

COLUMBIA CHILD DEVELOPMENT PROGRAM
Bloomsburg PA 17815

December 7, 2021

MEMBERS PRESENT

Oren Helbok
Joan Mosier
Johan van der Jagt
Bernie Landers
Toni Bell
Tina Welch

Twilla Dowell
Sylvia Costa
Christy Roberson
Danielle Howie
Ashley Mensch

OTHERS PRESENT

Cassie Weaver
Mary Millham
Debbie Jones

Jen Johnson
Dorothy Starr

MEMBERS ABSENT (* indicates excused)

*Lynne Pabst
*Matt McCollin

*Adelaide Benson
*Christine Luschas

PRESIDENT'S REPORT

Ashley introduced Danielle Howie as the new Policy Council Liaison. Introductions were made.

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

Toni moved to approve the consent agenda, seconded by Christy, voted on and unanimously approved. The consent agenda included: September 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 for October. The income and expenses for Child Care is 65%/54%; Town Park Village (Summer School Age) 98%/92%; Head Start 53%/53%; and HSSAP 31%/27% seven months into their budgets. She noted HSSAP's budget is about halfway. She went over the figures in the various accounts.

FISCAL OFFICER'S REPORT

Dorothy reported she talked to First Columbia Bank, and they have everything they need from us to apply for forgiveness for the second round of the PPP loan. The application will now go to the Small Business Association. Dorothy reported CCDP is now a member of Service 1st Federal Credit Union and

employees can open accounts if they have opted to set up a retirement plan. The retirement plan will be ready to roll out in January. This is voluntary and there is no company match at this time. Dorothy noted the health insurance analysis was sent to board members. Power Kunkle negotiated prices with several insurance carriers, and we would like to accept Capital Blue Cross as our insurance carrier for 2022. This is a 6.6% increase from what we are paying now. Premiums through Geisinger, our current carrier, would increase by 32%. Even with a lower premium and higher deductible it would be over \$900.00 a month for single coverage. Highmark, Inc. was high and United Health Care does not accept Geisinger doctors, so we did not even consider them. The base plan for Capital Blue Cross has a \$6,000 deductible and the buy up plan has a \$1,000 deductible. Employees who chose the base plan will pay \$104.00 a month. In the past, 23 employees have chosen the base plan and 15 employees chose the buy up plan. Cassie noted those figures represent our enrollment from 6 weeks ago and have changed. Twilla moved to accept Capital Blue Cross as our insurance carrier for 2022. Johan seconded the motion. The motion was voted on and unanimously approved.

ADMINISTRATIVE REPORTS:

AGENCY

Cassie highlighted the Spotlight on Success from Debbie. Debbie recognized Jenn Bingaman who has been with the program for 32 years. Cassie stated that hiring continues to be an issue across the agency. She reported that some Child Care classrooms had to close due to COVID exposures around Thanksgiving. Head Start center based classrooms are still operating virtually every other week. Cassie noted that Faith Rierson, Family Service Worker, has been hired to replace Mary Millham, Family Services Manager.

HEAD START

Mary Millham, Family Services Manager, went over the Eligibility Requirements Training for Head Start and explained the eligibility procedures that are followed to enroll children and families into the program. She explained the criteria for eligibility determinations and the different definitions for families. To be eligible for Head Start a child must be three by September 1st and not be of school age. Johan asked what happens if a family's status changes. Mary said that it doesn't matter, once a child is enrolled, they are eligible for two years.

Ashley, on behalf of the Board, thanked Mary for all her years of service and wished her well.

CHILD CARE

Debbie thanked the Board for the hardship funds and the extra days off over Christmas, noting it is much appreciated by the staff as well. Debbie went over her report highlighting the DHS violations and the specific procedures we will follow to correct them. Debbie stated that COVID exposures continue to be an issue, noting she just became aware of a new one prior to the meeting and would be making more phone calls. Ashley praised Debbie and the staff for having to deal with all of this in order to keep the children healthy and safe.

COMMITTEE REPORTS

EXECUTIVE

Ashley noted the minutes from the Executive Committee meeting were included in the packet. The committee discussed the purchase of the 5th Street building and is leaning towards exploring a purchase. The committee would like the Board's input on this. Toni asked if she should excuse herself from the discussion. Ashley and Oren stated they didn't think that was necessary as we are not voting on anything at this time. Ashley asked if anyone had any strong feelings against not purchasing the building. Ashley explained we are paying rent and taking care of large and small repairs. We initially thought some of this money was set aside in an account, but it goes into the general fund. She said

that 5th Street doesn't meet our needs as far as space, but at this time we don't have other options. If we purchase the building, we could use it for a down payment if we found a building that could accommodate all our sites. Toni said the town does maintain a reserve account for our building for major expenses. Sylvia asked if we knew what the price the town was looking at for the building. Ashley stated we have not yet explored that. Cassie said she believes the appraised value is \$230,000. Oren stated that we are looking at this as an investment noting the building is worth much less with us in it than with us gone and if we purchased the building it would become a taxable entity which makes it appealing to the town. Our lease is for another 18 years. Someone who purchased it would have to take us with it at our current rental rate. Ashley stated that if the Board agrees an ad hoc committee will be formed to investigate purchasing the building. Ashley noted the committee met with Justin Hummel and talked about the relationship and our concerns with the town. Moving forward, we do not have to ask the town for permission for repairs under \$2500, they would just like to be informed. We will give them an annual report on repairs we make. Tina asked if this was a verbal agreement or did we get something in writing. Oren said it was verbal, but he will ask Justin to put this into writing.

BUDGET AND FINANCE

Christy reported the committee met November 16 to discuss the Head Start budget for 2022-2023 and unanimously approved it as presented. Minutes from the meeting were included in the packet.

PERSONNEL

Tina said she had the opportunity to be involved in the hiring of the new Family Services Manager and stated Mary did a great job preparing an internal candidate for her replacement and thanked Mary for her service. Tina moved to approve the Personnel Status Update for Child Care. The motion was seconded by Christy, voted on and unanimously approved.

A draft of the Mandatory Vaccination Policy was emailed to members for review prior to the Board meeting. Tina moved to approve the policy as presented. Oren seconded the motion. Discussion followed. This policy was developed for the agency after we received the mandate from the Office of Head Start. Tina noted there are several staff that have some form of objection or concern with the mandate, but we have no choice in this. The policy allows for exemptions for religious or medical reasons which will be reviewed by a panel consisting of Tina, Oren, and Christine L. The panel will ask for assistance from Human Resources, if necessary, when evaluating the requests and will seek legal counsel if the panel deems it necessary. The motion was voted on and unanimously approved. Discussion followed on the percentage of staff that have been vaccinated versus the percentage that have not.

NOMINATING

Ashley reported that Jeff Arnold has resigned. Oren moved to accept his resignation with regret effective December 7, 2021. The motion was seconded by Toni, voted on and unanimously approved.

DEVELOPMENT – No report.

FACILITIES – No report.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES – No report.

BYLAWS – No report.

AD HOC BUILDING – No report.

HEAD START POLICY COUNCIL LIAISON

Policy Council minutes were included in the packet. Danielle highlighted some of the Head Start activities that have taken place for home based classrooms.

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

UNFINISHED BUSINESS – None.

NEW BUSINESS

Ashley said the draft Head Start budget and budget narrative needed Board approval. Cassie noted the budget summary was included in the packet and the budget narrative was sent separately. Cassie said there were no significant changes. The Board had the opportunity to review all components of the application and ask questions. Tina moved to approve the Head Start budget and budget narrative for 2022-2023 as presented. Oren seconded the motion. The motion was voted on and unanimously approved.

ANNOUNCEMENTS

The Board went into executive session at 6:43 p.m.

ADJOURNMENT

Tina moved and Johan seconded to adjourn the meeting. The meeting was adjourned at 6:56 p.m. The next Board of Directors meeting will be held at 5:30 p.m. January 4, 2022, via Zoom and phone.

Ashley Mensch
Ashley Mensch (Dec 15, 2021 15:17 EST)

Board Signature

Dec 15, 2021

Date

Minutes December 7 2021 (002)

Final Audit Report

2021-12-15

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