

COLUMBIA CHILD DEVELOPMENT PROGRAM
Bloomsburg PA 17815

November 3, 2020

MEMBERS PRESENT

Oren Helbok
Christine Curley
Joan Mosier
Matt McCollin
Tina Welch
Bernie Landers

Jeff Arnold
Twillia Dowell
Lisa Makara
Sylvia Costa
Adelaide Benson

OTHERS PRESENT

Cassie Weaver
Dorothy Star
Mary Millham

Debbie Jones
Jen Johnson

MEMBERS ABSENT (* indicates excused)

Toni Bell
*Lynne Pabst
*Ashley Mensch

* Johann van der Jagt
* Christine Luschas

CALL TO ORDER

The regular meeting of the Columbia Child Development Program Board of Directors was called to order by the Vice President, Oren Helbok at 5:39 p.m. via Zoom conference after some technical difficulties.

CONSENT AGENDA

Adelaide moved and Sylvia seconded to approve the consent agenda. The motion was voted on and unanimously approved. The consent agenda included: president's report, October minutes, board absentee report, vice president's report, treasurer's report, credit card report, secretary's report, and Policy Council minutes.

FISCAL OFFICER'S REPORT

The Financial Summary Report for September was included in the packet. Dorothy went over her report. She explained that Child Care is showing a negative \$54,367 compared to this time last year. This is due to the closure and COVID restrictions. She noted if we are approved for PPP funding, we will have a surplus of \$148,778. Oren asked if we received the paperwork to apply for forgiveness. Dorothy noted we have the information on how to apply for forgiveness. We are waiting on final payroll figures to complete the paperwork needed. First Columbia Bank has staff who will help with the forgiveness application if we need help.

ADMINISTRATIVE REPORTS:

AGENCY

Cassie went over her report highlighting the Spotlight on Success submitted by Mary Millham. Cassie reported Rich Kisner, Community Strategies Group, contacted her about moving forward with the project to relocate Fifth Street and TPV. The grant application is due soon. We won't know until next summer if the grant was approved. Discussion followed. Oren asked if Rich asked us for a letter of

support. Cassie said he did not. Cassie noted that Becky Aardweg, our Health/Nutrition Manager, was honored by the Head Start Healthy Smiles Task Force on October 27 as their Oral Health Champion. Becky has been a great advocate for children. Becky is retiring at the end of the year. PI-HS-20-06 from the Office of Head Start is included with Cassie's report.

HEAD START

Mary Millham, Family Services Manager, conducted a training on Head Start eligibility requirements. She explained how eligibility is determined, age requirements and the interview process.

CHILD CARE

Debbie went over her report. She noted she just received notification from NAEYC that our accreditation renewal was approved for Fifth Street and Town Park Village. The renewal is for five years. Cassie and the Board congratulated Debbie, Rose and the staff at both centers for all their hard work to make this happen. Debbie reported the annual inspection at Fifth Street from the Department of Human Services should take place soon. It has been delayed because of COVID.

COMMITTEE REPORTS

EXECUTIVE

Minutes from the meeting were included in the packet. There were no questions.

BUDGET/FINANCE

Christine C. noted the audit letter was included in the packet. She reported the program was in compliance in all areas. Christine C. moved to accept the audit and the 990. The motion was seconded by Bernie. Oren noted the Board has not seen the 990. This will be made available to members at the December meeting. The motion was voted on and unanimously approved.

Christine noted the committee reviewed the Head Start budget for fiscal 21-22. The minutes from the October meeting stated there is a balance of \$25,702 to allocate in the budget. Dorothy learned three employees needed to be added to the personnel budget, so the budget was revised. There is no longer any additional funds to increase benefit dollars or to add additional funds to the employers health coverage portion.

PERSONNEL

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

NOMINATING – No report.

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

Revisions made to Policy Council Bylaws were included in the packet. Cassie explained Sullivan County was removed as we are now only serving Columbia County, specific duties for parent representatives was added, and a confidentiality agreement for new members was created. Jeff moved to approve the Policy Council Bylaws revisions as presented. The motion was seconded by Twilla. The motion was approved unanimously.

The agency wide Annual Report for 2019-2020 was included in the packet. Cassie explained the Office of Head Start requires us to write an annual program report on our services. She noted information on child care services is at the end of the report. The program report will now be accessible on our website.

ANNOUNCEMENTS

The virtual mandated reporter training is Thursday, November 5 at 9:00 a.m.

ADJOURNMENT

Tina moved to adjourn the meeting. Sylvia seconded the motion. The meeting adjourned at 6:15 p.m. The next Board of Directors meeting will be held at 5:30 p.m. December 1, 2020, via Zoom and phone. Log-in/call in information will be included in the board packet.

DocuSigned by:
Aren Helbok
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Board Signature

11/23/2020
Date