

COLUMBIA CHILD DEVELOPMENT PROGRAM  
Bloomsburg PA 17815

December 1, 2020

MEMBERS PRESENT

Oren Helbok  
Ashley Mensch  
Christine Curley  
Joan Mosier  
Matt McCollin  
Tina Welch  
Bernie Landers

Jeff Arnold  
Christine Luschas  
Twilla Dowell  
Toni Bell  
Johann van der Jagt  
Adelaide Benson  
Lynne Pabst

OTHERS PRESENT

Cassie Weaver  
Dorothy Starr  
Rose Stolz

Debbie Jones  
Jen Johnson

MEMBERS ABSENT (\* indicates excused)

Sylvia Costa

Lisa Makara

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. via Zoom conference.

CONSENT AGENDA

The Secretary's report was removed from the consent agenda. Jeff moved and Twilla seconded to approve the consent agenda. The motion was voted on and unanimously approved. The consent agenda included: president's report, November minutes, board absentee report, vice president's report, treasurer's report, credit card report, and Policy Council minutes.

SECRETARY'S REPORT

Cassie read a thank you card from Stephanie McCarty for the gift certificate from Weis Market given to her from the Board for her birthday.

FISCAL OFFICER'S REPORT

The Financial Summary Report for October was included in the packet. Dorothy went over her report. She explained that Child Care is showing a profit of \$14,924. If all of the CARES Act loan is forgiven the profit would be \$276,571. She is working on the application but it's difficult to fill out because we are not asking forgiveness for the full amount; only what we have used. Jeff said he will have Ben Clark contact her. Dorothy noted the Head Start and HSSAP budgets are on track with spending. She noted two children are using EITC money.

## ADMINISTRATIVE REPORTS:

### AGENCY

Cassie went over her report highlighting the Spotlight on Success submitted by Debbie. Cassie noted she is grateful to all agency staff for their dedication, flexibility, and understanding during these trying times. She reported the new classroom in Berwick that was scheduled to open in November is still virtual because construction has not yet been completed.

### HEAD START

Rose Stolz, Education Manager, went over her report. She noted assessments have been completed and Curriculum & Resources committee will be meeting to discuss School Readiness. Rose added that Melissa Baker, Teacher Assistant, has completed her CDA.

### CHILD CARE

Debbie went over her report. She noted the Assistant Group Supervisor and Classroom Aide have started. She explained how the EZ Smiles app integrates with the EZ Care software we already use. This will be a great improvement for parents and staff. iPads were purchased for staff and included free training. Debbie noted she attended a Department of Human Services webinar regarding changes to child care regulations.

## COMMITTEE REPORTS

### EXECUTIVE

Minutes from the meeting were included in the packet. Ashley noted the committee approved a buyout of vacation time for the cook at Fifth Street. We do not have a Cook Aide at this time who could have prepared meals during her approved time off. There didn't seem to be any other options, so the buyout was granted. Cassie said this is the only time we have asked someone to cancel their vacation. The new mask mandate was discussed. In the interest of fairness, everyone in the agency will always wear a mask.

BUDGET/FINANCE – No report.

### PERSONNEL

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

NOMINATING – No report.

DEVELOPMENT – No report.

### FACILITIES

Minutes from the Facilities meeting were included in the packet. The committee met to review bids for three projects.

Bernie moved to approve the bid from Dent Plumbing and Heating to install a wall mounted heater in the vestibule and replace baseboard heating covers in 5 classrooms at Fifth Street at a cost of \$10,811.20 plus an additional \$5,000 if needed for unexpected expenses. The motion was seconded by Oren. Discussion. Bernie noted other contractors were asked to participate, but only Dent's submitted a bid. The motion was voted on and unanimously approved.

Bernie reported we received three bids to purchase a new shed for the Berwick Head Start playground and went over the bids. Tina moved to approve the bid from PA Aluminum at a cost of \$9,295. The

motion was seconded by Twilla. Bernie noted the price from PA Aluminum included removal of the old shed and ground preparation. The motion was voted on and unanimously approved.

Bernie noted the committee reviewed three bids to purchase an air purifying system for all locations. The committee is recommending AIRPHX. Matt explained how the system works and answered questions. Discussion followed. Twilla moved to purchase the air purifying systems from AIRPHX at a cost of \$19,970.19. The motion was seconded by Jeff. The motion was voted on and unanimously approved. Bernie noted all the above purchases will be paid from COVID funds.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES – No report.

BYLAWS – No report.

AD HOC BUILDING COMMITTEE

Cassie reported Rich Kisner with Community Strategies Group notified her that we will not be included in the proposed building because there will not be enough space for us.

HEAD START POLICY COUNCIL LIAISON

Twilla reported Policy Council approved the refunding application and budget.

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

UNFINISHED BUSINESS

Ashley noted the 990 Form was included in the packet for the Board to review. This does not need approval.

NEW BUSINESS:

Health Insurance renewal information was included in the packet. Dorothy went over the quotes from Geisinger, Capital Blue Cross and quotes for dental and vision. Capital Blue quotes were slightly lower (\$23.00) than Geisinger and we would like to remain with Geisinger, so we don't have to change providers. Dorothy noted dental and vision through Sun Life will be available to employees at their own cost. Discussion followed. Toni moved to approve renewing our health insurance plan through Geisinger and approve Sun Life for vision and dental. The motion was seconded by Twilla. The motion was voted on and carried. Matt abstained from the vote. Tina asked if we were satisfied with the services from Power Kunkle. Dorothy said that yes, the relationship is working well.

A draft of the Head Start Refunding Application and Budget for fiscal year April 1, 2021 through March 31, 2022 was included in the packet. Cassie noted the only changes were made to program goals. Twilla moved to approve the draft Head Start Refunding Application and Budget for 2021-2022 as presented. Oren seconded the motion. Discussion. Dorothy said staff travel was increased from \$.50/mile to \$57.5/mile to meet the IRS standard rate. A vote was taken on the motion. Motion approved unanimously.

ANNOUNCEMENTS

Tina thanked Joan for facilitating the Mandated Reporter training that was recently held. Joan did an excellent job. She also thanked Lisa Brelsford and Jen Johnson for notifying parents and Board members about the training. Ashley said she recommended Joan’s training to other County staff. Responding to Disclosures of Child Abuse, a three-hour training that is qualified to meet mandated reporter training requirements, has been approved by the State for next year.

ADJOURNMENT

Tina moved and Lynne seconded to adjourn the meeting. The meeting adjourned at 6:40 p.m. The next Board of Directors meeting will be held at 5:30 p.m. January 5, 2021, via Zoom and phone. Log-in/call in information will be included in the board packet.

DocuSigned by:  
  
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Board Signature

12/14/2020  
Date