

COLUMBIA CHILD DEVELOPMENT PROGRAM  
Bloomsburg PA 17815

February 1, 2022

MEMBERS PRESENT

Oren Helbok	Twilla Dowell	Toni Bell
Joan Mosier	Sylvia Costa	Danielle Howie
Christy Roberson	Tina Welch	Johan van der Jagt
Bernie Landers	Christine Luschas	Matt McCollin
Ashley Mensch		

OTHERS PRESENT

Cassie Weaver	Jen Johnson	Debbie Jones
Rebecca White	Dorothy Starr	

MEMBERS ABSENT (\* indicates excused)

Adelaide Benson	Lynne Pabst
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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 5:33 p.m. via zoom conference.

CONSENT AGENDA

Oren moved to approve the consent agenda, seconded by Christy, voted on and unanimously approved. The consent agenda included: January minutes, board member absentee report, vice president's report, credit card report, Policy Council minutes, and secretary's report.

TREASURER'S REPORT

Christy went over the Treasurer's report and the financial summary for December 2021. She explained the percentages for expenses and income for Child Care, Head Start, and HSSAP. She noted we are still waiting to hear about forgiveness on the 2<sup>nd</sup> round of the PPP loan in the amount of \$310,412.

Toni asked how the sale of the Town Park Village complex is going to affect our ability to provide services there. Cassie noted they reached out to us and will draw up a lease that will ensure we can stay there for at least a year beyond the sale.

FISCAL OFFICER'S REPORT

Dorothy noted she had to submit more information for the PPP loan forgiveness, and hoping they now have all the information they need so this can be approved. Dorothy said she met with Debbie earlier today to review some of the Child Care budget.

ADMINISTRATIVE REPORTS:

AGENCY

The Administrative report was included in the packet. Cassie highlighted the Spotlight on Success she wrote expressing gratitude to Child Care staff for pitching in and helping during Debbie's absence. They

worked longer hours and solved problems that came up. She explained Head Start center-based classrooms will continue to meet remotely every other week through February. OHS, ACF-PI-HS-22-01, Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies was attached to her report as well as the section in the Performance Standards that pertains to it. It allows OHS flexibility when a grant period has ended, and enough information was not possible to collect.

Cassie said she just heard from Vanessa Troup, Human Resources Coordinator, who wanted to thank the Board for the gift card from Weis Markets.

Cassie, Debbie, and Dorothy met to discuss reducing the hours of Child Care while we are dealing with the staffing crisis. They looked at the number of children we have the first hour and the number of children the last half hour of the day. Cassie noted we are currently open 6 am – 6 pm, pre-covid we were open until 6:30 pm. She explained between 6 – 6:30 am we average 4.6 children (never more than 6), between 6:30 – 7 we average 10.8 (never more than 15 children), and the last half hour (5:30 – 6:00 pm) we average 6.6 (never more than 12 children). Discussion followed on the hours of other centers. Tina asked how this will alleviate staffing issues. Cassie explained there are many times when some staff need to stay longer to keep us in ratio. This would give us more flexibility scheduling. Tina asked if we are incurring a lot of overtime. Cassie noted that generally staff don't work more than 40 hours and Group Supervisor's are salaried, but now we are allowing extra pay and paying Group Supervisors when they work.

Bernie moved to approve adjusting the operating hours for Child Care to 6:30 am – 5:30 pm effective February 28, 2022. The motion was seconded by Matt, voted on and unanimously approved.

#### HEAD START

The report was included in the packet. Rebecca White, Education/Disabilities Manager, went over her report noting that the Family Service Support Staff program has been going very strong this year and has had a waiting list for much of the year. The Berwick and Town Park Village centers are continuing to operate on alternate weeks. She also noted she and Rose are finishing up the winter Gold Assessment, kindergarten transition meetings are being scheduled, and information for the self-assessment is being gathered.

#### CHILD CARE

Debbie's report was included in the packet. She said she was very thankful for the leadership from all the staff who stepped up during her absence. A supervisory training took place January 29<sup>th</sup> and another one will be held in February for staff who could not attend. In addition to the Partnership classroom being closed for COVID exposure, the Preschool and Prek room are now closed too. She noted she has been working on the Child Care and SAC budgets with the fiscal department. Debbie noted summer camp should run 10 weeks this year and the town pool will be open!

### COMMITTEE REPORTS

#### EXECUTIVE

The committee met January 13. The minutes were included in the packet. Ashley noted the committee gave Cassie permission to sign the lease for Town Park Village that was drawn up with Community Strategies Group. Ashley thanked Christine for reviewing it. Ashley thanked the vaccination exemption panel for looking at the requests for exemption.

### BUDGET AND FINANCE

Minutes from the meeting on January 28 were included in the packet. Christy noted the committee is proposing a 2% tuition increase and went over the spreadsheet that was in the packet. She noted the



impact would not be more than \$4.00 per week for each age group. Last year tuition was increased 1%. Christy moved to approve a 2% tuition increase effective April 4, 2022. Bernie seconded the motion, and it was voted on and unanimously approved.

PERSONNEL

Twilla moved to approve the Personnel Status Update for Child Care as presented. Debbie noted Mikesha Thomas declined the offer after the Board packet was sent. The correction was noted. The motion was seconded by Johan, voted on and unanimously approved.

NOMINATING – No report.

DEVELOPMENT – No report.

FACILITIES

Bernie went over a request sent to the Board from Facilities Committee to waive the required three bids for purchases over \$3,000 and accept the bid from Tri County Glass to replace an exit door at Fifth Street. There were no objections to the waiver. Bernie moved to approve Tri County Glass to replace the silo door at Fifth street at a cost of \$4,010.00. The motion was seconded by Oren, voted on and unanimously approved.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES – No report.

BYLAWS – No report.

AD HOC BUILDING

Minutes from the January 18 meeting were included in the packet. Ashley reported they discussed the future of Fifth Street and Town Park Village and feel the heating issue at Fifth Street needs to be addressed before we move forward. The committee would like to move forward with searching for a new location for Fifth Street, Town Park Village, and the Managers office.

HEAD START POLICY COUNCIL LIAISON

Minutes from the January meeting were included in the packet. Danielle gave a summary.

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

UNFINISHED BUSINESS – None.

NEW BUSINESS – None.

ANNOUNCEMENTS – None.

ADJOURNMENT

Christy moved and Johan seconded to adjourn the meeting. The meeting was adjourned at 6:19 p.m. The next Board of Directors meeting will be held at 5:30 p.m. March 1, 2022, via Zoom and phone.

*Ashley Mensch*

Ashley Mensch (Feb 22, 2022 13:11 EST)

Board Signature

Feb 22, 2022

Date