



COLUMBIA CHILD DEVELOPMENT PROGRAM  
Bloomsburg PA 17815

Board meeting  
November 2, 2021

MEMBERS PRESENT

Twilla Dowell	Christine Luschas	Matt McCollin	Tina Welch
Oren Helbok	Ashley Mensch	Christy Roberson	
Bernie Landers	Joan Mosier	Johan van der Jagt	

OTHERS PRESENT

Debbie Jones	Rose Stolz	Dorothy Starr	Cassie Weaver
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MEMBERS ABSENT

(\* indicates excused)

Jeff Arnold	*Toni Bell	Adelaide Benson	Sylvia Costa	*Lynne Pabst
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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 5:35 p.m. by way of Zoom and phone.

CONSENT AGENDA

Joan moved to approve the consent agenda with the subtraction of the secretary's report; Tina seconded the motion, and the board approved unanimously. The consent agenda included: the president's report, October board meeting minutes, board member absentee report, vice president's report, treasurer's report, credit card report, and the Policy Council minutes.

SECRETARY'S REPORT

On Oren's behalf, Cassie read the note received from Michele Cool on the Head Start staff, thanking the board for support of the staff through the recent hard times.

FISCAL OFFICER'S REPORT

Dorothy said that Child Care showed a surplus at the end of September of \$74, but this does not include anything from the Payroll Protection Program, which we still carry as a liability; we will ask for loan forgiveness in the amount of \$310,486. Documentation for forgiveness has gone to First Columbia Bank & Trust for their review before CCDP officially submits the application.

Head Start and HSSAP expenditures remain on track with their budgets.

The board had approved the comprehensive insurance quote from Purdy Insurance by e-mail in late October, but it needed ratification by a vote at this meeting. Oren moved to ratify the e-mail vote to approve the comprehensive insurance quote from Purdy Insurance; Christy seconded the motion, and the board approved unanimously.

Dorothy said that the health insurance plan for 2022 will likely require approval in the same manner, by e-mail before the December meeting and ratified at that meeting; our broker has not gotten all of the necessary quotes in yet.

Our accountant filed our 990 form late, through no fault of CCDP, and the IRS has assessed a penalty of \$1,890. The accountant will pay the penalty, and they will also appeal to the IRS and will hopefully get repaid; CCDP does not have to do anything (including that we do not need to worry about it).

## ADMINISTRATIVE REPORTS

### AGENCY

Cassie's Spotlight on Success focused on the changes in Head Start orientation that went very well; we will continue to follow those procedures in the future.

Hiring remains very challenging, with a lot of turnover; Cassie described the staff as "struggling" to work so shorthanded. She says that our agency will try to do whatever it can to alleviate their stress and to show that we appreciate their hard work. On the Head Start side, we may close early on some days and even have days without children present, to give the staff time to catch up.

Cassie said that we still do not have clear guidance from the Office of Head Start about the rules for the COVID vaccine mandate. Cassie surveyed the entire unvaccinated staff (42 people) and heard back from 35 of them:

- 16 indicated that they would file for a health or religious exemption;
- 6 said that they would get vaccinated;
- 4 said that they will resign rather than get vaccinated;
- 4 indicated that they would make us fire them;
- 5 indicated that they have not yet made up their minds (some with current concerns including breastfeeding).

We have had \$189,850 approved in an American Rescue Plan Act grant; Cassie said that approval came almost instantaneously after she sent in the application. We do not yet have plans to use any of the funds for building improvements (see the Executive Committee, below), but the fiscal staff has made the following recommendations:

- Use \$41,600 for hardship payments to staff;
- close the 5<sup>th</sup> Street center from December 24<sup>th</sup> through January 2<sup>nd</sup> and retain \$5,869 for fees not collected (we usually see only half of our children that week anyway);
- forgive parent fees for December 6<sup>th</sup> through December 23<sup>rd</sup>, for a total of \$17,607;
- buy back vacation time from staff (to help mitigate the staff shortage) for \$25,334.

This leaves almost \$100,000 still unbudgeted. Christine moved and Tina seconded spending from the ARPA grant as per the above recommendations, and the board approved unanimously.

### HEAD START

Adding to her manager's report in the packet, Rose said that Head Start will decorate a TreeFest tree; children have already started making ornaments.

### CHILD CARE

Debbie said that our parents have started using the BrightWheel platform; it has some remaining bugs to work out, but overall it functions well.

The Pa. Dept. of Human Services inspection at 5<sup>th</sup> Street found one closet unlocked, and they cannot find a waiver that we believe that we received to have a certain number of children in one of the classrooms, so we will probably get cited for both of those.

Neighborhood Fence added slats to the playground fence, making it unclimbable (Debbie has witnessed that firsthand), and it also affords more privacy. The kitchen has had some repairs as well.

Debbie spoke highly of the trainings that she has gone to recently, including for the CACFP (food program). Staffing remains an ongoing challenge and concern.

## COMMITTEE REPORTS

### EXECUTIVE

Ashley said that the committee approved the proposal from Service 1<sup>st</sup> Federal Credit Union for a payroll-deduction IRA for anyone on our staff; in the first year, at least, CCDP will not match any contributions. Johan moved and Twilla seconded accepting the proposal from Service 1<sup>st</sup>, and the board approved unanimously.

In developing its 2022 budget, the Town of Bloomsburg did not approve any funding for repairs or improvements to our building. As per our lease, we remain responsible for any improvements or repairs costing under \$2,500, but subject to getting the Town's permission to do the work. (For many years, we did such work without seeking permission; the Town seems both grateful that we did the work and also resentful that we did not come to them for permission each and every time.) We do not know what "getting permission" means: Can we simply ask the Town Manager, or does every little thing have to go to the full Council for a vote? Ashley will get in touch with Toni to try to work out a procedure that works QUICKLY. The board remains baffled why the Town Council considers CCDP a burden when we have long since paid off the building by paying the rent.

BUDGET AND FINANCE – No report.

### PERSONNEL

Tina said that we had one resignation and one new hire. Tina moved to approve the Personnel Status Update for Child Care, Christine seconded the motion, and the board approved unanimously.

Tina said that a number of policy changes have worked through the pipeline; we may have one to vote on by e-mail shortly. Tina thanked Joan for her excellent and "engaging" mandated-reporter training.

NOMINATING – No report.

DEVELOPMENT – No report.

### FACILITIES

Bernie appreciated that the fence improvements have gotten done.

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; the group thought that it did not have quorum at its last meeting.

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

UNFINISHED BUSINESS – None.

NEW BUSINESS

The board packet included the Annual report. Oren moved its approval, Twilla seconded the motion, and the board approved unanimously.

ANNOUNCEMENTS – None

ADJOURNMENT

Twilla moved to adjourn the meeting, Bernie seconded the motion, and the board adjourned at 6:37 p.m. The next Board of Directors meeting will be held at 5:30 p.m. on December 7<sup>th</sup>, 2021, by way of Zoom and phone, with the log-in/call-in information to go out with the board packet.

*Ashley Mensch*  
Ashley Mensch (Nov 15, 2021 10:56 EST)

11/15/2021