

COLUMBIA CHILD DEVELOPMENT PROGRAM
Bloomsburg PA 17815
May 2, 2023

MEMBERS PRESENT

Oren Helbok	Olivia Oden	Betsy Rubio
Johan van der Jagt	Toni Bell	Joan Mosier
Matt McCollin	Lynne Pabst	Danielle Howie
Twilla Dowell	Christy Roberson	

OTHERS PRESENT

Cassie Weaver	Jen Johnson	Faith Reirson
Debbie Jones	Asondra Acor	Amber Parr
Morgana Miller		

MEMBERS ABSENT (* indicates excused)

*Adelaide Benson	Christine Luschas	* Ashley Mensch
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The regular meeting of the Columbia Child Development Program Board of Directors was called to order by the Vice President, Oren Helbok, at 5:31 p.m. via zoom conference.

CONSENT AGENDA

Toni moved to approve the consent agenda. The motion was seconded by Johan, voted on and unanimously approved. The consent agenda included: president's report, April minutes, Vice President's report, credit card report, Policy Council minutes and Secretary's report.

Cassie welcomed Amber Parr to the meeting. Amber has been hired as the new Administrative Assistant. Introductions were made.

TREASURER'S REPORT

Christy went over the Treasurer's Summary for March, noting this is the last month of the fiscal year for Child Care and Head Start. She stated there will be year-end adjustments to the March report as all expenses have not been received. She noted Child Care is showing a preliminary deficit of \$180,829 at this time. Twilla moved to accept the Treasurer's Report. The motion was seconded by Lynne, voted on and unanimously approved.

FISCAL OFFICER'S REPORT

Asondra explained the \$180,829 loss that Child Care is showing is offset by approximately \$13,000 that was used from the board reserve for the retention bonus. Head Start is showing a higher income than expected due mostly to CACFP reimbursements. Pending transactions will zero out the Head Start grant. The HSSAP budget is a little behind in spending. Asondra noted the EITC renewal was submitted and approved, and we received our first contribution for this year. She noted we will soon be scheduling the next audit.

ADMINISTRATIVE REPORTS:

AGENCY

Cassie asked Morgana to report on the Spotlight on Success. Morgana recognized Liz Shaeffer, Family Service Worker at the Benton center, for going above and beyond to help families and support staff.

Morgana reported on the Renaissance Jamboree which was held last Saturday. Unfortunately, the food vendor we partnered with was unable to attend due to vehicle issues. However, it was still great to have our presence there. We did receive a few donations. Cassie noted that Amber is currently the Head Start Health Assistant and already has a lot of knowledge about CCDP. Cassie noted the Early Childhood Conference will take place May 19 at St. Luke's Church. Cassie presented a Kudo board to Jen with many wishes for her retirement.

HEAD START

Faith's report was included in the packet. Faith reported a recruitment fair will be held May 24 from 3 pm – 5 pm at Town Park Village. The Family Center and Prek Counts will be partnering with Head Start. Head Start is taking applications for the upcoming program year. Faith noted she will be a panelist at the Early Childhood Conference focusing on community resources. She will be graduating May 18 from this year's Leadership Central Penn class.

CHILD CARE

Debbie went over her report. She has been working on promoting summer camp and noted several Head Start staff will be working for child care over the summer. Debbie reported some preschool and prek staff will attend the Early Childhood Conference as well as the staff in the HSSAP room. Debbie thanked Jen for all her help with the building over the past 23 years noting it was appreciated.

COMMITTEE REPORTS:

EXECUTIVE

Minutes from the April 13 meeting were in the packet. There were no questions.

BUDGET AND FINANCE – No report.

PERSONNEL

Cassie noted there is an addition to the Personnel Status Update. Asondra will receive her BA in Business Administration on Saturday. Asondra will be promoted to Fiscal Manager without a consulting CFO effective 5/8/23. Twilla moved to approve the amended Personnel Status Update. The motion was seconded by Christy, voted on and unanimously approved.

Policy revisions 3.14, 5.8, and 5.10 were emailed to members previously. Cassie noted the policy committee met today and have another change to the Holiday Policy. Cassie explained 9-11 month employees working between 25-37 hours per week will now receive a minimum of 10 paid holidays per year instead of 8.

Twilla moved to approve revisions to Policy 3.14 – Tobacco/Vape Free Environment; Policy 5.8 – Donation Bank; and amended Policy 5.10 – Holidays/Floating Holidays. The motion was seconded by Johan, voted on and unanimously approved.

NOMINATING

Oren noted that Danielle will no longer be the Policy Council Liaison to the Board when her daughter starts kindergarten in the fall. If Danielle is interested, she is welcome to be a regular member of the board. Ashley is reaching out to Danielle with an invitation.

DEVELOPMENT – No report.

FACILITIES – No report.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES – No report.

BYLAWS – No report.

AD HOC BUILDING – No report.

HEAD START POLICY COUNCIL LIAISON

Danielle reported the Berwick Parent group attended a floral arrangement class at Vo-Tech on April 19th. The Celebration of Learning will be held on June 7.

SUSQUEHANNA VALLEY UNITED WAY LIAISON - No report.

UNFINISHED BUSINESS – None.

NEW BUSINESS – None.

ANNOUNCEMENTS

Toni reported the town has been receiving applications for lifeguards. She noted the pool plastering should be completed this weekend with final pool completion hopefully on May 9. Hoping to have the pool open June 10.

ADJOURNMENT

Twillia moved and Danielle seconded to adjourn the meeting. The meeting ended at 6:10 pm. The next Board of Directors meeting will be held at 5:30 p.m. June 6, 2023, via Zoom and phone.

Oren B. Helbok

[Oren B. Helbok \(May 5, 2023 13:02 EDT\)](#)

Board Signature

May 5, 2023

Date







Minutes May 2 2023

Final Audit Report

2023-05-05

Created:	2023-05-05
By:	Cassandra Weaver (cweaver@ccdppa.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAU1jT7AnguhNKaUhHjbNtoLo-94tZKwA4

"Minutes May 2 2023" History

-  Document created by Cassandra Weaver (cweaver@ccdppa.org)
2023-05-05 - 3:58:33 PM GMT- IP address: 24.55.137.247
-  Document emailed to ohelbok@gmail.com for signature
2023-05-05 - 3:58:55 PM GMT
-  Email viewed by ohelbok@gmail.com
2023-05-05 - 4:13:07 PM GMT- IP address: 75.97.209.29
-  Signer ohelbok@gmail.com entered name at signing as Oren B. Helbok
2023-05-05 - 5:02:44 PM GMT- IP address: 75.97.209.29
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Signature Date: 2023-05-05 - 5:02:46 PM GMT - Time Source: server- IP address: 75.97.209.29
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2023-05-05 - 5:02:46 PM GMT