

COLUMBIA CHILD DEVELOPMENT PROGRAM  
Bloomsburg PA 17815  
January 2, 2024

MEMBERS PRESENT

Ashley Mensch  
Joan Mosier  
Betsy Rubio

Oren Helbok  
Olivia Oden  
Toni Bell

Christy Roberson  
Deanna Pealer

OTHERS PRESENT

Cassie Weaver  
Debbie Jones

Asondra Acor  
Morgana Miller

Amber Parr  
Lisa Brelsford

MEMBERS ABSENT (\* indicates excused)

\*Adelaide Benson  
\*Twillia Dowell

Lynne Pabst  
Matt McCollin

Danielle Howie  
\*Johan van der Jagt

The regular meeting of the Columbia Child Development Program Board of Directors was called to order by the President, Ashley Mensch, at 5:30 PM via zoom. Introductions were made to welcome Deanna to the board and greet the guest in attendance.

GUESTS

Danielle Spaid joined the meeting. She works for DCDC and is participating in the Leadership Central Penn program. The program requires participants to join a board meeting for a local non-profit organization.

CONSENT AGENDA

Toni moved to approve the Consent Agenda. The motion was seconded by Oren, voted on and approved. Deanna abstained from voting because this is her first meeting. Christy also abstained from voting.

TREASURER'S REPORT

The financial summary report was provided in the packet. Christy stated that this report is for the month of November. Child Care and Head Start are eight months into their budget year and are expected to have received and expended 67% of their budgeted monies. Child Care has received 67% of their budgeted funds and expended 74%. The anticipated deficit at this point was about \$63,000, however we are currently running at roughly a \$103,000 deficit. Head Start has received 56% of it's funds and expended 55%.

HSSAP is currently five months into their budget year and are expected to have received and expended 42% of their funds. They have currently received 43% and expended 35% of the funds.

The overall funds in the bank accounts total \$746,593.

FISCAL OFFICER'S REPORT

Asondra expanded on the treasurer's report. Child Care is operating on a larger than anticipated deficit. Part of the increased deficit is due to a large EITC donation that came in last year but not this year. An

EITC donation was just received for \$2,000 from Weis Markets, not included on this report. This is separate from the Wies4School rewards that CCDP receives annually. Weis Market is a new donor for CCDP for EITC funds.

Head Start expenses are less than anticipated at this point partially due to the \$160,000 in one-time funds. When this report was completed, only \$5,000 had been purchased using those funds. More has been spent since this report was completed and will show on later reports. The reimbursement that we receive from CACFP is included in the income on the report.

EITC funds are low on the report, however as Asondra mentioned a donation has come in for \$2,000. Also, in the first quarter of the calendar year, a donation from Journey Bank usually comes in.

Asondra said that open enrollment for medical insurance went well this year. She said that she feels like the ease of paperwork was due to not changing insurance providers and staying with Geisinger.

She thanked everyone for their quick response to the request to vote on the audit electronically. She asked if the Board would like Courtney to attend a future meeting to answer questions that anyone had from the audit. Christy said that she would appreciate being able to talk to Courtney and have her explain it. Joan and Ashley both agreed. Asondra will ask Courtney to attend the meeting next month, if possible. Asondra shared one page to of the audit. She highlighted the expenses and revenue final numbers and the final deficit for Child Care last year. The final deficit was \$157,007. Betsy asked if there were any findings in the audit. Asondra stated that everything was satisfactory. Cassie explained that in the audit letters that were forwarded for approval, there is always some peculiar wording that could be interpreted as an adverse finding, but it is referring to CCDP meeting the requirements of U.S. Department of Health and Human Services. This is something we can have Courtney explain in detail.

Asondra shared other fiscal updates that she is working on. The SAM renewal was completed. This allows us to receive federal funds. She is working on renewing the EITC certification. The HSSAP quarterly report will be submitted soon. The Head Start budget was submitted. She will also be working on the Bureau of Corporations and Charitable Organizations renewal, this allows us to receive donations.

## ADMINISTRATIVE REPORTS:

### AGENCY

The Spotlight on Success is from Lisa Brelsford and focuses on Positive Solutions for Families.

Cassie reviewed her report and explained the different sections because it is still a new format.

Carrie Woodruff, the Education Supervisor, and her dog, Auggie, completed the certification process to become a therapy dog. Carrie and Auggie have been visiting classrooms and the children have responded very well.

The entire agency was together on December 15<sup>th</sup> for lunch, training, and some networking. This is the first time in the seven years that Cassie has worked for CCDP that the entire agency was in one room.

Head Start enrollment for December was submitted. This is the fourth month in a row that Head Start was under-enrolled and they are now "on a list." They will be put on an enrollment improvement plan. The under enrollment is due to the Berwick classrooms that have been closed due to understaffing. The enrollment for the month of December was 84%.

Amber shared that she received notification from the Press Enterprise that CCDP was voted Best of the Best in the Child Care category and a finalist in the Best Day Camp category!

Morgana reviewed the goals information that are listed in this month's report.

## HEAD START

Lisa shared that each parent group attempts to hold a meeting every month. Rose went with Rebecca to the Benton parent group to discuss active reading and demonstrate what that looks like. Families that were in attendance received a book. Berwick parent group had a fall floral activity that one of the parents led. Bloomsburg did not have a parent meeting. A survey was sent out to see when and how often families would like to hold meetings. Only one family returned the survey.

Two families completed the full six-week, Positive Solutions for Families course. These families received a basket of resources to help utilize what they learned in the course.

There were no celebrations of learning completed in November. One was scheduled, but was canceled due to conflicts.

There were several end-of-year donations that came in for families this year. The Berwick High School provided blankets for the Berwick children. The Smile Program donated hats and gloves to all the children in Head Start. Some families received help from the Brighter Christmas Fund and TreeFest. More donations have come in since the report was completed from Midland Asphalt, Wesley Church, and a church in Benton.

## CHILD CARE

Debbie's report was provided in the packet. She highlighted a few things and gave some updates.

Town Park Village received a \$4,000 grant from the Continuous Quality Improvement Grant from DHS and OCDEL. Debbie is working on more details for what the grant can be used for. The Bloomsburg Children's Center will not receive this grant this year due to being on a provisional license.

She will be applying for a grant through the Community Giving Foundation: Bloomsburg. With this grant, she will possibly purchase a social-emotional curriculum for school-age. This grant amount varies, but we usually ask for under \$1,000.

Child Care started an attendance raffle to encourage better employee attendance. December was the first month for the raffle. The winner received a gift card. Six employees qualified with perfect attendance for the month of December. This month's winner was a college student who has been with us for several years.

Debbie received the renewal paperwork for the Bloomsburg Children's Center which usually follows with a site inspection. She will be notified with the date for the site inspection but expects it to be soon.

The renewal for STARS is in May.

## COMMITTEE REPORTS:

### EXECUTIVE

The Executive committee met on 12/18/23 and the minutes are in the packet. Ashley shared that they discussed the problems that payroll experienced last month and how to recoup the funds from an employee who no longer works for us. A certified letter will go out to attempt to recoup the funds. The

employees that are still working for us have all been communicating and will be working on a plan now that the holidays are over.

They also discussed plans to resume the strategic planning process. Betsy will be heading that up now that she is back.

The Executive Committee will be meeting again soon. Child Care has been operating at a deficit for multiple years, strategies to resolve this will be discussed.

BUDGET AND FINANCE – No report.

#### PERSONNEL

Olivia reviewed the Personnel Status Update for Head Start that was voted on at Policy Council and presented the Child Care Personnel Status Update for approval.

Toni made a motion to approve the Personnel Status Update that was included in the board packet. The motion was seconded by Oren, was voted on, and approved. Deanna abstained from voting.

NOMINATING – No report.

DEVELOPMENT - No report.

FACILITIES – No report.

STRATEGIC PLANNING – No update.

CURRICULUM AND RESOURCES - No update.

BYLAWS – No update.

AD HOC BUILDING - No update.

#### HEAD START POLICY COUNCIL LIAISON

The minutes are included in the board packet.

SUSQUEHANNA VALLEY UNITED WAY LIAISON – No report.

UNFINISHED BUSINESS - Nothing to report.

#### NEW BUSINESS

An update to the Infectious/Communicable Diseases Policy was provided in the packet. Cassie explained that this is adding back into the policy that children must be fever free for 24 hours without fever reducing medication. This always had been part of the policy however, somehow in all of the covid/post-covid updates it was deleted by mistake.

Oren made the motion to approve the update. The motion was seconded by Christy, voted on, and approved. Deanna abstained from voting.

#### ANNOUNCEMENTS

Joan stated that she was happy to see the Community Aid box was back because they are such a large supporter of our program and it is good to give back to them. Debbie shared that CCDP is paid for the donations in the box based off the weight of the donations.

Toni stated that she was reelected for another four years and she is on the list to be reappointed back onto the committee for our program.

Betsy stated that Matt who worked with CCDP and was the executive director for the community strategies group has left his position. She will now be taking over and is looking forward to work with CCDP in that capacity now as well.

Danielle Spaid congratulated CCDP on winning the Best of the Best with Press Enterprise and thanked us for letting her join the meeting.

ADJOURNMENT

Oren made the motion to adjourn the meeting. The motion was seconded by Toni. The meeting was adjourned at 6:25 PM.

*Ashley Mensch*  
Ashley Mensch (Jan 8, 2024 08:17 EST)  
Board Signature

Jan 8, 2024  
Date







# Minutes January 2, 2024

Final Audit Report

2024-01-08

Created:	2024-01-05
By:	Amber Parr (admin@ccdppa.org)
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Transaction ID:	CBJCHBCAABAAN1sgH2FKXo556xdX3YW1H4vOR3NrrFps

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-  Document created by Amber Parr (admin@ccdppa.org)  
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-  Document emailed to amensch@columbiapa.org for signature  
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-  Email viewed by amensch@columbiapa.org  
2024-01-08 - 1:16:11 PM GMT
-  Signer amensch@columbiapa.org entered name at signing as Ashley Mensch  
2024-01-08 - 1:17:02 PM GMT
-  Document e-signed by Ashley Mensch (amensch@columbiapa.org)  
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