

COLUMBIA CHILD DEVELOPMENT PROGRAM
Bloomsburg PA 17815

January 4, 2022

MEMBERS PRESENT

Oren Helbok

Joan Mosier

Christy Roberson

Bernie Landers

Matt McCollin

Toni Bell

Twilla Dowell

Sylvia Costa

Tina Welch

Christine Luschas

Lynne Pabst

Ashley Mensch

OTHERS PRESENT

Cassie Weaver

Lisa Brelsford

Debbie Jones

Jen Johnson

Dorothy Starr

MEMBERS ABSENT (* indicates excused)

Adelaide Benson

*Johan van der Jagt

Danielle Howie

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

Sylvia moved to approve the consent agenda, seconded by Toni, voted on and unanimously approved. The consent agenda included: December minutes, board member absentee report, vice president's report, credit card report, Policy Council minutes, secretary's report, Head Start Recruitment Plan 22-23, and Head Start Selection and Enrollment Plan 22-23.

TREASURER'S REPORT

Christy went over the Treasurer's report and the financial summary for November. She explained the percentages for expenses and income for Child Care, Head Start, and HSSAP. There were no questions.

Toni asked how the sale of the Town Park Village complex is going to affect our ability to provide services there. Cassie noted they reached out to us and will draw up a lease that will ensure we can stay there for at least a year beyond the sale.

FISCAL OFFICER'S REPORT

Dorothy announced her retirement will be April 11, 2022, having worked for the agency for 44½ years. Everyone wished her well and will miss her. Dorothy reported we received \$15,000 from Capital Advantage for the Educational Improvement Tax Credit (EITC). She noted Capital Advantage contributed \$5,000 to us in 2019. She noted we are waiting to hear from PPP about our loan forgiveness. We are getting ready to roll out the retirement plan which should happen soon.

ADMINISTRATIVE REPORTS:

AGENCY

Cassie highlighted the Spotlight on Success from Lisa noting Positive Solutions for families has been very successful. Cassie noted that hiring continues to be an issue across the agency. She noted that several 12-month staff expressed appreciation for the extended break over Christmas.

Cassie noted exemptions for the vaccine mandate are due the end of this week. Discussion followed.

HEAD START

Lisa Brelsford, Family Engagement Manager, went over her report. Lisa noted there was low attendance for parent group meetings across the board in December due to many parents working and not being able to attend morning meetings. Ten parents have completed the fall session for Positive Solutions for Families. Lisa reported we received many holiday donations from the community including the Brighter Christmas Fund, a local bank, and the SMILE program through AGAPE.

CHILD CARE

Debbie went over her report noting that staffing is still an issue. She noted staff are finishing up the Gold Assessment for the fall and will be starting the spring assessments. She reported we are on a provisional license from the Department of Human Services for the incident that occurred when a child jumped over the fence. The provisional license is in place until 5/17/22. Debbie also reported we received a citation from DHS for being out of ratio in the infant room. Steps have been taken to correct this.

COMMITTEE REPORTS

EXECUTIVE

The minutes from the December 16 meeting were included in the minutes. Ashley noted a panel has been formed made up of Oren, Tina, and Christine L. to review staff exemptions for the vaccine mandate. Christine asked how many staff have applied for an exemption. Cassie noted that according to her present figures, 11 have submitted forms for exemption, and 15 who have not been vaccinated have not submitted anything. Approximately 49% across the agency have been vaccinated and 51% have not. Discussion followed on the guidelines the agency is following from OHS.

Toni asked what the status is regarding the heating problem at Fifth Street. Matt noted he is planning to go to the center this week and walk through the building. Toni said she can talk to John Fritz as well if needed.

BUDGET AND FINANCE – No report.

PERSONNEL

Tina noted the committee reviewed the performance assessment for Jill Cotterman and approved her for regular status. Tina moved and Toni seconded to approve the Personnel Status Update for January. The motion was voted on and unanimously approved.

NOMINATING – No report.

DEVELOPMENT – No report.

FACILITIES

Heating issues at Fifth Street.

Joan asked about the status of the air purification systems in the centers. Cassie stated the systems have been shut off due to concerns staff members were having. Discussion followed. Cassie noted she talked to the company, and they stated they had not heard of any issues with the systems. It was decided we should run the air purification systems overnight at the larger centers and over the weekend at the smaller centers to see how it goes.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES – No report.

BYLAWS – No report.

AD HOC BUILDING

Ashley stated the committee will be brought back to explore what to do about the Fifth Street building. The first meeting will be January 18.

HEAD START POLICY COUNCIL LIAISON

Minutes from the December meeting were included in the packet.

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

UNFINISHED BUSINESS – None.

NEW BUSINESS – None.

ANNOUNCEMENTS – None.

ADJOURNMENT

Joan moved and Twilla seconded to adjourn the meeting. The meeting was adjourned at 6:19 p.m. The next Board of Directors meeting will be held at 5:30 p.m. February 1, 2022, via Zoom and phone.

Ashley Mensch

Ashley Mensch (Jan 14, 2022 13:27 EST)

Board Signature

Jan 14, 2022

Date