

COLUMBIA CHILD DEVELOPMENT PROGRAM  
Bloomsburg PA 17815  
February 7, 2023

MEMBERS PRESENT

|                    |                  |               |
|--------------------|------------------|---------------|
| Oren Helbok        | Ashley Mensch    | Twilla Dowell |
| Johan van der Jagt | Toni Bell        | Joan Mosier   |
| Danielle Howie     | Christy Roberson |               |

OTHERS PRESENT

|               |              |                |
|---------------|--------------|----------------|
| Cassie Weaver | Jen Johnson  | Rebecca White  |
| Debbie Jones  | Asondra Acor | Morgana Miller |

MEMBERS ABSENT (\* indicates excused)

|                  |              |                    |
|------------------|--------------|--------------------|
| *Adelaide Benson | *Lynne Pabst | *Christine Luschas |
| *Matt McCollen   |              |                    |

The regular meeting of the Columbia Child Development Program Board of Directors was called to order by the President, Ashley Mensch, at 5:31 p.m. via zoom conference.

CONSENT AGENDA

The secretary's report was removed from the consent agenda. Twilla moved to approve the consent agenda. The motion was seconded by Christy, voted on and unanimously approved. The consent agenda included: president's report, January minutes, board absentee report, vice president's report, and credit card report.

SECRETARY'S REPORT

Oren read a card from Jen Johnson thanking the board for the support given to all the staff and the upcoming bonus.

TREASURER'S REPORT

Christy went over the financial summary for December and explained the breakdown for Child Care, Head Start and HSSAP. CCDP's account summary for December is \$920,659.

FISCAL OFFICER'S REPORT

Asondra reported we are currently showing a surplus for Head Start and HSSAP whose budgets will end March 30. She noted we did receive the retention grant from OCDEL which will be distributed to staff the end of February. Asondra said there is more feedback from staff on receiving this bonus on the community page in Paylocity. She will follow up on these for the next Board meeting. She reported the new HR Coordinator started yesterday. Asondra said she is working on renewing our Charitable Organization certificate and working through some glitches.

Asondra noted we received information on our Worker's Comp coverage from Purdy Insurance. The annual audit was completed. They audit last year's payroll figures and give us an estimate of what the new cost will be. The audited salaries were \$2,457,121. Current coverage is for salaries of \$2,200,000.

Jim asked if we wanted to increase our payment. After looking at the figures we feel comfortable with a \$2,400,000 premium. Our payment will be \$30,020.00. Discussion followed. Christy asked if we thought about tying worker's comp into our payroll company. The payroll company can send a report intermittently to the insurance carrier and then maybe we would not have to adjust our premium at the end of every year. Asondra will investigate this. Oren moved to approve increasing our workers comp coverage from 2.2 mil to 2.4 mil with a rate increase of \$2,400.00. The motion was seconded by Christy, voted on and unanimously approved.

## ADMINISTRATIVE REPORTS:

### AGENCY

Cassie highlighted the Spotlight on Success from Debbie on Lisa Agramonte who is our current enrollment coordinator. Lisa is doing a great job working with both programs. It is a nice partnership. Cassie noted there is a Program Instruction attached to her report on establishing an evidence based COVID-19 mitigation policy. She explained that they removed the masking requirement from the performance standards but now want an evidence-based policy developed in consultation with the Health Advisory Committee. Sarah will take this to Policy Council and then to the Board's March meeting for approval (March 7 is the deadline). Cassie noted Morgana has been accepted into Head Start's New Director Mentor Initiative and will attend three days of training at UCLA. We received a scholarship from OHS and UCLA to pay for this.

### HEAD START

Rebecca noted her report was included in the packet. She explained we have a collaboration with the Central Susquehanna Intermediate Unit for referrals and IEP's. She noted things have been very challenging since COVID to get children tested. We have forty-one children on the waiting list and only one evaluator. The children on the referral list are also on the IU's waiting list. Rebecca noted that Family Service Workers and teachers are helping parents with the process. Some children who were referred in September and October are just now getting evaluated. Rebecca noted the IU has reached out to our teachers to be a part of the kindergarten transition by sharing information. The Early Childhood Conference will once again be held at St. Luke's Church on May 19<sup>th</sup> and will be held in memory of Gail Worthington who headed the conference for many years. Rebecca also noted that she is very thankful we have such a supportive Board and when we do have extra money that it gets out to the employees.

### CHILD CARE

Debbie's report was included in the packet. She noted the DHS inspector came January 27 to do the physical site inspection. She was scheduled to come sometime in February. There were no citations! The inspector said there is a new regulation called a Continuance Plan (what happens if our program closes) that needs to be developed and included in our emergency plan. We have until June to complete that. Debbie said a state trooper visited our center and did a safety check on how we can improve security around our building. One suggestion he had was clearing/cutting the bushes out front and trimming the trees there as well as on the side of the building. Jen Johnson called John Fritz and the town crew was here the next day and took care of that for us. He offered some other suggestions which Debbie will look in to. She reported that she and Rose are working on the annual renewal for NAEYC. Debbie noted she held a staff meeting on February 3<sup>rd</sup> which was a half day for children. Usually, the staff attend in shifts so meeting all at one time was wonderful. Staff enjoyed the lunch that was provided and appreciated the gift card to Venus. Debbie thanked the Board for their commitment in providing the workforce grant money to all staff. Ashely commented on all the regulations that Child Care must follow and praised the staff for all their hard work.

## COMMITTEE REPORTS:

### EXECUTIVE

Minutes from the January 12 meeting were included in the packet. Ashley went over the minutes and noted the committee discussed Child Care tuition rates. She explained that Head Start staff will see an estimated 5.4% COLA increase from OHS and they would like to be able to match that for Child Care staff by increasing tuition. She noted that some other child care providers charge more than we do. Ashley thanked members who participated in the grievance hearing.

BUDGET AND FINANCE – No report.

### PERSONNEL

Twilla made a motion to approve the Personnel Status Update. The motion was seconded by Christy, voted on and unanimously approved.

Twilla moved to approve revisions to Policy 3.19 – Unlawful Activities, Policy 11.1 – Reasons for Disciplinary Action, Policy 6.2 – Leave Authorization for Other Reasons, and a new policy, Policy 6.0 – Attendance as received. These policies were emailed to Board members prior to the meeting. The motion was seconded by Danielle, voted on and unanimously approved.

### NOMINATING

Ashley noted we have two individuals to approve as Board members. Olivia Oden is a parent and works for Greater Susquehanna Valley United Way's United in Recovery. Betsy Rubio works at the Columbia County Housing Authority and has a master's degree in nonprofit management. She indicated she was interested in serving on the strategic planning committee.

Christy moved to approve a three-year board term for Olivia Oden and Betsy Rubio. The motion was seconded by Danielle, voted on and unanimously approved. They will begin in March.

### DEVELOPMENT

Morgana reported she is looking into the Renaissance Fair. She noted the committee decided not to participate in Raise the Region this year.

### FACILITIES

Minutes and proposals were included in the packet. In Matt's absence, Cassie explained we would like to replace an exit door and several screens at the Berwick Center. The outside door to the classroom was added in the 2021 school year but is just a standard door. We would like to replace it with a commercial security door with a panic bar. We would also like to install screens on the windows so they can be opened in the summer if it gets hot in the building. Ashley said Matt is recommending Tri-County Glass because the door they are recommending will not rust and does not need to be painted. Joan asked what type of responsibility the owner has. Cassie said Marr Development is the property owner and since they are not feeling responsible for replacing the door and we are making the request; it is our responsibility. Marr Development did submit a bid. Toni moved to approve the bid from Tri-County Glass for \$9,810.90 to remove and replace an existing door and supply and install thirty-five custom window screens. The motion was seconded by Twilla, voted on and unanimously approved.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES – No report.

BYLAWS – No report.

AD HOC BUILDING – No report.

HEAD START POLICY COUNCIL LIAISON

Danielle noted that Positive Solutions for Families spring session will be held in Bloomsburg.

SUSQUEHANNA VALLEY UNITED WAY LIAISON - No report.

UNFINISHED BUSINESS

Included in the packet was the independent auditor’s report. Asondra said Christy mentioned this letter should have been part of the audit at the last Board meeting. Asondra said she located it and moving forward this will be presented for approval every year. We will also ask the auditor to attend the Board meeting to summarize it. Johan moved to approve the independent auditor’s report. The motion was seconded by Danielle, voted on and unanimously approved.

NEW BUSINESS

Ashley noted the tuition increase needs to be voted on. Cassie added that when Head Start’s COLA applications are released, the staff rate increase may differ from the estimated 5.4%. As always, salary scales will be presented to the Board before any COLA increase is finalized. Christy moved to increase Child Care private pay tuition by 5.4% effective April 3, 2023. 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 ended at 6:27 pm. The next Board of Directors meeting will be held at 5:30 p.m. March 7, 2023, via Zoom and phone.

*Ashley Mensch*  
Ashley Mensch (Feb 24, 2023 08:26 EST)  
Board Signature

Feb 24, 2023  
Date



# Minutes February 7 2023

Final Audit Report

2023-02-24

|                 |  |
|-----------------|--|
| Created:        | 2023-02-23                                   |
| By:             | Cassandra Weaver (cweaver@ccdppa.org)        |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAI43j6-1oDKcPDFNilsRRprw8jA5oFdxF |

## "Minutes February 7 2023" History

-  Document created by Cassandra Weaver (cweaver@ccdppa.org)  
2023-02-23 - 8:14:09 PM GMT- IP address: 24.55.137.247
-  Document emailed to amensch@columbiapa.org for signature  
2023-02-23 - 8:19:59 PM GMT
-  Email viewed by amensch@columbiapa.org  
2023-02-24 - 1:25:14 PM GMT- IP address: 209.50.153.67
-  Signer amensch@columbiapa.org entered name at signing as Ashley Mensch  
2023-02-24 - 1:26:05 PM GMT- IP address: 209.50.153.67
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Signature Date: 2023-02-24 - 1:26:07 PM GMT - Time Source: server- IP address: 209.50.153.67
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2023-02-24 - 1:26:07 PM GMT