

COLUMBIA CHILD DEVELOPMENT PROGRAM  
Bloomsburg PA 17815  
December 5, 2023

MEMBERS PRESENT

Ashley Mensch	Oren Helbok	Twillia Dowell
Joan Mosier	Matt McCollin	Olivia Oden
Johan van der Jagt	Betsy Rubio	Toni Bell

OTHERS PRESENT

Cassie Weaver	Asondra Acor	Amber Parr
Debbie Jones	Morgana Miller	Rose Stolz

MEMBERS ABSENT (\* indicates excused)

*Adelaide Benson	* Lynne Pabst	*Danielle Howie
Christy Roberson		

The regular meeting of the Columbia Child Development Program Board of Directors was called to order by the President, Ashley Mensch, at 5:40 PM via zoom. The board training that started at 5:00 PM ran late.

GUESTS - None present.

CONSENT AGENDA

Toni moved to approve the Consent Agenda. The motion was seconded by Matt, voted on and unanimously approved.

TREASURER'S REPORT – The financial summary report was provided in the packet.

FISCAL OFFICER'S REPORT

Asondra reported that Child Care is seven months into the fiscal year and showing an overall deficit of \$79,466, which is over the estimated amount. The overall expenses are higher than expected and the income is lower than expected. Summer Camp numbers are now finalized with a surplus of \$16,034. This was higher than the anticipated income.

Head Start is seven months into the fiscal year. The expenses are lower than expected at this point. The one-time funds are listed on the report this month.

HSSAP is four months into the fiscal year. The expenses are still a little low but are starting to even out more.

The EITC funds are continuing to decrease. The November donation that we were anticipating did not come in. Asondra will be working on renewing the EITC application for 2024.

Asondra, Cassie, and Morgana met with Pat from Power Kunkle. The medical insurance proposal is finalized and will be discussed later in the meeting.

The Audit is almost ready for a vote. After some corrections to the draft, it is getting closer to being finalized. It will be sent out via email later this month for approval.

Asondra talked to Purdy Insurance to see if board members need to have clearances renewed every three or five years. The response was vague however, they did say that if the board is not around children than they do not need them every three years. We will be able to move forward with changing the policy to every five years.

The Head Start budget was completed and will be discussed later in the meeting.

## ADMINISTRATIVE REPORTS:

### AGENCY

The Spotlight on Success is from Debbie and focuses on Stacy Wallick.

CCDP has received notice of the CLASS Video Review window. The review will be completed remotely. Training and practice sessions will be conducted ahead of time. The review will take place between January 3rd and February 20th, 2024.

The Office of Head Start released PI 23-04 on November 20. It is titled "Notice of Proposed Rulemaking (NPRM) on Supporting the Head Start Workforce and Consistent Quality Programming – Public Comment Period." One proposal is to pay Head Start teachers the same amount as a kindergarten through third grade teacher. The ideas that are laid out in the PI are great, however this will require much more funding. Cassie attended a webinar laying out what would be in the PI, when the Director of OHS was asked if more funding will be available, the response was vague. Currently the NPRM is in the public comment period. The public can submit comments to be taken into consideration when making a final decision. Comments can be submitted through January 19, 2024. Cassie strongly encouraged everyone to comment that these changes are great, however funding needs to be increased to cover the expenses. Toni requested a recommended wording for the comments so that appropriate wording could be used. Cassie will send out a recommendation that anyone can edit into their own words before submitting.

CCDP was notified by DHS this week that the Certification of Compliance was revoked. CCDP is operating under a six-month provisional license. The implication is that this is similar to a start up company license. Keystone STARS will also revoke the STAR 4 status for at least these six months. This will cut the add-on that we receive for our families that receive ELRC funds. Amber created a projection that we will lose between \$4,500 and \$5,100 per month. It is unclear at this point when the effective date will be for this. NACEY also needs to be notified and it is not known if there will be any ramifications from them. The good news is that we can still operate under this licensure. The information is posted at the center and it is available to the public. Debbie is planning on notifying the families.

Morgana reviewed the goals information that are listed in this month's report. The goals that were highlighted this month focus on mental health.

### HEAD START

Rose highlighted the outcomes report that was included in the packet. The math scores are a little low. Literacy scores are also low due to children backsliding. When returning children were compared to new children, returning children scored higher in cognitive development than new children. Social emotional scores are low but that is expected to improve as the school year goes on.

Berwick and Benton have both achieved STAR 4. Town Park Village is working on renewing their STAR 4 status.

## CHILD CARE

Debbie shared that there was a bat in the 5<sup>th</sup> Street center. It was never in contact with any children. A game warden was called and took care of it. The bat was tested for rabies and the results were inconclusive. DHS called and informed her that the families needed to be notified, that was completed. Zimmerman Wildlife Solutions was called and completed an inspection of the facility. They did not find any other bats. They did give us some information about where it could have come into the building and will be giving us a more detailed report on how the facility can be secured. This is believed to be an isolated incident.

Debbie added to the information that Cassie previously gave regarding the DHS licensure. She stated that all the areas of compliance were completed. Everything that was requested to be done, has been. The fire drills have been reported monthly, the three-hour training was completed, and the policies and procedures that needed, were updated and submitted. This does still need to be reported to NACEY, Debbie and Morgana attempted to do so but were unable due to a computer issue. Debbie is unsure what will happen when it is reported. Discussion ensued on what the changes were that needed to be completed. Ashley asked how the attendance outside of the building is tracked. Debbie explained that the staff have a paper attendance sheet and a laminated supervisory card with the child's name on them. The Preschool and Pre-K classrooms have started using a tablet outside utilizing Brightwheel which has a picture of each child and has an instant update on when children are checked in and out.

## COMMITTEE REPORTS:

### EXECUTIVE

The Executive committee met on 11/9/23 and the minutes are in the packet. Ashley did ask for an update from Asondra on the family that owes us a significant amount of money. Asondra stated that they were sent a certified letter however the family did not sign for it. A decision will need to be made on if we will be going to pursue this through the magistrate or through collections. The family owes around \$1,500.

### BUDGET AND FINANCE

The committee met on 11/9/23 and the minutes were provided in the packet.

### PERSONNEL

Olivia made a motion to approve the Personnel Status Update that was included in the board packet. The motion was seconded by Toni, was voted on, and approved unanimously.

Oren made a motion to approve the changes to Policies 1.8 A and 1.8 B. The motion was seconded by Toni, was voted on, and approved unanimously.

### NOMINATING

Cassie presented Deanna Pealer as a potential board member. Deanna is a local attorney and has served on many local boards and worked with Children and Youth.

Oren moved to approve Deanna Pealer as a board member. The motion was seconded by Toni, was voted on, and approved unanimously.

DEVELOPMENT - No report.

## FACILITIES

The facilities update was sent this evening. Matt reviewed the information ahead of time. The NGS quote for the window film is \$39,499.63. The fencing quote is also part of the one-time funds. CCDP would like to go through Suburban Fence for both TPV and Benton.

Matt added that the security film is clear, but it is harder to break. It will also prevent the glass from shattering if it is broken.

Matt made a motion that the fencing is completed using Suburban Fence and the security film is completed through NGS. The motion was seconded by Oren, voted on, and unanimously approved.

Joan asked if anything different is needed with the fence at TPV due to the location in the flood plain. Toni said that a special permit is needed. Discussion ensued; Cassie will check with Suburban Fence to see if this process was started.

STRATEGIC PLANNING – No update.

CURRICULUM AND RESOURCES - No update.

## BYLAWS

Joan made a motion to approve the Emeritus Board Member Policy. The motion was seconded by Toni, voted on, and unanimously approved.

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

Asondra reported on some budget changes. The budget was roughly \$20,000 overspent before Budget and Finance and Budget and Planning Committees met in November. The following decisions were made to balance the budget. One floating teacher position was changed to a floater teacher assistant. Employer medical costs were kept the same. The budgeted amount for the supplies line item was reduced due to the change in scope. The food costs were increased but it is still less than the actual costs for the 2022-2023 school year. Staff food costs are not covered by CACFP and staff will be surveyed on if they would like to continue to eat the meals provided. Meals are supposed to be served "family style". However, this is up for interpretation on if everyone needs to eat the same foods or if it is eating together and the conversations that take place. The telephone services line item was decreased. The number of phone lines at 7th street will potentially be decreased. This is being discussed because the managers also have cell phones. There will also be discussion about switching to a different provider for staff that stay in locations that have more service options and staying with Verizon for employees that travel to areas with less service options. The advertising line item was decreased because of using Paylocity for employment recruiting purposes, instead of Indeed.

Oren made a motion to approve the Head Start Refunding Application and Budget. The motion was seconded by Toni, voted on, and unanimously approved.

Asondra presented information on the 7th Street printer lease. Asondra, Morgana, and Cassie met with Michael Koons from Higher Information Group. He offered us an early buy-out of our current lease so that there will be no lapse of a printer. They will also take care of the removal and return of the current printer to Marco. The 5th street lease is also up for renewal. We would like to do the same with 5th street but it does not need board approval because of cost of the 5th street printer.

Matt made a motion to approve the lease and/or purchase the presented printer for the 7th street office. The motion was seconded by Johan, voted on, and unanimously approved.


Asondra presented the medical insurance proposal. The preference would be to stay with Sun Life insurance for dental and vision coverage. They are not increasing the 2024 rates. This insurance is paid for 100% by the employee. Asondra explained the three different options for medical insurance through Geisinger. She added that there was minimal interest in switching carries because of increased rates, the added hassle, and increases in co-pays. All three Geisinger options offer the same deductibles and co-pays as the current plans. The first option is the standard renewal with the base and buy-up options remaining PPO plans with an employer cost of \$737.17 per employee, which is an increase of 8.4%. The second and third options both offer a base HMO plan and buy-up PPO. Geisinger is offering a decrease in the renewal rate if we choose an HMO plan. The main difference with an HMO plan is that there is no out-of-network coverage. Pat said that CCDP had zero out of network claims last year, so this is not a concern. Cassie also mentioned that even a PPO plan offers very minimal out-of-network coverage. The second option has an employer cost of \$618.80 per employee, which is a decrease of 0.21%. The third option would "split the savings" of offering an HMO plan with the employee cost. This proposed third option would decrease the employer cost from \$669.55 to \$644.80, the base plan cost from \$100.00 to \$74.00, and the buy-up plan cost from \$325.90 to \$299.90.

Oren made a motion to offer the "split the savings" plan. The motion was seconded by Toni, voted on, and approved. Matt abstained from voting.

## ANNOUNCEMENTS

## ADJOURNMENT

Toni made the motion to adjourn the meeting. The motion was seconded by Matt, voted on, and unanimously approved. The meeting was adjourned at 7:00 PM.

  
[Ashley Mensch \(Dec 18, 2023 13:16 EST\)](#)  
Board Signature

Dec 18, 2023

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Date







# Minutes December 5, 2023

Final Audit Report

2023-12-18

Created:	2023-12-18
By:	Amber Parr (admin@ccdppa.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAakvaaLzl9H5JiHMybWX2HDQc8VrIGrIS-

## "Minutes December 5, 2023" History

-  Document created by Amber Parr (admin@ccdppa.org)  
2023-12-18 - 6:10:56 PM GMT
-  Document emailed to amensch@columbiapa.org for signature  
2023-12-18 - 6:11:17 PM GMT
-  Email viewed by amensch@columbiapa.org  
2023-12-18 - 6:13:33 PM GMT
-  Signer amensch@columbiapa.org entered name at signing as Ashley Mensch  
2023-12-18 - 6:16:18 PM GMT
-  Document e-signed by Ashley Mensch (amensch@columbiapa.org)  
Signature Date: 2023-12-18 - 6:16:20 PM GMT - Time Source: server
-  Agreement completed.  
2023-12-18 - 6:16:20 PM GMT