

COLUMBIA CHILD DEVELOPMENT PROGRAM  
Bloomsburg PA 17815  
January 3, 2023

MEMBERS PRESENT

Oren Helbok	Ashley Mensch	Twilla Dowell
Johan van der Jagt	Toni Bell	Joan Mosier
Matt McCollin	Danielle Howie	Christy Roberson

OTHERS PRESENT

Cassie Weaver	Jen Johnson	Sadie Krum
Debbie Jones	Asondra Acor	

MEMBERS ABSENT (\* indicates excused)

*Adelaide Benson	*Lynne Pabst	Christine Luschas
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The regular meeting of the Columbia Child Development Program Board of Directors was called to order by the President, Ashley Mensch, at 5:32 p.m. via zoom conference.

Introductions were made to guest, Sadie Krum. Sadie works at the Women's Center and is taking part in Leadership Central Penn. One of the requirements is to observe a non-profit board meeting.

CONSENT AGENDA

Toni moved to approve the consent agenda. The motion was seconded by Danielle, voted on and unanimously approved. The consent agenda included: president's report, November and December minutes, board absentee report, vice president's report, credit card report, Policy Council minutes for November and December, and Secretary's report.

TREASURER'S REPORT

Christy went over the Treasurer's Summary for November. There were no questions.

FISCAL OFFICER'S REPORT

Asondra explained Child Care is showing a loss close to what we expected. Our income looks good on paper because of one-time funds but our actual income/enrollment is down. She noted Head Start and HSSAP are a little underspent so far this year. A copy of the audit letter was included in the packet and needs to be accepted by the Board. Christy noted the audit usually comes with an audit opinion and asked if the auditor provided one. Discussion followed. Asondra will send Christy the full audit to look over and help locate it. Twilla moved to accept the audit ending March 31, 2022 from Herring, Roll, & Solomon. The motion was seconded by Johan, voted on and unanimously approved.

Asondra reported that open enrollment for health insurance went smoothly, noting that our bookkeeper, Nakisha, was a big help with getting this accomplished so quickly. Tania Raja, Head Start HR Coordinator, has resigned. Everyone is pitching in to help keep the boat afloat until a replacement is found. Asondra noted that Dawn, the fiscal assistant, is working on projections to see where we are with spending.

## ADMINISTRATIVE REPORTS:

### AGENCY

Cassie highlighted the Spotlight on Success from Lisa on the Positive Solutions for Families course that is being held in person for the first time since COVID. Six participants are expected to finish the course. Cassie noted we are still under enrolled in school age but have been advertising with banners, yard signs, and flyers through the chamber pack. Discussion followed on lack of enrollment. Cassie reported the town Codes officer came to reinspect the 5<sup>th</sup> Street building and was satisfied all issues were addressed. She noted Audrey Ruiz and Lisa Brelsford coordinated the tree distribution for Tree Fest.

### HEAD START

Lisa Brelsford was absent, but her report was included in the packet.

### CHILD CARE

Debbie reported the Work Force Support Grant 2 was approved for staff retention, payroll tax assistance and staff recruitment. We expect to receive this anytime now until the end of March. The Community Aid Grant in the amount of \$9,807 was approved. Money will be used to purchase outdoor learning items, books, and staff wellness. She will visit the Community Aid store in Selinsgrove in January and share information on our program with the staff. Preschool and Prek classrooms will begin using Dan St. Romain's 10 Simple Lessons for Better Behavior in the Classroom. Debbie reported the DHS inspection at Fifth Street has been moved up to January for the paperwork and February for the physical inspection. Joan asked about the Community Aid Clothing Drop Off box and if we were interested in getting it back. Debbie said she is interested in getting it back and will check into it.

## COMMITTEE REPORTS:

### EXECUTIVE

Minutes from the meeting on December 8 were included in the packet. Ashley noted that Bernie is leaving the Board after serving approximately 30 years. Ashley explained that a workforce retention grant from OCDEL has been approved in the amount of \$27,225. Eligible Child Care staff would receive \$2,000, but excludes some Child Care staff, HSSAP and Head Start. The Executive Committee is recommending we use remaining Head Start, Head Start ARPA funds, Board Reserve for Child Care, and HSSAP funding to give excluded staff \$2,000. Discussion followed. It was noted that temporary staff, substitutes, and staff on disciplinary probation at the time the funds are distributed would not be eligible. It was also noted that this is a one-time grant. Oren moved to approve the Workforce Retention payments as listed above. Matt seconded the motion. The motion was voted on and unanimously approved. Debbie thanked the Board for supporting the staff.

BUDGET AND FINANCE – No report.

### PERSONNEL

Ashley noted we do not have a chair on this committee.

Cassie went over the status updates. She noted the December and January reports were in the packet. She explained there was some confusion on the last three names on the January report. As they are considered temporary employees, they would not gain regular status and should be removed from the list. Christy moved to approve the December and January personnel status update with removing the last three names on the December report. The motion was seconded by Danielle, voted on and unanimously approved.

Cassie went over the changes on Policy 3.2 – Mandatory Vaccination. She explained we were advised by our lawyer to no longer request religious exemption forms. We have not been doing this for a

while but wanted to update the policy. Policy 3.22 – Purchasing/Disbursement. Titles were changed and it was updated to reflect the procedures for submitting them. Christy asked if we are allowing exemptions for new hires, when should they submit their exemption? Should we add exemptions must be submitted within 30 days of employment? Discussion. That line will now read “New hires must have an approved exemption or vaccination prior to employment.” Toni moved to approve Policy 3.2 – Mandatory Vaccination with the changes. The motion was seconded by Christy, voted on and unanimously approved. Oren moved to approve the changes to Policy 3.22 – Purchasing/Disbursement. The motion was seconded by Danielle, voted on and unanimously approved.

#### NOMINATING

Oren moved to accept the resignations of Moria Dalton and Bernie Landers with regret. Bernie served many, many years. The motion was seconded by Christy, voted on and unanimously approved. Oren will take care of getting a plaque for Bernie. Johan asked who will chair the Facilities Committee. Matt volunteered.

Discussion followed on where to find new Board members. Joan suggested graduates of Leadership Central Penn. Cassie noted that we have staff currently going through the leadership class who are trying to recruit. She noted there was one person at the Berwick YMCA who they thought might be interested. However, she is the supervisor of their child care program and Cassie was not sure if she should pursue this. Discussion followed and everyone decided this should not be pursued in case an issue would arise.

#### DEVELOPMENT

Appeal letters have been mailed. Oren noted the committee will be meeting to discuss Raise the Region.

#### FACILITIES

Matt asked if there have been any heating concerns at Fifth Street this winter. So far everything is good.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES – No report.

BYLAWS – No report.

AD HOC BUILDING – No report.

#### HEAD START POLICY COUNCIL LIAISON

Minutes from the November and December meeting were included in the packet. Danielle reported Policy Council is looking for a Treasurer and a Vice Chairperson. She said families received many holiday gifts. She reported on the parent groups.

SUSQUEHANNA VALLEY UNITED WAY LIAISON - No report.

UNFINISHED BUSINESS – None.

NEW BUSINESS – None.

ANNOUNCEMENTS – None.

The Board went into Executive Session at 6:30 pm.

ADJOURNMENT

Toni moved and Matt seconded to adjourn the meeting. The meeting ended at 6:38 pm. The next Board of Directors meeting will be held at 5:30 p.m. February 7, 2023, via Zoom and phone.

*Ashley Mensch*  
[Ashley Mensch \(Jan 13, 2023 12:19 EST\)](#)  
Board Signature

Jan 13, 2023  
Date

# Minutes January 3 2023

Final Audit Report

2023-01-13

Created:	2023-01-13
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