

COLUMBIA CHILD DEVELOPMENT PROGRAM
Bloomsburg PA 17815

August 3, 2021

MEMBERS PRESENT

Ashley Mensch

Oren Helbok

Johan van der Jagt

Matt McCollin

Toni Bell

Tina Welch

Twilla Dowell

Joan Mosier

Christine Luschas

Adelaide Benson

Bernie Landers

Lynne Pabst

OTHERS PRESENT

Cassie Weaver

Heather Wolfe

Jen Johnson

Dorothy Starr

MEMBERS ABSENT (* indicates excused)

*Jeff Arnold

*Sylvia Costa

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 5:38 p.m. via zoom conference.

CONSENT AGENDA

Christine L. moved to approve the consent agenda, seconded by Joan, voted on and unanimously approved. The consent agenda included: president's report, June 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 Summaries for April, May and June 2021 were included in the packet. Dorothy went over the reports noting the figures for the summer program at TPV will be more complete on the July report. She noted there were 28 children enrolled in the summer program. Head Start just completed the first quarter and is on track. HSSAP's budget year ended June 30. She noted the CACFP 3-year renewal application is due the end of the month (reimbursement for meals we provide for children).

ADMINISTRATIVE REPORTS:

AGENCY

Cassie highlighted the Spotlight on Success from Rose who talked about teachers learning to teach virtual lessons and the challenges associated with it. Rose noted as time went by this new teaching format was very successful.

Cassie reported there were two Information Memorandums from the Office of Head Start included in her report. She noted the first IM talked about group health insurance for furloughed employees which doesn't apply to us because we provide health insurance over the summer for program year staff. The second IM is about the fiscal year monitoring process. CCDP is due for a Focus Area 1 review this year. This will be held virtually anywhere between October 1, 2021 – September 30, 2022. Cassie reported Head Start received \$44,724 from the Community Giving Foundation: Berwick for Behavior

Support Staff, Family Support Staff, and classes for Positive Solutions for Families. We also just received \$780.00 from the Community Giving Foundation: Bloomsburg for Child Care for curriculum studies and related books. Child Care received \$13,000 from the Columbia Montour United Way.

HEAD START

Heather Wolfe, Mental Health Manager, went over her end of the year Community Giving Foundation and CMSU grant reports. She noted that 30 children were served by two Behavior Support Staff in the Berwick Center this year and 28 of them or 93% were meeting or exceeding the social emotional target area on their final assessment in the spring. She also indicated that 17 children were served by the BSS in Bloomsburg this year and 100% of them were meeting or exceeding the social emotional target area on their final assessment in the spring. She reported that we did not make any outside referrals this year for more intensive support services from outside agencies such as Therapeutic Staff Support (TSS). TSS provide one-on-one services to children who need more intensive support in the classroom. She indicated that we received the same funding for the upcoming school year from CMSU and our grant request for the Community Giving Foundation was also approved for the upcoming year. This funding supports three BSS positions, a Family Support Staff position and the Positive Solutions for Families sessions.

CHILD CARE

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

COMMITTEE REPORTS

EXECUTIVE

Ashley noted that the minutes from June and July were included 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 commented on the several Head Start resignations and noted that many employers are struggling with employment. Discussion followed.

NOMINATING

Oren noted that Board terms for Bernie, Twilla, Joan, and himself needed to be renewed. All agreed to remain on the Board. Christine L. made a motion to approve 3-year terms on the Board of Directors for Bernie, Twilla, Joan and Oren. The motion was seconded by Toni. The motion was voted on and unanimously approved.

DEVELOPMENT – No report.

FACILITIES

Minutes from meetings held in May and June were included in the packet. Bernie noted the committee sought bids to address the lack of heat in the prek room at Fifth Street and are recommending Dent's perform the work. Matt explained what they will do to correct the problem. Bernie moved to approve Dent Plumbing and Heating's bid for \$2,200.00. The motion was seconded by Twilla. The motion was voted on and unanimously approved. The committee also approved using Dent's to clean the boiler when they do the other work.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES

Lynne noted the committee is scheduled to meet to review the Cultural Recognition Policy, look at the assessment outcomes, approve the curriculum, and look at the Flexible Instruction Plan.

BYLAWS – No report.

AD HOC BUILDING – No report.

HEAD START POLICY COUNCIL LIAISON

The Policy Council minutes were included in the packet. We still need a liaison to the Board.

UNITED WAY OF COLUMBIA & MONTOUR COUNTIES LIAISON

Oren reported that Adrienne Mael, President & CEO of United Way of Columbia and Montour Counties has been named the Interim President & CEO of the Greater Susquehanna Valley United Way. Oren noted they are discussing a possible merger between the two.

UNFINISHED BUSINESS

Discussion followed on Board meetings still being held virtually or to meet in person. The consensus was to still meet virtually. Tina suggested that if/when we go back to meeting in person, they could be blended for those members who prefer virtual meetings. Cassie noted there is now a large TV at the Managers office that can be used for Zoom.

NEW BUSINESS

Cassie reported the annual inspection took place at Town Park Village and although we have not received the official report, the inspector indicated that we passed with no compliance issues. Cassie noted Laura as well as other staff stepped up to help with the inspection.

ANNOUNCEMENTS – None.

The Board went into Executive Session at 6:15 pm and ended at 6:38 pm.

Toni made a motion to accept with regret, Christine Curley's resignation from the Board. Christine L. seconded. The motion was voted on and unanimously approved.

Joan asked Cassie for clarification about Head Start's return to the classroom. Cassie shared that Head Start classes will return to full capacity (17 children for Center Based) in September. HSSAP is requiring fully in person in September and Federal Head Start is requiring fully in person by January. CCDP Head Start made the decision to have all children fully return in September. Joan asked if there would be a virtual plan in place if it became necessary. Cassie said that was the FIP plan that Lynne had referenced earlier in her Curriculum & resources committee report. Discussion ensued on COVID and the delta variant. Johan shared he was retiring from Bloomsburg University.

ADJOURNMENT

Joan moved and Johan seconded to adjourn the meeting. The meeting was adjourned at 6:45 pm. The next Board of Directors meeting will be held at 5:30 p.m. September 7, 2021, via Zoom and phone.

Ashley Mensch

Ashley Mensch (Aug 16, 2021 10:16 EDT)

Board Signature

Aug 16, 2021

Date






Minutes August 3 2021

Final Audit Report

2021-08-16

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