Matt seconded to adjourn the meeting. The meeting was adjourned at 6:30 p.m. The next Board of Directors meeting will be held at 5:30 p.m. April 7, 2020 at 589 E. 7<sup>th</sup> Street, Bloomsburg.

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Board Signature

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Date