

COLUMBIA CHILD DEVELOPMENT PROGRAM  
Bloomsburg PA 17815

Board meeting  
October 6, 2020

MEMBERS PRESENT

Ashley Mensch	Christine Luschas	Tina Welch
Toni Bell	Ashley Mensch	Lynne Pabst
Oren Helbok	Joan Mosier	Matt McCollin
Christine Curley	Lynne Pabst	Jeff Arnold
Twilla Dowell	Johan van der Jagt	
Bernie Landers		

OTHERS PRESENT

Debbie Jones	Dorothy Starr	Cassie Weaver
Jen Johnson	Lisa Brelsford	

MEMBERS ABSENT (\* indicates excused)

*Adelaide Benson	Sylvia Costa	Lisa Makara
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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. by way of Zoom and phone.

CONSENT AGENDA

Oren requested the Secretary’s report be removed from the consent agenda. Jeff moved to approve the consent agenda, Twilla seconded the motion, and the board approved unanimously. The consent agenda included: the president’s report, September board meeting minutes, board member absentee report, vice president’s report, treasurer’s report, credit card report, and Policy Council minutes.

SECRETARY’S REPORT

Oren shared a thank you card from Jenn Bingaman for the 5% discretionary payment given to child care employees.

FISCAL OFFICER’S REPORT

Dorothy said that Child Care showed a \$35,000 deficit at the end of August. If we get forgiveness for the PPP loan we will have a surplus. Jeff noted that as of last week the SBA has only forgiven PPL loans in the amount of \$150,000. Dorothy stated she is tracking everything spent using these funds; adding that the first payment is due November 1. Jeff said we will only need to pay the interest at this time. He will try to obtain more information. Dorothy noted Head Start COLA and Quality Improvement funds have come in. Quality Improvement funds are being used to purchase phones and internet access for staff. We are still waiting for COVID money for HSSAP. She noted we received extended limits on our credit cards. Dorothy went over the financial summary, noting we received \$13,000 from Columbia Montour United Way.

## ADMINISTRATIVE REPORTS

### AGENCY

Cassie went over her report highlighting the Spotlight on Success submitted by Debbie. Included in the packet was a Head Start information report on the monitoring protocol for fiscal year 2021 which will take place this year. Cassie went over grants we have received and expected to receive (see administrative report).

### HEAD START

Lisa Brelsford, Family Engagement Manager, went over her report. She noted parent group meetings will be held virtually. She is working on setting up classes for Positive Solutions for Families which will be held weekly for 6 weeks. Lisa noted a Mandated Reporter training will be held virtually on November 5 for parents, substitutes, new employees, and interested Board members.

### CHILD CARE

Debbie reported we had our NAEYC site visit today at Fifth Street. It will be a few weeks until we know how the visit went. They will conduct a site visit at Town Park Village tomorrow. The paperwork for the DHS inspection at Town Park Village has been submitted. There were no violations. Debbie noted the Bloomsburg School District has now decided to be closed on Fridays until Thanksgiving. She and her staff are working on a plan so students can do their work while they are at the center if their parents want them to. Debbie reported she submitted a plan of action for the licensing violation we received when a child's feet were burned. The actions include a 3 hour training on the supervision of children, calling parents immediately when a child needs emergency care, assigning children to specific staff, using a crib to transport children who can't be held during fire drills, and having administrative staff help during fire drills. We will hear back if the corrections are accepted. Ashley asked how staff will attend the training. Debbie noted it should be an evening meeting. Debbie noted the Community Aide bin that has been outside the Fifth Street center has been removed. They said they have been getting more donations than they can handle. Debbie can still apply for grants from them. Ashley asked if we have heard anything about the lawsuit. Cassie noted we have not.

## COMMITTEE REPORTS

### EXECUTIVE

Ashley went over the minutes, and reported the committee reviewed and approved the insurance quote from Purdy. It is \$17.00 less than last year. The town recently installed a new sidewalk by the entrance door where staff enter the building. Bids are being obtained to re-seal the parking lot. Ashley asked if we will have student aides to help over the holidays. Debbie is working on this.

BUDGET AND FINANCE – No report.

### PERSONNEL

Tina noted there was a revised Personnel Status Update sent to members. Tina moved to approve the Personnel Status Update for Child Care. Johan seconded the motion, and the board unanimously approved.

NOMINATING – No report.

DEVELOPMENT – No report.

## FACILITIES

Bernie noted the committee met September 23 to review bids for surveillance systems at our centers. Quotes were obtained from Innotek, ICU Surveillance and ADT. The committee is recommending we purchase the system from Innoteck. The purchase includes 37 cameras and microphones for entrances and classrooms for Fifth Street, TPV, Benton, Berwick, and a camera for the managers' office. Discussion followed. Cassie noted we have a working relationship with both Innotek and ICU. Jeff asked why we needed a surveillance system. Bernie note there were a few vandalism incidents at the Berwick center and Cassie noted Head Start is encouraging surveillance systems in classrooms to monitor staff interactions. Jeff asked what the storage capacity was. Cassie will check into this. Cassie (as administrator) will have access to look at the videos. Christine L. said we should check the contract to see when they purge them. Jeff questioned if a third party is storing our information, do we need to get permission from parents. Christine L. stated we shouldn't need a release, but should probably notify parents that we are recording them. Tina said if we are not using audio we would not need to notify them. Christine will research this. Bernie, on behalf of Facilities Committee, moved to approve purchasing the surveillance system from Innotek at a cost of \$26,758.76. The motion was seconded by Matt. The motion carried with Toni abstaining from the vote.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES – No report.

BYLAWS – No report.

HEAD START POLICY COUNCIL LIAISON – Nothing more than the minutes.

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

## UNFINISHED BUSINESS

Toni reported the Town tabled the motion to move money from our maintenance account into the general fund.

## NEW BUSINESS

The insurance summary from Purdy was included in the packet. Twilla moved to approve renewing our insurance coverage with the Purdy Insurance Agency. The motion was seconded by Jeff. The motion was unanimously approved.

Cassie noted the 2020 Update to the 2018-2019 Community Assessment was included in the packet and needs Board approval. Cassie explained the assessment is done every 5 years and updated annually. She explained the most significant change is we are now only serving Columbia County. Oren moved and Tina seconded to approve the Community Assessment. The motion was approved unanimously. Ashley asked if we were able to serve any of the families from Sullivan County at our other sites. Cassie noted that two children are enrolled at Benton and one child is enrolled at the Fifth Street Center.

Matt noted he researched the bid from Innotek a little more and read that the hard drives on the cameras will hold 500 hours of video. This means there will be 16-17 weeks of video before they are purged.

ANNOUNCEMENTS – None.

ADJOURNMENT

Tina moved to adjourn the meeting; Twilla seconded the motion, and the board adjourned at 6:30 p.m. The next Board of Directors meeting will be held at 5:30 p.m. November 3, 2020, by way of Zoom and phone, with the log-in/call-in information to go out with the board packet.

DocuSigned by:  
*Ashley Mensch*  
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10/13/2020  
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Board Signature

Date