



COLUMBIA CHILD DEVELOPMENT PROGRAM  
Bloomsburg PA 17815

Board meeting  
September 1, 2020

MEMBERS PRESENT

Adelaide Benson	Twillia Dowell	Lisa Makara	Lynne Pabst
Toni Bell	Oren Helbok	Ashley Mensch	Johan van der Jagt
Christine Curley	Bernie Landers	Joan Mosier	Tina Welch

OTHERS PRESENT

Debbie Jones	Dorothy Starr	Cassie Weaver	Rebecca White
--------------	---------------	---------------	---------------

MEMBERS ABSENT (\* indicates excused)

*Jeff Arnold	*Sylvia Costa	*Christine Luschas	Matt McCollin
--------------	---------------	--------------------	---------------

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 5:33 p.m. by way of Zoom and phone.

CONSENT AGENDA

Toni moved to approve the consent agenda, Johan seconded the motion, and the board approved unanimously. The consent agenda included: the president’s report, July board meeting minutes, board member absentee report, vice president’s report, treasurer’s report, credit card report, and the Policy Council minutes.

FISCAL OFFICER’S REPORT

Dorothy said that Child Care showed a deficit at the end of July of \$36, 938, but this does not include anything from the Payroll Protection Program, which we still carry as a liability (waiting to hear from First Columbia about how to apply for forgiveness); had we already booked the PPP loan as income, Child Care would have a surplus of \$44,259.

Head Start has begun its nine-month budget, and except for the complications of interweaving the three-month, nine-month, and twelve-month budgets, all looks good.

HSSAP has also begun its new fiscal year; the final report for last year got submitted and approved.

With the Payroll Protection Program, we will apply for forgiveness for the full 24-week period, which will go through mid-October; the application will go in then (through a new, simplified on-line form). The application will go to the bank, which will send it on to the feds. We will have used about half of the total loan, and the rest will go back to the Treasury.

The auditors have finished their work in the 5<sup>th</sup> Street offices, and they have found no deficiencies; we await their final report.

Information about our liability and property insurance renewals will come to the board next month. With our broker, we have made an early start on looking for employee health insurance for next year; our current carrier, Capital Blue Cross, will not offer vision or dental coverage next year.

## ADMINISTRATIVE REPORTS

### AGENCY

Cassie's Spotlight on Success lifted up the work the staff did to maintain contact with families when everything went virtual. Summer camp has ended and school has started; the Bloomsburg district has begun bussing children to and from the center before and after school due to multiple pick-up and drop-off times. Although we do not yet know the amount, Child Care should receive additional CARES Act dollars in September.

The Head Start staff has returned to work, mostly virtually so far; Cassie said this has all gone better than she had expected it to. The packet included the new program instruction from the Office of Head Start; it will not affect us until the end of our current grant (now in the first year of five).

Cassie said that the president's executive order on the deferment of employees' payroll tax obligation would present a nightmare for us; Paylocity, our payroll preparation contractor, has already prepared a letter to go to the staff explaining why we will not defer the withholding. Tina said that indeed "most employers are not jumping on it, and the downsides outweigh the upsides." The employer has the right to decide whether to defer – and for all employees or none, but nowhere in between. Oren moved that CCDP not defer employees' payroll taxes, Adelaide seconded the motion, and it passed unanimously.

### HEAD START

Rebecca White gave her manager's report: Among the preparations for our students' return, "at-home" packets have gotten delivered – paper, scissors, markers, glue, etc. Once students do return to the center, each will have her own such materials with nothing shared. The managers have prepared extensive classroom plans – the routines, who has responsibility for what, cleaning protocols, lunch seating, schedules, playground rules, etc., etc. They also have come up with "remote working expectations" in case we go all virtual again.

Ashley asked how parents feel about how virtual interactions have gone; Rebecca said that some had hesitation, but we have not lost any students because of it. Adelaide asked how families will manage if we do go all virtual again; Rebecca said that the family service workers have determined each family's needs, and Cassie said that we have money in the budget to buy tech equipment for them, although we recognize that since everyone in America now needs the same things we may have to deal with long lead times.

Ashley asked what we will do if COVID case numbers in the county continue to rise and school districts start to shut. Cassie said that we have not made any decisions, and her colleagues at other Head Starts likewise do not have clear plans for their programs; if we have an outbreak at CCDP itself, we will of course shut down.

### CHILD CARE

Debbie said that the school-age children now arrive and depart at two different times. Since the schools will have five Fridays off this fall, Debbie has arranged with Head Start for the HS children to stay home on those days so that we have room at 5<sup>th</sup> Street for school-age child care.

We have a new infant room hire who came with all of her paperwork and clearances in order.

The NAEYC re-certification has gotten extended to March; we do not yet know exactly how the inspections will work.

The HSSAP class at 5<sup>th</sup> Street will start again on September 8th.

COMMITTEE REPORTS

EXECUTIVE

Ashley said that the committee talked about the work Dorothy continues to do to get our credit card limit increased; our insurance company now has the notice from the lawyer representing the mother of the child whose feet got burned on the playground; and we have until the 11<sup>th</sup> of September to provide bids to the Town of Bloomsburg for the sidewalk that we would like improved at 5<sup>th</sup> Street.

BUDGET AND FINANCE – No report.

PERSONNEL

Tina offered her “heartfelt thank-you and congratulations to the staff and teachers” for what they continue to do for our children and their families in very difficult circumstances; the board agreed. Tina moved to approve the Personnel Status Update for Child Care including the addition of Gabrielle Thomas as a part-time teacher/assistant group supervisor in the infant room (she has an AA), Toni seconded the motion, and the board unanimously approved.

NOMINATING

Toni moved and Twilla seconded renewing Bernie’s term as a trustee and Adelaide’s, Sylvia’s, and Lynne’s terms as board members; this passed unanimously.

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 – Nothing more than the minutes.

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

UNFINISHED BUSINESS – None.

NEW BUSINESS

Cassie said that we will not have a Program Information Report from OHS this year.

Cassie said that the salary scale has had a few assistant group supervisor positions added for Child Care to ensure that we have proper supervision in all rooms, with no aides alone with children; the hourly rates vary with the employees’ experience. Toni moved and Tina seconded approval of the CCDP Salary Scale, effective 9/1/2020, and this passed unanimously.

ANNOUNCEMENTS

Joan will do a mandated-reporter training virtually on November 5<sup>th</sup>; Cassie recommended it over the on-line version through Pitt, which can take many hours. When sign-ups become available through pa-fsa.org, information will go out to the board.

ADJOURNMENT

Toni moved to adjourn the meeting, Adelaide seconded the motion, and the board adjourned at 6:33 p.m. The next Board of Directors meeting will be held at 5:30 p.m. On October 6<sup>th</sup>, 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*

35CFEAB1E3A3417

Board Signature

9/10/2020

Date