

COLUMBIA CHILD DEVELOPMENT PROGRAM  
Bloomsburg PA 17815  
September 5, 2023

MEMBERS PRESENT

Oren Helbok  
Johan van der Jagt  
Joan Mosier

Twilla Dowell  
Matt McCollin

Toni Bell  
Christy Roberson

OTHERS PRESENT

Cassie Weaver  
Debbie Jones

Asondra Acor  
Rebecca White

Amber Parr

MEMBERS ABSENT (\* indicates excused)

\*Adelaide Benson  
\*Ashley Mensch  
Danielle Howie

\*Betsy Rubio  
\*Lynne Pabst

\* Olivia Oden  
\*Christine Luschas

Due to issues with achieving a quorum, there was a pre-meeting discussion about looking into the emeritus option for board members who would fit the criteria. As discussion ensued, it was brought up that it would need to be in the by-laws and what this would mean. Oren is going research by-laws that would have similar wording and Matt is going to look for past state inspections that he has experience with.

The regular meeting of the Columbia Child Development Program Board of Directors was called to order by the Vice President, Oren Helbok, at 5:38 PM via zoom. No voting was able to be completed, due to lack of a quorum.

CONSENT AGENDA

Consent Agenda was provided via email but was not voted on due to lack of quorum.

TREASURER'S REPORT

Christy reported that Child Care is four months into their budget year. At this point they would be expected to have realized 33.3% of revenue and expenditures. Income is at 32% received and expenses are at 35% used. Head Start is also four months into their budget year. They have received 28% of the income and used expenses 28%. HSSAP fiscal year started in July and have not received any income yet due to the budget impasse but has spent 8%.

FISCAL OFFICER'S REPORT

Asondra expanded on the treasurer's report and stated that the Child Care deficit is due in part to subsidy payment coming in one month after services are provided and two large, unexpected expenses for the new air conditioning unit in the kitchen and the three-year renewal for the virus protection. One time funds are also figured into the budget by the lump sum divided by twelve and added into each month but in reality they come in at different times throughout the year. United Way did send us a letter with funds that we will be receiving, we budgeted for \$13,000 but will only receive a little over \$7,000.

Head Start expenses are low due to being closed for the summer and the lack of staff.

HSSAP has no income for July listed however we have since received July and August funds.

Asondra explained that the EITC funds are getting low, and we are expected to run out of funding in November. She asked if we could promote ourselves to request funds. After some discussion, Oren said that we can ask for funding from any company that pays Pennsylvania State Tax. Last year we did receive a large donation in November but there is no way to know if we will be receiving it again.

Asondra added a few other fiscal department updates. The Head Start COLA funds did come in and the approval came in for the one-time grant funds. The one-time grant is for \$160,000 and must be used this fiscal year. The excess 2022-2023 HSSAP money has been returned. Crystal Billig, the new Enrollment Bookkeeper, has started and is training with Amber, and it is going well. Nakisha Rodriguez has resigned as the Accounts Payable Bookkeeper and someone has already been hired to fill that position, we are just waiting on her clearances.

## ADMINISTRATIVE REPORTS:

### AGENCY

Cassie highlighted the Spotlight on Success in her report. It is from Rose regarding the exercise unit that Andrea completed with the students in her classroom.

There has been some progress with hiring, but we are still behind. Kaitlyn, our Human Resources Coordinator, has been working with Paylocity, our online payroll tool, to advertise through them. The candidate would need to fill out a full application on Paylocity to apply. This hopefully will give us less candidates with a higher quality.

There has been an update to the classroom closures that was discussed last month due to more staffing concerns. Two classrooms in Berwick will now be closed but we will still be offering other services, especially social services, to these families while they are waiting for the classrooms to open. One classroom at TPV will have reduced hours. The children will leave daily at 11:30 instead of 1:30. The staff overall have been dealing with a lot in their home lives and we are doing our best for the staff, students, and families.

### HEAD START

Rebecca White gave a few updates on the disabilities portion of Head Start. She stated that it has been a long and hard process to get children through the evaluation process. Taryn from the CSIU spoke at preservice to explain their process and the requirement for children they serve to have at least a 25% delay. This was mostly for the new staff but is a great refresher for the returning staff as well. In Berwick only, we will be doing speech referrals a little different this year. They will be given directly to a speech therapist for the CSIU. She will do a screening then the full evaluation to hopefully speed up the process of children receiving speech services. Referrals to the CSIU will also need to be done online instead of by paper like we have done in the past. There is new and different information that will be requested with this process, including family e-mail addresses and what the child's deficits are in the classroom.

### CHILD CARE

Debbie Jones highlighted a few things from her report that was provided with the packet. She gave a staffing update, she has hired a few new people and hopefully more soon.

The Community Aid Grant was received, and we will be ordering the items soon. There will be cameras in the remaining rooms that currently don't have. The rooms that will be receiving cameras are infants, toddlers, and the dining room. The infant room will also be painted and there will be new curriculum supplies.

The Community Giving Foundation - Bloomsburg Grant has also been approved and we will be receiving the funds soon. This will cover new PBIS social emotional materials including books and Dan St. Romain materials.

The Head Start class will be resuming tomorrow which means lots of new families and children.

On October 6<sup>th</sup> the children will be leaving at noon to give teachers time to do Teaching Strategies Gold, theme boxes, and classroom work.

#### COMMITTEE REPORTS:

EXECUTIVE – Nothing additional other than the attached report.

BUDGET AND FINANCE – No report.

PERSONNEL - No voting on the personnel update due to lack of quorum, we will vote electronically.

NOMINATING – No report.

DEVELOPMENT - No report.

FACILITIES – No report.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES – No report.

BYLAWS – No bylaw meeting but Joan did the mandated reporter training with Head Start at Trinity UCC in Bloomsburg.

AD HOC BUILDING – No report.

HEAD START POLICY COUNCIL LIAISON - No meeting.

SUSQUEHANNA VALLEY UNITED WAY LIAISON – No report.

#### UNFINISHED BUSINESS

Last month we discussed the IM from Office of Head Start stated that we are not allowed to use credit card rewards to purchase gift cards. Asondra reached out to Danae, the fiscal specialist, but she did not give us a full response on if we can continue to do this as we have been. We use them directly towards purchases and we use them towards gift cards. Danae did say that we can use the rewards directly towards purchases, but she is going to check on using it to purchase gift cards towards staff wellness. The staff birthday gifts are usually voted on at this meeting. We will table the discussion until we have a more concrete answer.

#### NEW BUSINESS

The Community Assessment and PIR were attached. We will need electronic voting for each.

#### ANNOUNCEMENTS

ADJOURNMENT

Meeting was closed at 6:15 PM.

*Oren B. Helbok*

Oren B. Helbok (Sep 19, 2023 19:54 EDT)

Board Signature

19 Sept. 2023

Date







# Minutes September 5, 2023

Final Audit Report

2023-09-19

Created:	2023-09-19
By:	Amber Parr (admin@ccdppa.org)
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