

COLUMBIA CHILD DEVELOPMENT PROGRAM
Bloomsburg PA 17815

April 7, 2020

MEMBERS PRESENT

Ashley Mensch, President
Oren Helbok, Vice President
Joan Mosier
Tina Welch
Johan van der Jagt
Twilla Dowell
Christine Luschas

Christine Curley
Bernie Landers
Adelaide Benson
Matt McCollin
Lynne Pabst
Lisa Makara

OTHERS PRESENT

Cassie Weaver
Dorothy Star
Heather Wolfe

Debbie Jones
Jen Johnson

MEMBERS ABSENT (* indicates excused)

*Jeff Arnold
Toni Bell

Sylvia Costa

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 5:30 p.m. via telephone conference.

CONSENT AGENDA

The Secretary's report was pulled from the consent agenda. Twilla moved and Lisa seconded to approve the agenda. The motion was voted on and approved. The consent agenda included: president's report, March minutes, vice president's report, treasurer's report, and the credit card report. Policy Council did not meet in March so there is no report.

SECRETARY'S REPORT

Cassie noted that Vanessa Troup, Heather Wolfe, and Deb Thennes thanked the Board for approving the discretionary payment.

FISCAL OFFICER'S REPORT

The Financial Summary Report for February was included in the packet. There were no questions on the report. Dorothy reported the following:

Head Start federal and state funds are available. Staff members are being paid and receiving benefits. Staff is working remotely from home. Child Care staff continues to be paid with full benefits and are also working remotely from home. Private pay parents are not paying for child care services. Subsidized payments, minus the parent's co-pays, are being received. Excess fees are not being charged to parents. EITC funds are not being billed.

Child Care bills are being covered from the \$155,000 working capital account. There is \$369,700 in board reserves for a total of \$524,700. We are currently using \$16,000 every two weeks to cover Child Care costs.

Our auditor and bank have been contacted to help with applying for the Paycheck Protection Program to cover child care payroll and benefits, rent and utilities. Loan amounts will be forgiven if we continue to pay our employees and maintain compensation levels.

Dorothy noted the audit is scheduled for the beginning of June. Unemployment Compensation – CCDP's unemployment compensation is self-funded. If we were to lay staff off we would have to pay their unemployment costs.

Discussion followed. Joan asked if Child Care staff members are able to work remotely. Debbie noted they are working on lesson plans, online trainings, reaching out to parents, and filming videos for the children. Christine L. asked if most parents have computer access. Dorothy noted that there is only one parent that does not have access but is kept informed by telephone. Johan noted it would be helpful to give parents suggestions on how to help children cope with what is going on. Debbie noted that she and Heather are doing this. Lisa and Christine L. also made suggestions.

Dorothy noted that fiscal staff have been working at home on the Payroll Protection Program Loan, closing out the fiscal year that ended March 31, start-up of the new fiscal year, the Head Start Quality Improvement and COLA application, monitoring end of year spending, and keeping up with the CARES Act (Coronavirus Aid, Relief and Economic Security).

ADMINISTRATIVE REPORTS:

AGENCY

The March report was included in the packet. Also included in the packet was an Information Memorandum from ACF regarding grant flexibilities and waivers due to COVID-19, an Information Memorandum regarding Head Start Modular Units, and a Program Instruction on the Head Start funding increase for fiscal year 2020.

Cassie noted our Head Start program closed March 13 and Child Care closed March 16. The Information Report on modular units included information on purchasing or disposing a unit. Our Head Start classroom in Benton is housed in a modular unit. The Program Instruction for funding increase includes a COLA increase based on the fiscal year 2019 base funding level to give Head Start staff a 2% salary increase. We are applying for quality improvement funding to add Behavior Support staff into Head Start instead of year-to-year grants we receive from the Bloomsburg Community Foundation and to purchase work cell phones for Head Start staff.

Discussion followed. Oren asked if we would still apply for these grants for other things. Cassie noted several ideas are being considered; possibly a behavior support person for Child Care.

Adelaide asked if there were any updates about not funding Sullivan Head Start. Cassie stated that we will not know that until Head Start approves our grant.

HEAD START

Heather Wolfe, Disabilities/Mental Health Manager, reported we are serving 43 (17%) children with disabilities. Children are receiving services remotely. Staff are connecting with families and giving them enrichment activities to do at home. She noted there are 8 children on hold for referral services. She noted work continues on shortening the length of time from when a child is referred until services

begin. Dan St. Romain was scheduled to present a training in March which was cancelled. He has agreed to come back in early fall.

CHILD CARE

The March report was included in the packet. Debbie noted letters and activities are going out to parents. She received some interest from Indeed on staffing positions, and will follow up on these when the center is re-opened. The Mandated Reporter training has been re-scheduled for June 1st from 5:30 pm – 8:30 pm at the Fifth Street center. She is working on Summer Camp registration which was scheduled to take place in May.

COMMITTEE REPORTS

EXECUTIVE

The March meeting was held by telephone conference. Minutes are included in the packet. Ashley noted the committee discussed staff going back into the centers (see Executive report). Applying for a waiver to reopen the child care center was discussed. Kerry Vincent, bookkeeper, reached out to parents to ask if they would send their children if we opened the center. Cassie reported that 27 families responded. Only 4 parents said they would send their child if we re-opened.

Cassie contacted Lisa Dooley at the Town about the re-inspection that was supposed to take place the end of April. This will need to be re-scheduled.

Oren noted we have a new Treasurer. Oren moved to nominate Christine Curley to serve as Treasurer for a 2 year term. Twilla seconded the motion. The motion was voted on and approved.

BUDGET/FINANCE – No report.

PERSONNEL

Tina moved and Oren seconded to approve the Personnel Status Update for Child Care. The motion was voted on and approved.

Joan asked about the status of the changes to the Child Abuse policy. Cassie will touch base with Mary Millham.

NOMINATING – new Treasurer approved.

DEVELOPMENT

The Renaissance Jamboree was cancelled.

FACILITIES

The new refrigerator for the Fifth Street center has been ordered. Joan asked if anyone was checking the center since it's not being occupied. Cassie noted the cleaners had been coming in and she has stopped a few times. Ashley said this will be discussed by Executive Committee.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES

Lynne reported the committee has not been able to work on the self-assessment.

BYLAWS – No report.

AD HOC BUILDING COMMITTEE – No report.

HEAD START POLICY COUNCIL LIAISON

Twilla reported the April Policy Council meeting will be held by telephone.

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

UNFINISHED BUSINESS – None.

NEW BUSINESS

Dorothy reported a Head Start budget revision for 19-20 was included in the packet. Funds from personnel and fringe benefits were moved to equipment. \$18,500 will be used to purchase a vehicle for Bloomsburg to transport food prepared at Fifth Street to Town Park Village. The Child Care vehicle, which has been used to transport food, is in very poor condition. When necessary, the vehicle can also be used to transport families to appointments or center events. Three bids were obtained, with the bid from Independence Honda chosen. The Benton center needs improvements to the handicapped accessible ramp and deck entrance at a cost of \$15,360. The vinyl siding and wall sheathing needs to be replaced at a cost of \$8,250. Four contractors were contacted and we received one bid from E. Lee Remley, who was chosen to do the work.

Oren moved to approve the 19-20 Head Start budget revision as presented. The motion was seconded by Matt. Discussion followed. Twilla asked when the work will be completed. Dorothy noted that as soon as the revision is approved we can contact Independence Honda and Remley Contractors.

The motion was voted on and approved.

ANNOUNCEMENTS – None.

ADJOURNMENT

Adelaide moved and Lynne seconded to adjourn the meeting. The meeting was adjourned at 6:25 p.m. The next Board of Directors meeting will be held at 5:30 p.m. May 5, 2020 at 589 E. 7th Street, Bloomsburg unless we need to hold the meeting remotely.

DocuSigned by:
Ashley Mensch
35CEEAB1E3A3417...

Board Signature

4/14/2020

Date