

COLUMBIA CHILD DEVELOPMENT PROGRAM
Bloomsburg PA 17815

April 5, 2022

MEMBERS PRESENT

Oren Helbok

Joan Mosier

Christy Roberson

Bernie Landers

Adelaide Benson

Ashley Mensch

Bernie Landers

Christine Luschas

Toni Bell

Matt McCollin

Johan van der Jagt

OTHERS PRESENT

Cassie Weaver

Heather Wolfe

Jen Johnson

Dorothy Starr

Debbie Jones

Asondra Acor

MEMBERS ABSENT (* indicates excused)

*Lynne Pabst

*Twillia Dowell

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. via zoom conference. Introductions were made and Asondra Acor was welcomed as the new Fiscal Manager. Asondra thanked the Board for giving her this opportunity.

CONSENT AGENDA

Toni moved to approve the consent agenda, seconded by Christy, voted on and unanimously approved. The consent agenda included: March 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 February 2022. She explained the percentages for expenses and income for Child Care, Head Start, and HSSAP. She noted the PPP loan is still showing as a liability but since this has been forgiven, it will be listed as revenue.

FISCAL OFFICER'S REPORT

Dorothy thanked the Board for all they have done for CCDP, noting that volunteers are so important. Dorothy reported the PPL loan was forgiven in the amount of \$310,000 and will be listed as revenue on the March report. She noted the 3-year Child and Adult Care Food Program (CACFP) review was held in March and there were no issues; we were totally in compliance. She thanked the staff involved with this review.

ADMINISTRATIVE REPORTS:

AGENCY

Cassie highlighted the Spotlight on Success from Heather Wolfe about PBIS resources they are using and the impact it's having in the classrooms. Cassie went over her report noting that we are making some progress on staffing across the agency. She reported she received notification from Head Start

on the Focus Area 1 review. This will take place May 9 – 13. Cassie noted this will consist of a series of calls. She said they are not asking for interviews from Board members. An information memorandum from the Office of Head Start documenting services to enrolled pregnant women was attached to her report. This only pertains to Early Head Start, but she is required to share the information with the Board. Cassie noted she is making progress in adding an Assistant Director position to our Agency. Cassie said this should have been under the Secretary's report, but she and the Board received a thank you note from teacher Jenn Bingaman for the hardship payment that was given to staff members, noting that it was much appreciated.

HEAD START

The report was included in the packet. Heather Wolfe, Mental Health Manager, explained what Head Start does to support children in the classroom who have challenging behaviors. She explained the Positive Behavioral Interventions & Support (PBIS) resources that are used and the positive results this is having on the children. We have 10 Behavior Support Staff that implement PBIS. She explained how the data is collected and other support services available if needed.

CHILD CARE

Debbie's report was included in the packet. She reported that the Department of Human Services (DHS) revisited us on March 4 to ensure we complied with the citations we received that put us on a provisional license. There were no issues, and we expect to be off our provisional status soon after another inspection in April. Debbie noted our annual inspections will now take place every April. The paperwork has been submitted and the physical inspection will take place soon. Debbie explained recent DHS regulations require us to have a policy on Shaken Baby Syndrome which needs to include how to recognize, respond and report it. This will be presented under Curriculum and Resources. Debbie reported she has enrolled a few children and has hired an Assistant Group Supervisor for the HSSAP classroom. A Toddler AGS is still needed.

COMMITTEE REPORTS

EXECUTIVE

The minutes from the March 10 meeting (although they said January 13) were included in the packet. Ashley went over the minutes. There were no questions. Ashley thanked Board members for getting/keeping their clearances up to date to keep us in compliance and thanked Jen for tracking them.

BUDGET AND FINANCE – No report.

PERSONNEL

Tina moved to approve the Personnel Status Update with the addition of Rebecca Kunkle, Assistant Group Supervisor, to regular status. Debbie noted she hired someone after the Board packet was sent and would like to add a new hire: Dorissa Mercado, Assistant Group Supervisor in the HSSAP classroom, full-time, pending clearances. Tina amended her motion to include the new hire. The motion was seconded by Toni, voted on, and unanimously approved.

Cassie mentioned that Laurie Richards achieved her CDA. This is required in the first two years for Head Start Assistant Teachers. A lot of assistants are working on this. Cassie said it's a lot of hard work and a big accomplishment.

Tina moved to approve the following policy revisions: 5.0 - Benefit Dollars; 5.1 - Unemployment Compensation, Workers' Comp, Social Security Benefits; and 13.0 - Personnel Records. The motion was seconded by Adelaide, voted on, and unanimously approved.

Tina moved to approve the 12-month holiday schedule for 2023. The motion was seconded by Christy, voted on and unanimously approved.

NOMINATING – No report.

DEVELOPMENT – No report.

FACILITIES – No report.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES

Johan moved to approve the policy on Shaken Baby Syndrome/Abusive Head Trauma/Maltreatment. The motion was seconded by Sylvia, voted on and unanimously approved.

BYLAWS – No report.

AD HOC BUILDING – No report

HEAD START POLICY COUNCIL LIAISON

Minutes from the March meeting were included in the packet. Danielle went over some of the highlights from the meeting. She explained they are working on trying to find better times for the Berwick parent group to meet as attendance has been low. Danielle showed a t-shirt designed by the children at the Berwick center. All children in Berwick will receive the t-shirt. This project was initiated and funded by Berwick's parent group.

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

UNFINISHED BUSINESS

An email vote was taken on 3/23/22 to approve the HSSAP grant so it could be submitted. Christy moved to ratify the email vote to approve the HSSAP grant as presented. The motion was seconded by Oren, voted on and unanimously approved.

NEW BUSINESS

Cassie explained we received an "engagement" letter from consultant Gregory Shinn CFO outlining the services he will provide until Asondra has earned her degree. This needs approval from the Board. Cassie noted he charges \$150.00 per hour and estimates 10-15 hours per month for his services which will vary depending on how often he is needed. The more comfortable Asondra becomes the less he will be needed. She said he is very knowledgeable about Head Start. Tina asked what kind of feel the fiscal staff had about him. Cassie said they all seemed to like him and would be comfortable working with him. Tina asked if there was a confidentiality agreement in the engagement letter. Ashley read over it and noted it did. Toni moved to give Cassie approval to sign the engagement letter. The motion was seconded by Johan, voted on and unanimously approved.

Cassie shared the Kudo board to everyone where many well-wishers sent messages to Dorothy on her retirement.

ANNOUNCEMENTS – None.

ADJOURNMENT

Adelaide moved and Christy seconded to adjourn the meeting. The meeting was adjourned at 6:34 p.m. The next Board of Directors meeting will be held at 5:30 p.m. May 3, 2022, via Zoom and phone.

Ashley Mensch

Ashley Mensch (Apr 14, 2022 15:12 EDT)

Board Signature

Apr 14, 2022

Date