

COLUMBIA CHILD DEVELOPMENT PROGRAM
Bloomsburg PA 17815

February 2, 2021

MEMBERS PRESENT

Ashley Mensch
Oren Helbok
Tina Welch
Johan van der Jagt
Twilla Dowell
Jeff Arnold
Adelaide Benson

Sylvia Costa
Joan Mosier
Toni Bell
Lynne Pabst
Matt McCollin
Bernie Landers
Lisa Makara

OTHERS PRESENT

Cassie Weaver
Dorothy Starr
Debbie Jones

Jen Johnson
Sarah Meyer
Mary Millham

MEMBERS ABSENT (* indicates excused)

*Christine Luschas
*Bernie Landers

Christine Curley

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 zoom conference. Introductions were made to Sarah Meyer who is the new Health/Nutrition Manager.

CONSENT AGENDA

Twilla moved to approve the consent agenda, seconded by Johan, voted on and unanimously approved. The consent agenda included: president's report, January minutes, board member absentee report, vice president's report, treasurer's report, credit card report and Policy Council minutes.

FISCAL OFFICER'S REPORT

The Financial Summary for December 2020 was included in the packet. Dorothy went over the report noting that Child Care is showing a deficit of \$41,086. If we are granted forgiveness on the PPP loan Child Care will have a surplus of \$225,605. The Payroll Protection Program loan has been submitted. The Small Business Administration has 90 days to respond. We are asking for \$261,647 forgiveness. Dorothy noted that Head Start and HSSAP are doing fine. The Child Care budget will be presented at the March meeting. Jeff asked if we were going to apply for the second round of the PPP loan. Dorothy noted she didn't think we would be eligible because we would not have a 25% decrease in income for any quarter in 2020 compared to the same quarter in 2019. Jeff stated it can be any quarter from 2020. Cassie said that she didn't think it was appropriate to apply for the second round as we didn't feel that we needed it.

ADMINISTRATIVE REPORTS:

AGENCY

Cassie went over her report, highlighting the Spotlight on Success submitted by Debbie. She noted that an application has been submitted to our local Early Learning Resource Center for eligible Child Care staff to receive a one-time \$600 reward in response to COVID in PA. Installation of the security system continues. Ashley asked if there were any questions from parents regarding the cameras. Cassie noted so far no one has said anything.

HEAD START

The Managers' reports were included in the packet. Mary Millham, Family Services Manager, presented the 2021 Recruitment Plan and Selection and Enrollment Plan which was included in the packet and went over the plans. Mary reported all centers are fully enrolled. She noted the plan is updated annually and approved by the Family and Community Partnership Committee. It is then presented to Policy Council and the Board for approval. Toni moved to approve the 2021 Recruitment and Selection and Enrollment Plans as presented. The motion was seconded by Tina. The motion was voted on and unanimously approved.

Sarah went over her report. She noted that February is dental health month and children will receive a virtual lesson as well as a dental kit in March.

CHILD CARE

December report was included in the packet. Debbie reported positions for the Assistant Group Supervisor for HSSAP and the Assistant Group Supervisor for School age have been filled. An Assistant Group Supervisor for the Toddler room and a Cook Aide still need to be filled. Debbie noted we have been experiencing problems with the EZ Smiles program. The app has not worked the way they promised it would. We found out that EZCare has been purchased by another company and is making changes and we will see what they have to offer. We will be reimbursed from EZSmiles for the purchase of the program. Debbie said work has begun on planning this year's Summer Camp. Chatter has been going around that the pool may be opened which would be a good thing.

COMMITTEE REPORTS

Ashley had to be excused from the meeting and Oren took over leading the meeting.

EXECUTIVE

Minutes from the January 21 meeting were included in the packet. Oren explained the committee is recommending a Hardship Payment for all staff to recognize the hardship of working in the early childhood field during Covid-19. Staff with consistent face-to-face interaction with children and families will receive \$1,000 and staff without consistent face-to-face interaction will receive \$750.00. Payments will be made to all staff members employed as of January 1, 2021 regardless of probation status except for day-to-day substitutes in Head Start. The cost to Head Start is \$66,610.84 and cost to Child Care is \$18,453.62. Twilla moved to approve the Hardship Payment as presented. The motion was seconded by Jeff. The motion was voted on and unanimously approved. Cassie thanked the Board for doing this for the staff and supporting them in this way. Tina asked if the Board should write a letter to staff. Cassie noted that Oren has composed one.

BUDGET AND FINANCE – No report.

PERSONNEL

Lisa moved to approve the Child Care Personnel Status Update. The motion was seconded by Jeff. Lynne noted the degree listed for Margaret Baker was incorrect and should be AAS Early Childhood. The motion was voted on with the correction noted. Motion unanimously approved.

NOMINATING – No report.

DEVELOPMENT

Oren asked Cassie if she had a chance to research the supermarket rewards program. Cassie noted she hasn't but will.

FACILITIES – No report.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES – No report.

BYLAWS

AD HOC BUILDING – No report.

HEAD START POLICY COUNCIL LIAISON

Twilla noted Policy Council had training for the self-assessment.

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

Oren reported Adrienne Mael, CEO, gave birth to a baby boy.

UNFINISHED BUSINESS – None.

NEW BUSINESS

Oren explained the Executive Committee discussed a tuition increase for Child Care. He noted we customarily increase fees 2% but they decided on a 1% increase to help keep up with expenses but not put as much hardship on families. Cassie noted the effective date was incorrect on the Executive Committee minutes but correct on the tuition schedule. The increase will go into effect on April 5th. Sylvia moved to approve the tuition schedule. The motion was seconded by Twilla. The motion was voted on and unanimously approved.

ANNOUNCEMENTS – None.

Discussed snow closures for Child Care and Head Start.

Tina brought up the second round of the PPP Loan, noting that she appreciates our view about not applying for it, but questioned if we should apply. Could we use that money even if the agency is doing well? Discussion followed. According to the application, you can take any quarter in 2020 and compare it to the same quarter in 2019. Cassie thinks we were probably down 25% in the second quarter in 2020. Cassie said we can review it again and see if we are eligible. Jeff noted that since we don't know what our finances will be down the road we should see if we qualify and how much would we qualify for. Oren noted the deadline is March 31. Dorothy explained the application was

complicated because our quarterly reports include the entire agency – Head Start, HSSAP and Child Care, and it was time consuming to separate them.

ADJOURNMENT

Tina moved to adjourn the meeting. Twilla seconded the motion and the meeting was adjourned at 6:20 p.m. The next Board of Directors meeting will be held at 5:30 p.m. March 2, 2021 via Zoom and phone.

DocuSigned by:

Oren Helbok

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Board Signature

2/10/2021

Date