

COLUMBIA CHILD DEVELOPMENT PROGRAM
Bloomsburg PA 17815

May 5, 2020

MEMBERS PRESENT

Oren Helbok, Vice President
Christine Curley, Treasurer
Joan Mosier
Matt McCollin
Johan van der Jagt
Twilla Dowell
Christine Luschas

Bernie Landers
Jeff Arnold
Adelaide Benson
Sylvia Costa
Lynne Pabst
Lisa Makara
Toni Bell

OTHERS PRESENT

Cassie Weaver
Dorothy Star
Mary Millham

Debbie Jones
Jen Johnson

MEMBERS ABSENT (* indicates excused)

*Tina Welch
*Ashley Mensch, President

CALL TO ORDER

The regular meeting of the Columbia Child Development Program Board of Directors was called to order by the Vice President, Oren Helbok, at 5:30 p.m. via telephone conference.

CONSENT AGENDA

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

FISCAL OFFICER'S REPORT

The Financial Summary Report for March was included in the packet. Dorothy went over the summary noting that Child Care's loss of \$84,042 includes the 2016 IRS penalty. Fiscal staff is working on closing out budgets for Head Start and Child Care which ends March 31. HSSAP budget ends June 30. She noted the \$15,000 EITC money we received from High Mark Capital Blue Cross is not reflected on this report.

The Paycheck Protection Program loan for Child Care was approved April 30. We received \$444,265 which is being tracked for forgiveness. Dorothy noted the loan is for 8 weeks beginning April 30 and whatever funds are not needed will be returned. She noted that Pam Young and Michael Celli from First Columbia Bank were very helpful with the application. Discussion followed. The amount of the loan we applied for was questioned. Dorothy said we could only apply once and we had to anticipate what we would need. Jeff explained the process used for determining forgiveness for the loan.

Dorothy stated she contacted Jim Bubb at Selective Insurance concerning our liability insurance when we reopen. He stated we are covered but doesn't know at this time if there will be any changes due to COVID-19. He also reported we would receive a refund of approximately \$1,000.

Dorothy thanked Board members who responded to the fiscal survey for the self-assessment process.

Christine C. thanked the fiscal team for all the work involved on securing the Payroll Protection loan.

ADMINISTRATIVE REPORTS:

AGENCY

The April report was included in the packet. Cassie thanked the fiscal team for the work involved with securing the loan. She went over her report, highlighting the Spotlight on Success from Debbie. Cassie noted that Debbie and Becky are taking the lead on writing procedures and obtaining supplies we will need to reopen. Columbia County is still in the red phase. She thanked everyone who participated in the Giant A+ Rewards program. Cassie noted she and Rebecca White participated in the Berwick United Way grant interview earlier that evening.

HEAD START

Mary Millham, Family Services Manager, noted that Family Service Workers are communicating with families through Facebook, delivering needed items, and connecting them to community resources. Recruiting is ongoing through phone calls and yard signs are being posted at various locations. If anyone would like a yard sign to display let her know. She noted approximately half of applications needed for next year have been returned. Discussion followed. Oren asked how this compares to last year at this time. Mary noted we are a little behind in class selection but recruitment will continue through summer and the majority of families are income eligible.

Cassie noted Mary received an outstanding recognition award from Bloomsburg University for outstanding supervision in Social Work Field Placement. Congratulations Mary!

CHILD CARE

The April report was included in the packet. Debbie went over her report. She noted she is working on procedures and a checklist for reopening and is attending COVID trainings. A letter will go out to parents before we reopen and will follow the CDC guidelines. Positions for an Infant Room Aide, Toddler Room Aide, and Cook Aide still need to be filled. She and Cassie interviewed two candidates through Zoom and the process went very well. Joan asked how parents should contact us if they are interested in enrolling their children. Debbie stated they can respond by calling the center and leave a message or apply online through our website. Debbie reported that at this time there is a waiting list and we might have to limit the number of children in each classroom for social distancing. The waiting list is prioritized by date applied, full-time first, and which classroom has openings.

COMMITTEE REPORTS

EXECUTIVE

The April meeting was held by telephone conference. Minutes are included in the packet. There were no questions.

BUDGET/FINANCE – No report.

PERSONNEL

Twilla, on behalf of Personnel Committee noted that Policy 3.25 – Child Abuse needs to be approved. The policy was sent to Board members for review.

Joan moved to approve the Child Abuse Policy with one correction. First paragraph, third sentence: remove "2016" and add "the date of the passage of this policy". The motion was seconded by Adelaide. The motion was voted on and approved. Christina L. abstained from the vote because she represents families with Children & Youth issues in court.

Holidays for 12-month employees for 2021 were introduced. Sylvia moved to approve the holidays as presented. Lisa seconded the motion. Joan noted the words Good Friday should be removed. Cassie replied that it was only on this list for clarification. The motion was voted on and approved.

A motion to approve the Child Care Personnel Status Update as presented was made by Johan. The motion was seconded by Toni. The motion was voted on and approved.

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

Twilla went over a few highlights from the Policy Council meeting held in April.

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

UNFINISHED BUSINESS – None.

NEW BUSINESS

Cassie reported the Office of Head Start has allocated \$95,824 to CCDP Head Start for a Cost of Living Adjustment (COLA) and Quality Improvements. The budget and narrative were emailed to Board members prior to the meeting for review. She noted the total funding was based on \$37,570 for COLA and \$58,254 for Quality Improvement, but noted OHS is allowing flexibility between the two. She also noted that she found out today that we are not allowed to request start-up funds and therefore the cost for Second Step Training (\$3,000) should be deducted from the grant request.

Cassie explained OHS is requiring programs to increase salaries by 2%. We are increasing the salary scale by 2% and increasing salaries of current staff by 2.75%. An additional increase will be given to the Accounts Payable Bookkeeper for additional Human Resources duties.

The Quality Improvement request is to fund Behavior Support staff and to purchase 30 cell phone plans for management, family service workers, and teachers.

Twilla moved to approve the COLA and Quality Improvement Grant in the amount of \$95,824. The motion was seconded by Christine L. The Board of Directors had the opportunity to ask questions about the budget and narrative. The motion was voted on and the entire grant was approved.

Cassie stated the salary scale reflecting the COLA increases needs to be approved. She noted the salary ranges for Child Care staff have not changed. Toni moved to approve the CCDP salary scale as presented. The motion was seconded by Sylvia. The motion was voted on and approved.

ANNOUNCEMENTS

Oren noted there was an article in the Press Enterprise today from Diana Verbeck, director of Danville Child Development Center, regarding how COVID-19 is and will affect parents, children, and staff in child care centers long after reopening. Oren thanked the Board for their help in navigating through this.

ADJOURNMENT

Adelaide moved and Jeff 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. June 2, 2020 at 589 E. 7th Street, Bloomsburg.

DocuSigned by:

Oren Helbok

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Board Signature

5/11/2020

Date