

COLUMBIA CHILD DEVELOPMENT PROGRAM
Bloomsburg PA 17815

March 2, 2021

MEMBERS PRESENT

Ashley Mensch
Oren Helbok
Tina Welch
Johan van der Jagt
Christine Curley
Jeff Arnold

Sylvia Costa
Joan Mosier
Christine Luschas
Lynne Pabst
Matt McCollin
Bernie Landers

OTHERS PRESENT

Cassie Weaver
Dorothy Starr
Debbie Jones

Jen Johnson
Rebecca White

MEMBERS ABSENT (* indicates excused)

*Twillia Dowell
*Toni Bell

Adelaide Benson

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

Tina moved to approve the consent agenda, seconded by Johan, voted on and unanimously approved. The consent agenda included: president’s report, February minutes, board member absentee report, vice president’s report, treasurer’s report, credit card report and Policy Council minutes.

The Agency report from Cassie was presented at this time due to some technical difficulties.

AGENCY

Cassie went over her report highlighting the Spotlight on Success submitted by Sarah. February is designated as Children’s Dental Health Awareness month. She noted the Giant A+ Rewards program has been discontinued. We will register for a similar program through Weis Markets that runs October through April. The Renaissance Jamboree has been cancelled for 2021. Board minutes and Policy Council minutes will be posted on the agency website going forward. In the past they were faxed and then posted at centers. In February the Office of Head Start released a Program Instruction which includes information on a 1.22% cost of living increase on our budget except the nonfederal share and training and technical assistance. We are required to give our staff a 1.22% increase and increase our salary scale in the same way. We will also use it to cover cost of living increases such as rent and utilities. The Program Instruction also mentions that there will be additional COVID money released next year based on our enrollment. Cassie also noted that the new director of the Office of Head Start is a former Head Start student.

FISCAL OFFICER'S REPORT

The Financial Summary for January 2021 was included in the packet. Dorothy went over the report noting that Child Care is showing a negative balance, but if the PPP loan is forgiven, we will have a positive \$261,647. She submitted the request a month ago. The forgiveness request can take up to ninety days. Dorothy noted Head Start is nearing the end of the budget year. We have two children currently enrolled with EITC funds. The fiscal team is working on the Child Care budget which will be presented later and in the process of applying for the second draw of the PPP Loan. Jeff thanked Dorothy and the fiscal team for the effort and extra work involved in applying for the second loan. Cassie said she was glad we are applying for the second round and grateful to Jeff and Tina for nudging us in that direction.

ADMINISTRATIVE REPORTS:

HEAD START

The Managers' reports were included in the packet. Rebecca White, Education/Disabilities Manager, noted that beginning March 1, Home Visitors went into the homes on a limited basis for home visits. She noted that currently all visits have been virtual. Each home visitor will have one visit per day. They will prioritize which families they will visit in home based on families that are struggling to get on Zoom or children that need extra help. Rebecca noted that Ashley shared the guidelines used by the Family Center and everything is in place safety wise. Ashley thanked Rebecca for taking that step to get services back into the home.

CHILD CARE

The February report and newsletter were in the packet. Debbie reported two new staff came on board and are doing well. An assistant in the Toddler room is still needed. We continue to look for a cook aide. There were no areas of non-compliance for the Fifth Street inspection. The inspection was held virtually. Staff are finishing the GOLD assessments which are then shared with parents. Debbie noted she is working with Kerry on selecting a software program to replace Ezcare. Matt congratulated Debbie on having a good inspection.

COMMITTEE REPORTS

EXECUTIVE

Minutes from the February 18 meeting were included in the packet. Ashley thanked Tina and Jeff for encouraging the Board to apply for the second round of the PPP Loan. The committee discussed Summer Camp. The decision is to operate like last year with the restrictions and maintain a waiting list if things should change with COVID. Field trips will not be held for summer camp this year due to COVID restrictions. The committee discussed the heating system at Fifth Street. The system is unreliable, and we are constantly calling Dent's to work on it. The committee suggested bringing in other companies to evaluate it. Cassie will make inquiries. Discussed the air purification systems. Berwick's system has been installed. The committee does not object to masks not being worn in closed offices once the system has been installed in their building. Ashley noted that Lisa Makara has resigned. Lisa took a new position within Geisinger Wyoming Valley.

BUDGET AND FINANCE

The Child Care income and expense budget and the narrative were included in the packet. Christine C. went over the minutes from February 25 which explained the budgets. Christine C. moved to approve the Child Care budget for 4/1/21 – 3/31/22 as presented. The motion was seconded by Bernie. The motion was voted on and unanimously approved. Bernie made a motion to approve the Salary Scales as presented. The motion was seconded by Christine C. The motion was voted on and unanimously approved. Debbie thanked the Board for their approval of the salary ranges and told Cassie she

appreciates all she has done to try to make Child Care and Head Start salaries equal. Bernie told Debbie he appreciates the job she has been doing as well.

PERSONNEL

Tina reported there were no motions on the Personnel Status Update for Child Care this month.

NOMINATING

Tina asked if we need a replacement for Lisa to meet the status quo. Cassie noted that our Bylaws state there should be a minimum of 12 directors but no more than 24. Bernie said it would be helpful to have another member on Budget and Finance as there are only two members on the committee and Christine C. agreed. Ashley noted this was discussed at Executive Committee. If anyone has any suggestions, they should let her know.

DEVELOPMENT – No report.

FACILITIES – No report.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES

The Committee met February 23 to work on the School Readiness Plan. The plan was included in the packet. Johan noted this is a five-year plan that can be tweaked and changed as needed within those years. The committee reviewed how the children are being evaluated and if they are meeting the criteria. He noted new staff orientation is ongoing as well as home visits. Johan mentioned it would be nice if the children could be taped doing some of their activities and then shared with his students at the university. Johan moved to approve the School Readiness Plan as presented. The motion was seconded by Christine C., voted on and unanimously approved.

BYLAWS – No report.

AD HOC BUILDING – No report.

HEAD START POLICY COUNCIL LIAISON

The Policy Council minutes were included in the packet.

UNITED WAY OF COLUMBIA & MONTOUR COUNTIES LIAISON – No report.

UNFINISHED BUSINESS – None.

NEW BUSINESS – None.

ANNOUNCEMENTS

Bernie noted progress is being made at the Bloomsburg pool. Tina noted she heard the target date for opening is the middle of the summer.

ADJOURNMENT

Ashley adjourned the meeting at 6:20 p.m. The next Board of Directors meeting will be held at 5:30 p.m. April 6, 2021 via Zoom and phone.

DocuSigned by:
Ashley Mensch
35CEEAB1E3A3417...

Board Signature

3/9/2021

Date