

COLUMBIA CHILD DEVELOPMENT PROGRAM  
Bloomsburg PA 17815

September 6, 2022

MEMBERS PRESENT

Toni Bell  
Joan Mosier  
Johan van der Jagt

Christine Luschas  
Ashley Mensch  
Lynne Pabst

Oren Helbok  
Danielle Howie  
Twilla Dowell

OTHERS PRESENT

Cassie Weaver  
Asondra Acor

Jen Johnson  
Morgana Miller

Debbie Jones  
Rebecca White

MEMBERS ABSENT (\* indicates excused)

\*Adelaide Benson  
\*Bernie Landers

\*Tina Welch  
Sylvia Costa

\*Christy Roberson  
Matt McCollin

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 5:35 p.m. via zoom conference.

CONSENT AGENDA

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

TREASURER'S REPORT – No report.

FISCAL OFFICER'S REPORT

Asondra went over the Financial Summary for July. She noted Summer School Age is showing a loss of \$9,780 but all income is not yet reported. The August report will be more accurate. Overall, Child Care is showing a profit of \$54,644. Head Start income and expenses are running side by side. She noted we have not yet received any payments for HSSAP due to the delay with the state budget and processing our 5-year application. Asondra noted we will be enrolling a third child with the EITC funds. She also noted she is working on the insurance renewal with Purdy, as well as the health insurance premium with Power Kunkle. We have not yet received our final audit. Asondra also noted that our new Human Resources Coordinator has started and is doing great.

ADMINISTRATIVE REPORTS:

AGENCY

Cassie highlighted the Spotlight on Success from Debbie. She noted the 50<sup>th</sup> Anniversary Celebration was a huge success with approximately 115 people in attendance and fourteen recognized for their years of service. We received some thank you notes from previous staff who were recognized. The Town Codes Inspector was here August 17 to inspect the Fifth Street building. They are doing this on an annual basis. He found some items that need to be repaired/replaced and we are in the process of

taking care of this. There are currently thirteen openings in Head Start which is an ever- changing number. Our goal is to be fully enrolled by the end of September. Cassie reported the IM attached to her report provides guidance on how ARPA funds should be spent. It suggests there may be more funds available to programs based on enrollment. Ashley asked if there is a certain date when we pull from the over income list. Cassie explained there is really no time frame, but we wait until midsummer to ensure we have targeted income eligible families first.

#### HEAD START

Rebecca went over her report and noted there are eleven returning children with an IEP and nine incoming children with an IEP. We need to serve 10% of children with IEP's. She noted the Family Support Staff will run from September 26 through May 26, 2023, at all locations. Rebecca noted it will be nice to be able to be in the classroom full time.

#### CHILD CARE

Debbie went over her report. She noted that it has been a busy time with children transitioning to new classrooms. Anne Casper has started the painting project on the playground. The Community Giving Foundation gave us the funds to do this project. Debbie reported the Department of Health conducted an immunization audit today. There were only a few children whose shot records were not up to date. Overall, the audit went well.

#### COMMITTEE REPORTS:

##### EXECUTIVE

Minutes from August 11 were included in the packet. There were no questions.

BUDGET AND FINANCE – No report.

##### PERSONNEL

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

NOMINATING – No report.

DEVELOPMENT – No report.

FACILITIES – No report.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES – No report.

##### BYLAWS

Joan reported the Executive Committee and Bylaws Committee are proposing changes to Article II, Section 6. The proposed changes were included in the packet and will be presented at the October meeting for approval. Joan noted the changes to this section will allow for electronic voting.

AD HOC BUILDING – No report.

#### HEAD START POLICY COUNCIL LIAISON

The August meeting was an informational meeting because there was no quorum.

UNITED WAY OF COLUMBIA & MONTOUR COUNTIES LIAISON

Oren noted the merger between Columbia Montour United Way and the Greater Susquehanna Valley United Way is official. The campaign kick-off will begin soon.

UNFINISHED BUSINESS – None.

NEW BUSINESS

The Program Information Report (PIR) was included in the packet. Cassie noted the report runs from September through August. She was happy to note the obesity rate was lower. Twilla moved to approve the 2021-2022 PIR as presented. The motion was seconded by Christine, voted on and unanimously approved.

Revised procedures that are a part of the agency's Risk Management Procedures Manual were included in the packet. Twilla moved to approve the changes to the Medication Procedure, Infectious/Communicable Disease Policy, and the Exposure Control Plan as presented. The motion was seconded by Danielle, voted on and unanimously approved.

Ashley explained the Board gives staff members birthday gift cards each year and asked the Board if they would like to continue doing this. Cassie added that when the Board met in person cards were passed around to sign but since we are no longer meeting in person she wanted to be sure everyone knew this was being done. Discussion. Lynne moved to approve continuing to give staff members a birthday gift on their birthday. The motion was seconded by Twilla, voted on and unanimously approved.

ANNOUNCEMENTS – None.

ADJOURNMENT

Twilla moved and Danielle seconded to adjourn the meeting. The meeting was adjourned at 6:13 pm. The next Board of Directors meeting will be held at 5:30 p.m. October 4, 2022, via Zoom and phone.

*Ashley Mensch*  
Ashley Mensch (Sep 21, 2022 14:45 EDT)

Board Signature

Sep 21, 2022

Date




# Minutes September 6 2022

Final Audit Report

2022-09-21

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