

COLUMBIA CHILD DEVELOPMENT PROGRAM
Bloomsburg PA 17815

August 4, 2020

MEMBERS PRESENT

Ashley Mensch, President
Oren Helbok, Vice President
Christine Curley, Treasurer
Joan Mosier
Matt McCollin
Lynne Pabst

Christine Luschas
Johan van der Jagt
Jeff Arnold
Lisa Makara
Sylvia Costa
Tina Welch

OTHERS PRESENT

Cassie Weaver
Dorothy Star
Heather Wolfe

Debbie Jones
Jen Johnson

MEMBERS ABSENT (* indicates excused)

*Twillia Dowell
*Toni Bell

Adelaide Benson

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 5:36 p.m. via Zoom conference.

CONSENT AGENDA

Oren moved and Tina seconded to approve the agenda. The motion was voted on and unanimously approved. The consent agenda included: president's report, July minutes, board absentee report, vice president's report, treasurer's report, credit card report, and secretary's report. There were no Policy Council minutes as they did not meet in July.

FISCAL OFFICER'S REPORT

The Financial Summary Report for June was included in the packet. Dorothy went over her report. She stated that she has contacted First Columbia Bank several times regarding the loan forgiveness but has not heard anything. Jeff stated the bank is still trying to determine the process as it keeps changing. Jeff also noted there have been discussions regarding another stimulus which also changes week to week. We should just be patient. Dorothy reported she is working on finalizing the 3-month (April – June) Head Start budget and started working on the 9-month Head Start budget (July – March) and HSSAP budget.

ADMINISTRATIVE REPORTS:

AGENCY

The July Administrative report was included in the packet. Cassie highlighted the spotlight on success submitted by Debbie. She noted the Child Care center will resume the normal opening time (6:00 am) on August 24; we will close at 6:00 pm. Cassie noted the Head Start virtual trainings she has been attending have been very helpful. The Columbia Montour United Way allocations application was

submitted on July 28 for \$20,000 for operational expenses for Child Care. A request for \$20,000 was submitted to the First Community Foundation's COVID-19 Common Application also for operational expenses for Child Care. Cassie noted that during the COVID-19 closure Child Care lost \$86,000 in revenue, and these grants would help defray that loss.

HEAD START

Heather Wolfe, Mental Health Manager, noted the 2020-2021 grant request from Central Susquehanna Community Foundation – Berwick Health and Wellness and CMSU were approved. These grants fund Behavior Support Staff, Family Support Staff, and PBIS. Heather stated there were no referrals for TSS for classrooms, but only two assessments were completed due to COVID-19. Discussion followed.

CHILD CARE

Cassie explained there was an incident that occurred on July 27 at the center during a fire drill. During fire drills, children are escorted out of their classrooms to a designated area on the playground. The temperature that day was extremely hot. One of the young toddlers got burned on the bottom of his feet from walking across the blacktop. Debbie contacted our inspector who said she should fill out an incident report and call ChildLine to report it, which Debbie did. Debbie noted that although it was a procedure mistake, Children & Youth said a name needed to be filed with the incident. We had to suspend the staff person with pay. Debbie stated a crib will now be used to get the younger children safely across the blacktop. We have to wait for Children & Youth to determine if the incident is founded or unfounded. Christine L. noted it could take up to 60 days for a decision. She noted there are a lot of steps to protect the staff and we can appeal if it is founded. Discussion followed.

Debbie went over her July report. She noted Summer Camp will be ending soon. The campers enjoyed plenty of special events and activities despite covid. She explained the procedures we are following regarding masks and children at the center. CDC recommends that children under two do not need to wear masks. She is waiting for Bloomsburg School District's reopening plan to be decided to see if/how we can accommodate our school agers.

COMMITTEE REPORTS

EXECUTIVE

Cassie noted that all items from the Sullivan County Head Start center have been removed as of July 31. However, we are still trying to find someone to clean; since we cannot retrieve all of the keys, we will have to change the locks. The lease ends August 15.

Ashley went over the minutes and explained the CARES funding we received for Child Care and the expected funding we should receive for HSSAP. She noted the committee discussed giving those employees a 5% discretionary payment. Oren moved to approve granting a 5% discretionary payment to Child Care employees now and a 5% discretionary payment to HSSAP employees when we receive the funds. Sylvia seconded the motion. Cassie explained we received an additional \$20,500 from CARES for Child Care and should receive \$27,810 from CARES for HSSAP. The motion was voted on and unanimously approved.

BUDGET/FINANCE – No report.

PERSONNEL

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

NOMINATING

Ashley noted terms of office for president and vice-president need to be renewed. Tina made a motion to renew the term of office for Ashley Mensch, President and Oren Helbok, Vice President. The motion was seconded by Christine C. A vote was taken on the motion and unanimously approved. Terms for officers are two years.

DEVELOPMENT – No report.

FACILITIES – No report.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES – No report.

BYLAWS – No report.

AD HOC BUILDING COMMITTEE – No report.

HEAD START POLICY COUNCIL LIAISON – No report.

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

UNFINISHED BUSINESS – None.

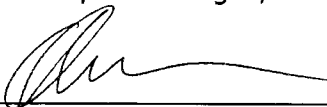
NEW BUSINESS

A copy of the Head Start Reopening Plan was included in the packet. Cassie clarified that the Head Start Partnership classroom falls under Child Care and is not included in the reopening. Cassie went over the highlights and noted that the start dates could change. Sylvia moved to approve the Head Start Reopening Plan as presented. The motion was seconded by Lynne. The motion was voted on and unanimously approved.

ANNOUNCEMENTS – None.

ADJOURNMENT

Tina moved to adjourn the meeting. Johan seconded the motion. The meeting adjourned at 6:50 p.m. The next Board of Directors meeting will be held at 5:30 p.m. September 1, 2020, via Zoom and phone. Log-in/call in information will be included in the board packet.



Board Signature

12 August 2020

Date