

COLUMBIA CHILD DEVELOPMENT PROGRAM
Bloomsburg PA 17815

January 7, 2020

MEMBERS PRESENT

Ashley Mensch, President
Oren Helbok, Vice President
Tina Welch
Johan van der Jagt
Twillia Dowell
Jeff Arnold

Sylvia Costa
Joan Mosier
Christine Luschas
Lynne Pabst
Matt McCollin
Bernie Landers

OTHERS PRESENT

Cassie Weaver
Dorothy Starr- (call in)

Debbie Jones
Jen Johnson

MEMBERS ABSENT (* indicates excused)

*Adelaide Benson
*Lisa Makara
*Christine Curley

* Lissa Bryan-Smith
*Toni Bell

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. at the Head Start Managers Office, 589 E.7th Street.

CONSENT AGENDA

The Secretary's report was removed from the consent agenda. Oren moved to approve the consent agenda, seconded by Bernie, voted on and approved. The consent agenda included: president's report, December minutes, board member absentee report, vice president's report, treasurer's report, and the credit card report.

SECRETARY'S REPORT

Oren read a note from Virginia Thompson and Marge Duck which included a donation in memory of their mom, Florence Thompson. Florence was a member of the Board for many years.

FISCAL OFFICER'S REPORT

Dorothy reviewed the Financial Summary Report for November 2019. She explained the child care deficit of \$85,635 includes the 2016 IRS penalty of \$52,380 plus an additional deficit of \$33,255. An investigation showed the private and subsidized child care payments were less than projected. Low enrollments in the Pre-K classroom showed the largest shortfall of funds. Current enrollment reports are indicating increased enrollment numbers.

ADMINISTRATIVE REPORTS:

AGENCY

Cassie went over her report, highlighting the Spotlight on Success. She explained we participated in Giving Tuesday, and although we did not receive any donations, the cost to participate was refunded through sponsorship and advertising donations. Cassie explained we received formal notification that the Corrective Action was accepted, An Information Memorandum on Accounting and Reporting Capital Leases, and a Program Instruction on Administrative Simplification. These were included in the packet.

Dorothy forwarded the memorandum on Accounting and Reporting Capital Leases to our auditor for review. According to the memorandum, Head Start needs to approve all capital leasing transactions from this point forward. Jeff noted he thinks this was effective January 2019 and concerns all leases. He stated there is no such thing as a capital lease anymore. Jeff will contact the auditor to investigate further.

HEAD START

The December Policy Council meeting was cancelled due to weather. The Head Start Recruitment Plan and Selection and Enrollment for 2020-2021 was included in the packet. Twilla moved and Tina seconded the motion to approve the plans as presented. The motion was voted on and approved.

CHILD CARE

A copy of the December report was included in the packet. Debbie went over her report noting that Parent's Night Out was a lot of fun with 20 children attending. Debbie reported the Group Supervisor for school age started on Monday. She still needs to replace the Assistant Group Supervisor for School Age and an Aide in the infant room.

COMMITTEE REPORTS

EXECUTIVE

The minutes from the December 19 meeting were included in the packet. Discussion followed on the 5th Street building and the town involvement. Cassie reported that Lisa Dooley, and Ken Roberts, code and building, are planning on stopping by the center next week. An ad hoc committee has been established to address options for the 5th Street building. Committee members are: Ashley, Lissa, Oren, Jeff, Christine L. and Matt.

Ashley, on behalf of Executive Committee, asked Board members to help in providing a thank-you lunch for the child care staff by donating \$10.00 and stopping in for lunch. Staff have been working extra hours and in different classrooms because of the shortage. The lunch will be held January 29 from 12:30-2:00. Oren was asked to read the letter on behalf of the Board to the staff.

BUDGET AND FINANCE – No report.

PERSONNEL

Tina moved to approve the Personnel Status Update for Child Care. Oren seconded the motion. The motion was voted on and approved. Tina questioned if we considered interviewing candidates even if all positions are full as a recruitment strategy. Someone suggested posting positions on face book.

Tina moved to approve Policy 3.7 – Clearances and Policy 3.23- Volunteers and Visitors. The revisions were emailed previously to board members to review. The motion was seconded by Twilla, voted on and approved.

Tina moved to approve the revision to the agency employment application. The motion was seconded by Twilla, voted on and approved.

NOMINATING – No report.

DEVELOPMENT

Oren noted the committee is meeting this week to discuss participating in the Renaissance Jamboree.

FACILITIES – No report.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES – No report.

BYLAWS – No report.

HEAD START POLICY COUNCIL LIAISON – No report.

UNITED WAY OF COLUMBIA & MONTOUR COUNTIES LIAISON

Oren reported that Giving Tuesday did not go well across the area and was not successful due to poor organization.

UNFINISHED BUSINESS – None.

NEW BUSINESS

ANNOUNCEMENTS – None.

ADJOURNMENT

Oren moved to adjourn the meeting. Tina seconded the motion and the meeting was adjourned at 6:25 p.m. The next Board of Directors meeting will be held at 5:30 p.m. February 4, 2020 at 589 E. 7th Street, Bloomsburg.

Ashley Mensch
Board Signature

1/7/20
Date