

COLUMBIA CHILD DEVELOPMENT PROGRAM  
Bloomsburg PA 17815

March 1, 2022

MEMBERS PRESENT

Oren Helbok

Joan Mosier

Christy Roberson

Bernie Landers

Lynne Pabst

Twilla Dowell

Ashley Mensch

Bernie Landers

Christine Luschas

Toni Bell

Matt McCollin

Johan van der Jagt

Adelaide Benson

OTHERS PRESENT

Cassie Weaver

Sarah Meyer

Jen Johnson

Dorothy Starr

Debbie Jones

MEMBERS ABSENT (\* indicates excused)

\*Tina Welch

\* Sylvia Costa

\* 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

Toni moved to approve the consent agenda, seconded by Christy, voted on and unanimously approved. The consent agenda included: January 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 and the financial summary for January 2022. She explained the percentages for expenses and income for Child Care, Head Start, and HSSAP.

FISCAL OFFICER'S REPORT

Dorothy reported she contacted the bank again about the PPP loan forgiveness which she sent to them again on January 29. They said it had to be signed again and resubmitted. They did tell her that the forgiveness on the loans is being granted quickly once the SBA receives it. Cassie noted she signed the application three different times. Dorothy gave an update on the retirement plan with Service 1<sup>st</sup>. The person who was handling this is no longer there. The bank apologized about this. There are 13 employees interested in opening a plan. Dorothy, along with the fiscal department, is working on the HSSAP grant. This is a 5-year renewal grant and is a little challenging trying to project that far out. She noted there will be a CACFP (Child and Adult Care Food Plan) monitoring review beginning March 16.

ADMINISTRATIVE REPORTS:

AGENCY

The Administrative report was included in the packet. Cassie highlighted the Spotlight on Success by Sarah Meyer who noted that Brandon, the Nutrition Aide in Berwick, doesn't hesitate to jump in and



make sure things are in working order without being asked. His strong work ethic is appreciated. Attached to Cassie's report was an IM from the Office of Head Start about transportation and vehicles. She noted this does not pertain to us because we do not transport children. Cassie went over her report noting that staffing continues to be a problem across the agency. Head Start center-based classrooms will continue to operate remotely until the end of the school year. Discussion followed on trying to hire new staff and the issues that we run in to. Interviews are scheduled that applicants don't show up for and often applicants are hired that never show up. Cassie noted it's hard to keep track of all the positions we thought would be filled. Lynne noted as an educator she would be interested in any statistics we might be able to document regarding this behavior. Ashley suggested maybe we could contact an applicant via text to see why they changed their mind.

#### HEAD START

The report was included in the packet. Sarah went over her report noting that the lower enrollment for breakfast was due to several 2-hour delays for weather. She explained Active April will also include staff members. Transportation procedures that are being updated are for staff members for company vehicles.

#### CHILD CARE

Debbie's report was included in the packet. She noted she was very excited about hiring 4 new staff who will be starting this week and next. Another supervisory training was held for staff who could not attend the first training. Counting and recording children for three months has been completed which was also a part of our provisional license. Debbie said that DHS (Department of Human Services) is changing some regulations. Some staff will need to retake the Health & Safety training if they took it prior to September 2016 and we will need to create policies on Shaken Baby Syndrome and Head Trauma. In addition, all staff need to be certified in CPR and First Aide. Anyone not certified can't be in a classroom unsupervised. Debbie noted most staff are already trained and this will affect new staff and a few others. Ashley asked if a trainer would come to the center to do the training. Debbie noted she is working on scheduling something.

### COMMITTEE REPORTS

#### EXECUTIVE

The committee met February 10. Minutes were included in the packet. Ashley noted that CCDP will be celebrating 50 years in August. She said that Cassie reached out to staff to serve on a committee to celebrate this milestone. Cassie noted that 6 staff members said they are interested. Cassie invited Board members to contact her if they would like to serve on this planning committee. Ashley suggested honoring long time staff members.

#### BUDGET AND FINANCE

Minutes from the meeting on February 9 were included in the packet. Cassie (Christy was suddenly dropped off zoom) explained this is the second year that Child Care is projecting a deficit. The deficit is \$125,248. Hopefully once we are fully staffed enrollment will go up. Dorothy went over the narrative and explained the largest increase was health insurance costs. If we are approved for the PPP loan forgiveness this will help to offset the deficit. Bernie moved to approve the 2022-2023 Child Care budget as presented. Adelaide seconded the motion. The motion was voted on and unanimously approved.

Christy reported the committee reviewed the Head Start budget and Child Care ARPA funds to see if funds were available to increase the second hardship payments by \$500. The committee approved this increase. Bernie, on behalf of Budget & Finance moved to approve increasing the second hardship payment from \$1000 to \$1500 for eligible staff. The motion was seconded by Adelaide. Cassie clarified that funds for this increase will be used from ARPA for Child Care and the regular Head Start budget for Head Start staff. The motion was voted on and unanimously approved.



PERSONNEL

Twillia moved to approve the Personnel Status Update for Child Care as presented. The motion was seconded by Christy, voted on and unanimously approved.

NOMINATING – No report.

DEVELOPMENT – No report.

FACILITIES

Bernie reported that the insulation in the ceiling in the prek classroom had fallen down on the ceiling tiles and was causing a lot of the heat loss in that room. It has been repaired and the temperature seems much better.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES – No report.

BYLAWS – No report.

AD HOC BUILDING

Minutes from the February 15 meeting were included in the packet. Ashley noted that at that meeting the committee agreed to have Menco Mechanical evaluate the heating system. Matt explained the Facilities Committee met February 23 and decided since the heat has improved in the prek room and that's what we were asking contractors to evaluate, we will not explore that at this time. The committee would like Dents to return and see if they have any possible solutions for the overheating in the upstairs offices.

HEAD START POLICY COUNCIL LIAISON

Minutes from the February meeting were included in the packet.

UNITED WAY OF COLUMBIA & MONTOUR COUNTIES LIAISON

Oren reported applications for the allocations will be coming out soon.

UNFINISHED BUSINESS – None.

NEW BUSINESS – None.

ANNOUNCEMENTS

The Board went into executive session at 6:20 p.m.

ADJOURNMENT

Matt moved and Christy seconded to adjourn the meeting. The meeting was adjourned at 6:40 p.m. The next Board of Directors meeting will be held at 5:30 p.m. April 5, 2022, via Zoom and phone.

*Ashley Mensch*

Ashley Mensch (Mar 4, 2022 15:07 EST)

Board Signature

Mar 4, 2022

Date