

COLUMBIA CHILD DEVELOPMENT PROGRAM
Bloomsburg PA 17815

August 2, 2022

MEMBERS PRESENT

Toni Bell	Christine Luschas	Tina Welch
Joan Mosier	Ashley Mensch	Matt McCollin
Christy Roberson	Bernie Landers	Johan van der Jagt
Bernie Landers	Sylvia Costa	Lynne Pabst

OTHERS PRESENT

Cassie Weaver	Jen Johnson	Debbie Jones
Asondra Acor	Morgana Miller	

MEMBERS ABSENT (* indicates excused)

*Oren Helbok	*Adelaide Benson	*Twillia Dowell
Danielle Howie		

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. Board members introduced themselves to new Assistant Director, Morgana Miller.

CONSENT AGENDA

Toni moved to approve the consent agenda as presented, seconded by Johan, voted on and unanimously approved. The consent agenda included: June minutes, board absentee report, vice president's report, credit card report, and secretary's report.

TREASURER'S REPORT

Christy went over the Treasurer's report and financial summary for May and June 2022. Matt noticed there was an error on the formatting in the total column (cell not wide enough) on the June credit card report. Asondra will correct this.

FISCAL OFFICER'S REPORT

Asondra thanked the Board for her birthday gift card. She explained there is no income reported for Summer School Age on the June report because it takes awhile for the deposits to be pulled out of the regular child care income and make adjustments. The July report will show this income. She noted we currently have \$30,000 in EITC funds which was a significant increase. Two children are currently using those funds with a third to be added soon. The HSSAP budget ended June 30 with outstanding expenses to use up to finalize the budget. The balance of the Child Care ARPA grant was used to pay for regular Child Care expenses. She noted the retirement plan is finally implemented and will start in September. There are currently five staff enrolled. Staff can sign up anytime throughout the year.

ADMINISTRATIVE REPORTS:

AGENCY

Cassie highlighted the Spotlight on Success from Rose who reported on a story about a specific classroom and explained the details associated with CDA credentialing. Three Assistant Teachers obtained their CDA this year and three are preparing to complete theirs this program year. She reported the HSSAP classroom was closed for a week in July due to the high number of COVID cases. The Office of Head Start released an IM on competitive bonuses for Head Start which is attached.

Cassie reported we received notice in July that we were granted our full request for the HSSAP five-year funding. The annual amount changed from \$423,400 to \$620,635. They are asking us to review the first-year budget and submit a more accurate picture before we receive any funds.

Cassie reported we received \$14,250 from Columbia Montour United Way for Child Care and we received \$44,405 from the Community Giving Foundation: Berwick to implement PBIS.

Cassie explained since the new HSSAP grant is not yet finalized we have not received any money for our full year HSSAP classroom whose budget began July 1. Asondra noted that in the past we have temporarily used our working capital until we start receiving our payments and then adjustments will be made. Ashley asked if this needs Board approval. Cassie noted that she didn't believe so, only if it takes longer to get our payments and we need to use money from the Board reserve.

HEAD START

In Heather's absence, Morgana went over the report. There were no referrals for behavioral support services (TSS) in the Berwick classrooms this year. She noted that each child is assessed three times per year to track their progress. The Community Giving Foundation approved our grant for the 2022-2023 year for behavior support staff, positive solutions for families, and family support staff for Berwick and Benton. CMSU has also approved our grant for 2022 – 2023 for Bloomsburg. It was noted that due to COVID and staffing issues, each classroom had an alternating schedule for most of the year, with one week in person and remote learning the next week.

Cassie explained the updates to the Head Start Eligibility Criteria form. This was included in the packet. SNAP now makes you eligible and grandparent/guardian replaced "other" under parental status. Sylvia moved to approve the CCDP Head Start Eligibility Criteria form as presented. Johan seconded the motion. Discussion followed on the PreK Counts classroom that CSIU opened in the Bloomsburg area. The motion was voted on and unanimously approved.

CHILD CARE

Debbie's report was included in the packet. She went over her report noting the inspection at Town Park Village took place and went well except for not sending our emergency plan to the Town as well as the County EMA. This was corrected. NAEYC verification visit will occur before 12/10/22 and will include an observational assessment. Debbie noted we received the Work Force Grant which will be distributed to staff August 12. The playground bike path and neighborhood art mural grant was approved by the Community Giving Foundation. Debbie noted she is going through the waiting list to get children enrolled for the fall.

Cassie reported that revisions to the Risk Management Procedures manual will need Board approval and will be emailed to members soon. Head Start would like to have it approved for preservice.

COMMITTEE REPORTS:

EXECUTIVE

Minutes from June 17 and July 14 meetings were included in the packet. Ashley went over the minutes and noted a new bookkeeper has been hired and has started. Our HR Coordinator has resigned, a replacement has been hired but has not yet started. The 50th Anniversary Celebration will be held at Bloomsburg Town Park on August 14 from 1:00 pm – 4:00 pm. Cassie provided a screen shot of the location. Ashley noted we have a new Head Start Program Specialist, Denise McConney. Ashley explained that Adelaide has moved into a nursing/rehab center in Mt. Carmel and will not be able to attend any Board meetings but will remain on the Board. She noted that Adelaide has been a part of this agency and the Board for a very long time. Joan asked if the Board sent her a card. Ashley will take care of this.

BUDGET AND FINANCE

Minutes from the July 11 meeting were included in the packet. Christy went over the minutes and explained Head Start is encouraging programs to provide financial incentives using ARPA funds to support staff retention. The committee is recommending one-time payments to staff based on tenure. The proposed structure: staff who have worked for CCDP since March 13, 2020, would receive \$2,000; staff who started after the COVID shut down and worked more than a year would receive \$1,000; and staff who have worked less than a year would receive \$500. Disbursement would be October 2022 and staff will need to be in good standing as of October 1 to receive it. One-time payments will be paid as a separate check to benefit staff tax-wise. Cost will be approximately \$86,000 for Head Start and \$26,000 for Child Care.

Toni moved to approve the one-time payment. The motion was seconded by Bernie, voted on and unanimously approved. Christy commended the fiscal staff for their work on this.

PERSONNEL

Tina moved to accept the personnel status update as presented. The motion was seconded by Christy, voted on, and unanimously approved.

Tina moved to approve Personnel Policy Revisions: Policy 3.7 – Clearances; Policy 3.16 – Board or Policy Council Members; Policy 5.3 – Deductions, Cafeteria Benefit Plan & Deposits; Policy 5.4 – Sick Leave; and Policy 5.7 – Personal Leave. Sylvia seconded the motion. Christy asked why clearances are required every three years instead of five. Cassie explained our insurance company requires this. Discussion followed. The motion was voted on and unanimously approved.

Tina noted she will not be renewing her term on the Board but will try to find someone with HR experience to replace her. She asked Board members if they know of any potential candidates to bring them forward. She also said that we can still reach out to her if we need to. Ashley thanked Tina for all her help on the Board.

NOMINATING

Toni moved to nominate Matt to serve another 3-year term on the Board of Directors retro to February 2022. Christy seconded the motion. The motion was voted on and approved. Matt abstained from the vote.

DEVELOPMENT – No report.

FACILITIES

The committee met July 27 with Kevin Kulish, Sales Rep from K&C Communications, to discuss the purchase of two-way radios for Head Start. He brought two different models of the Motorola radio and explained the difference between them. The committee is recommending the purchase of the

Motorola XPR-3300e 403-512. The radios will be used at the Berwick, Benton, and Town Park Village Centers to ensure all classrooms can communicate with each other in the event of an emergency situation or in the event staff need non-emergency assistance. Matt and Bernie both noted that they have used this model at their workplace.

Bernie moved to approve the purchase of 15 Motorola two-way radios and the FCC License from K&C Communications at a cost of \$11,342.50 (COSTARS price) using funds from the ARPA grant and HSSAP grant. Christy seconded the motion. Discussion followed. Bernie noted it may take approximately a year until we receive the radios because of the supply chain for electronics. It was noted that the license is for 10 years with a minimal license fee after that. The radios have a 5-year factory warranty and an 18-month battery warranty. Single chargers for all radios are included in the purchase. The motion was voted on and unanimously approved.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES

Lynne reported the committee met July 8. The minutes were included in the packet. The committee discussed the outcomes report from the 2021-2022 year and noted math and literacy scores were a little lower due to virtual meetings and only every other week in person. The committee approved Creative Curriculum for center based, combination option and child care and Growing Great Kids Curriculum for home based. She noted Creative Curriculum has also been purchased for the Infant and Toddler rooms and will be ready to use in the fall.

The Cultural Recognition Policy was included in the packet. Lynne explained the committee revised some of the wording to recognize diversity and be respectful of all cultures. Lynne moved to approve the Cultural Recognition Policy as presented. The motion was seconded by Christine, voted on and unanimously approved.

BYLAWS

Joan noted she will be meeting with Executive Committee to discuss some changes to the bylaws.

AD HOC BUILDING – No report.

HEAD START POLICY COUNCIL LIAISON – No report (No July meeting).

UNITED WAY OF COLUMBIA & MONTOUR COUNTIES LIAISON – No report.
Cassie noted we received our allocation.

UNFINISHED BUSINESS – None.

NEW BUSINESS

Ashley noted the update on the Community Assessment needs approval. Cassie explained this is the existing assessment and any changes are updated annually. She noted changes for this year are the classroom structures and the lower obesity rates. Toni moved to approve the 2021-2022 Community Assessment. The motion was seconded by Matt, voted on and unanimously approved.

ANNOUNCEMENTS

Jen will send Adelaide's address to Board members.

ADJOURNMENT

Toni moved and Sylvia seconded to adjourn the meeting. The meeting was adjourned at 6:41 pm. The next Board of Directors meeting will be held at 5:30 p.m. September 6, 2022, via Zoom and phone.

Ashley Mensch

Ashley Mensch (Aug 19, 2022 08:00 EDT)

Board Signature

Aug 19, 2022

Date

Minutes August 2 2022

Final Audit Report

2022-08-19

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