

COLUMBIA CHILD DEVELOPMENT PROGRAM  
Bloomsburg PA 17815

September 7, 2021

MEMBERS PRESENT

Oren Helbok

Joan Mosier

Johan van der Jagt

Matt McCollin

Toni Bell

Tina Welch

Twilla Dowell

Sylvia Costa

Christine Luschas

Jeff Arnold

Bernie Landers

Lynne Pabst

OTHERS PRESENT

Cassie Weaver

Rebecca White

Jen Johnson

Dorothy Starr

MEMBERS ABSENT (\* indicates excused)

\*Ashley Mensch

Adelaide Benson

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 5:37 p.m. via zoom conference.

CONSENT AGENDA

Toni moved to approve the consent agenda, seconded by Lynne, voted on and unanimously approved. The consent agenda included: president's report, August 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 July 2021 was included in the packet. Dorothy reported Child Care is doing well if we receive the Second Round PPP loan forgiveness. Summer School Age figures are not up to date as there are still bills coming in and all fees have not yet been posted. This will be more accurate at the next meeting. Oren asked Dorothy if she was confident that we will break even or better. Dorothy replied she was. Head Start is on track and HSSAP is doing fine. Dorothy went over the Financial Summary and noted we will have used most of the Second Round PPP Loan by September 6<sup>th</sup> for payroll and expenses and shouldn't be returning any of the money. Dorothy said the Child and Adult Care Food Program (CACFP) renewal application was submitted and approved. She noted we will be receiving \$25,638 for Emergency Operating Costs from CACFP. They compared March, April, May, and June 2019 with the same months in 2020. We showed a loss during that period due to the pandemic and this was the compensation from them. Dorothy reported a joint meeting with Budget/Finance and Personnel Committee is being scheduled to discuss retirement plans.

Dorothy reported a request was sent to the Town for the installation of 14 bollards (posts) which would be placed along the building in the parking lot at 5<sup>th</sup> Street to deter vehicles from going into the building. The estimate came from Sokol. Dorothy stated she attended the Town meeting on August 25<sup>th</sup> to answer any questions. Toni noted the Town will vote on the request when the budget is approved and said other options are being looked at as well.

## ADMINISTRATIVE REPORTS:

### AGENCY

Cassie highlighted the Spotlight on Success from Rebecca and Debbie. She noted she stated in her report we were getting closer to being fully staffed but we are now a little further from that. Included in the packet is an IM from the Office of Head Start with a few new terminology changes. Cassie reported Head Start classes resumed today and everything went well. There are 17 children in center-based classrooms and 13 children in combination option classes. Last year we could only serve 10 in each classroom. Cassie noted there were five Head Start employees out for some COVID related reason.

### HEAD START

Rebecca White, Education/Disabilities Manager, explained we were able to provide a virtual summer program for 12 children who were starting kindergarten in the fall with COVID funds. The program included 3 zoom meetings per week, once a week in person home visits, socialization day and build a backpack program. All 12 children and families completed the program. Rebecca also reported that each Head Start family is receiving one high quality children's book per month for the next two years. Labels are placed in the books that say, "CCDP Head Start Builds a Library". COVID funds are being used to support this program. Cassie commented that Build a Library came about last year when a teacher commented that one of the positives of COVID and how we had to operate at that time was getting books into the hands of children.

### CHILD CARE

The report was included in the packet. Debbie was not present.

## COMMITTEE REPORTS

### EXECUTIVE

Oren noted that the minutes from the August meeting were in the packet. There were no questions.

BUDGET AND FINANCE – No report.

### PERSONNEL

The Personnel Status Update was included in the packet. Tina went over the update and moved to approve the Child Care Personnel Status Update as presented. The motion was seconded by Toni. The motion was voted on and unanimously approved.

Tina noted there were three policies that were sent out to the Board to review. Policy 3.10 Responding to Abuse Allegations Against Employees and Volunteers has been tabled until the next meeting to clarify some of the language. Christine moved to approve Policy 7.3 – Travel Allowance and Policy 3.4 – Probationary Periods. Jeff seconded the motion. The motion was voted on and unanimously approved.

### NOMINATING

Oren noted we have a person interested in joining our Board as a member and has also agreed to serve as Treasurer. Her name is Christy Roberson. She is Executive Director of the Women's Center. Cassie noted Christy served on Policy Council for five years which is the time limit and was on the fiscal committee. She is very familiar with our program. Tina moved and Christine seconded to approve Christy Roberson to serve on the Board for a three-year term. The motion was voted on and unanimously approved. Matt moved to approve Christy Roberson to serve as Treasurer for a two-year term. The motion was seconded by Johan, voted on and unanimously approved.

DEVELOPMENT – No report.

FACILITIES – No report.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES

Lynne reported the committee met August 11. She was not able to attend the meeting and asked Johan and Rebecca to go over the report. Johan went over the minutes and said the committee approved the Creative Curriculum and the Growing Great Kids Curriculum. He stated the Cultural Recognition Policy was reviewed and approved with no changes made.

Rebecca explained a Flexible Instruction Plan had to be submitted to HSSAP that included reasons why we would go virtual and the kind of education the children would receive if we did. Lynne made a motion to approve the Flexible Instruction Plan. The motion was seconded by Christine, voted on and unanimously approved. Cassie thanked Rebecca, Rose and the committee for their work on this plan.

BYLAWS – No report.

AD HOC BUILDING – No report.

HEAD START POLICY COUNCIL LIAISON

The Policy Council minutes were included in the packet. A liaison is still needed.

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

UNFINISHED BUSINESS – None.

NEW BUSINESS

Cassie reported the Program Information Report (PIR) was included in the packet. Cassie noted this is a summary of what we must report to Head Start. Cassie commented on the areas that were different this year because of the pandemic. She noted the Board needs to acknowledge receipt of the PIR. Toni moved to acknowledge receipt of the 2020-2021 PIR. Lynne seconded the motion. The motion was voted on and unanimously approved.

Dorothy stated a letter from the auditor was included in the mailing. If anyone would like to see a copy of the audit or the 990, they should contact her. Dorothy noted Child Care has a profit of \$175,158 (with loan forgiveness). She noted it was a very positive review with no compliance issues. Jeff moved to accept the audit for fiscal year 2020-2021. The motion was seconded by Johann, voted on and unanimously approved. Cassie thanked Dorothy and the fiscal team.

Dorothy said we received a letter from Herring, Roll and Solomon about preparing next year's audit that needed to be signed and returned. Dorothy noted the cost of the audit (\$8,500) would not increase next year. Discussion followed. Jeff commented that it was a good price for an intricate organization like ours. Toni moved to approve Herring, Roll and Solomon to complete the audit at a cost of \$8,500 for the next fiscal year. The motion was seconded by Jeff, voted on and unanimously approved.

ANNOUNCEMENTS

Oren announced that Joan will be facilitating a virtual mandated reporter training on October 28<sup>th</sup> from 9-12. Joan said that Head Start is hosting this training for parents, volunteers, staff, and any Board member who would like to attend. If interested contact Jen who will pass it on to Lisa Brelsford.

The Board went into Executive Session at 6:19 pm.

ADJOURNMENT

Bernie moved and Christine seconded to adjourn the meeting. The meeting was adjourned at 6:50 pm. The next Board of Directors meeting will be held at 5:30 p.m. October 5, 2021, via Zoom and phone.

*Oren B. Helbok*  
[Oren B. Helbok \(Sep 22, 2021 15:34 EDT\)](#)

Board Signature

Sep 22, 2021

Date

# Minutes September 7 2021

Final Audit Report

2021-09-22

Created:	2021-09-22
By:	Cassandra Weaver (cweaver@ccdppa.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAhzu7uSCaHvwd35QLB4wVKkOOQwNwNdhd

## "Minutes September 7 2021" History

-  Document created by Cassandra Weaver (cweaver@ccdppa.org)  
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