

COLUMBIA CHILD DEVELOPMENT PROGRAM
Bloomsburg PA 17815

May 3, 2022

MEMBERS PRESENT

Oren Helbok	Toni Bell	Twilla Dowell
Joan Mosier	Ashley Mensch	Matt McCollin
Christy Roberson	Bernie Landers	Johan van der Jagt
Bernie Landers	Sylvia Costa	Tina Welch
Danielle Howie		

OTHERS PRESENT

Cassie Weaver	Jen Johnson	Debbie Jones
Asondra Acor	Faith Rierson	

MEMBERS ABSENT (* indicates excused)

*Lynne Pabst	Adelaide Benson	Christine Luschas
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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 5:34 p.m. via zoom conference.

CONSENT AGENDA

Christy moved to approve the consent agenda, seconded by Sylvia, voted on and unanimously approved. The consent agenda includes: April minutes, board member absentee report, vice president's report, credit card report, Policy Council minutes, and secretary's report.

TREASURER'S REPORT

Christy went over the Treasurer's report and the financial summary for March 2022, noting this is the last month of the fiscal year (Head Start and Child Care). She explained the percentages for expenses and income for Child Care, Head Start, and HSSAP.

FISCAL OFFICER'S REPORT

Asondra reported we received additional EITC funds in April which is not included on this report. We have one child enrolled in the program. We are looking to have the Child Care ARPA grant spent by the end of June. There are several maintenance projects being completed at Fifth Street. Asondra noted the fiscal department has been working on the Head Start COLA and Quality Improvement for 2022-2023. Asondra noted the bookkeeper that was hired to replace her is not taking the job and the position will be relisted. The audit is scheduled for June 13 – 17. We will be uploading most of the documents as we did in the past because of COVID, which should shorten the time they are in the building. Asondra stated she is working with Greg Shinn, consultant, and will be meeting with him weekly. Toni asked if the contract we have for the audit includes a separate cost for travel. Cassie will check but doesn't think so.

ADMINISTRATIVE REPORTS:

AGENCY

Cassie highlighted the Spotlight on Success from Debbie about a child in the toddler room who is receiving speech services and showing amazing progress. Cassie reported we will be celebrating the agency's 50th anniversary on August 14 from 1:00 pm – 4:00 pm at Town Park. Cassie noted we will be recognizing current and past staff members who have worked for us twenty or more years. Discussion followed on reserving a pavilion and other details of the event. Cassie noted there are two attachments included with her report from OHS. The first attachment covers the COLA and Quality Improvement increase. The second attachment explains that families who are eligible for SNAP are categorically eligible for Head Start.

HEAD START

Faith Rierson, Family Services Manager, noted her report was included in the packet. She said there are two recruitment events scheduled for May: Bloomsburg Town Park on May 24 and Ber Vaughn Park in Berwick on May 26. Both events are from 3 pm – 5 pm. The Family Center and Pre-K Counts will also be present. Ashley introduced Faith to Board members.

CHILD CARE

Debbie's report was included in the packet. She reported the inspection was held April 22 and went very well. We are no longer on a provisional license. Debbie went over some of the details for this year's Summer Camp. She stated that three field trips have recently been added; two of which are over 50 miles and will need Board approval. She added that the children will be able to swim for free on Fridays at the Bloomsburg Middle School pool. Debbie noted three new staff for summer camp have been hired and the Assistant Group Supervisor in the HSSAP classroom has started. Debbie reported we received a grant in the amount of \$4500 from OCDEL using ARPA funds. The grant was awarded in the form of vouchers for technology for Fifth Street and Town Park Village, which we ordered through Kaplan. Debbie noted she will be working on the Bloomsburg Community Foundation grant which is due late May.

Oren moved to approve field trips to Lake Tobias and Camel Beach for the Summer Adventure Camp. These trips are over 50 miles one-way and need Board approval. The motion was seconded by Christy, voted on and unanimously approved.

COMMITTEE REPORTS:

EXECUTIVE

Minutes from the April 14 meeting were included in the packet. Ashley went over the report highlighting the discussion on summer camp, moving back to full enrollment in child care, and easing some of the COVID restrictions. The committee discussed and agreed on changing Cassie's title from Administrator to Executive Director, especially since an Assistant Director position is being considered.

Oren moved and Tina seconded to change the title of Administrator to Executive Director. The motion was voted on and unanimously approved.

Cassie noted in the executive committee minutes, under administrative report, the planning call was held with the "review lead" and not the program specialist.

BUDGET AND FINANCE

Christy reported the committee met jointly with Personnel Committee to review the Assistant Director position. The job description and salary were discussed. Christy moved to approve the Assistant

Director position at a rate of \$28.72 hour. The motion was seconded by Bernie, voted on, and unanimously approved.

Christy noted a COLA increase, and the salary scales were discussed at the meeting. Christy moved to approve a 4.35% Cost of Living Adjustment and an increase of 4.35% on the salary scales. The motion was seconded by Toni, voted on and unanimously approved.

Cassie explained hiring a temporary Enrollment Coordinator was also discussed at the meeting. She stated the position would be temporary using ARPA and Child Care Funds and would run from August 2022 – March 2023. She would like to offer it without advertising. Discussion followed. Christy moved to approve hiring a temporary Enrollment Coordinator. The motion was seconded by Bernie, voted on and unanimously approved.

PERSONNEL

Tina moved to approve the Personnel Status Update as presented. The motion was seconded by Twilla. It was noted that Jill Cotterman rescinded her resignation. The motion was amended to approve with the removal of Jill's name. The motion was voted on and unanimously approved.

Tina moved to approve the revisions to Policy 10.1 – Separation. The motion was seconded by Twilla, voted on and unanimously 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

Oren noted he contacted Denise Stone, realtor, about possible properties on East Fifth Street.

HEAD START POLICY COUNCIL LIAISON

Minutes from the April meeting were included in the packet. Danielle was not able to make her report due to microphone issues, so she typed her report to Cassie. Cassie, on behalf of Danielle, reported she attended the Berwick Parent Group meeting at Ber Vaughn Park where they enjoyed a planting activity and lesson with Penn State Master Gardeners. This month Home Based children will be planting trees in pots to be replanted later as part of a Grow With Me Project.

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

UNFINISHED BUSINESS – None.

NEW BUSINESS – None.

ANNOUNCEMENTS

Toni said she was so sorry the town pool will not be up and running this summer, and noted the Town is pursuing options for next year.

The Board then went into executive session.

ADJOURNMENT

Christy moved and Toni seconded to adjourn the meeting. The meeting was adjourned at 6:53 p.m. The next Board of Directors meeting will be held at 5:30 p.m. June 7, 2022, via Zoom and phone.

Ashley Mensch

Ashley Mensch (May 13, 2022 15:33 EDT)

Board Signature

May 13, 2022

Date