

COLUMBIA CHILD DEVELOPMENT PROGRAM
Bloomsburg PA 17815

May 4, 2021

MEMBERS PRESENT

Ashley Mensch
Oren Helbok
Adelaide Benson
Johan van der Jagt
Christine Curley
Toni Bell
Twilla Dowell

Sylvia Costa
Joan Mosier
Jeff Arnold
Lynne Pabst
Matt McCollin
Bernie Landers

OTHERS PRESENT

Cassie Weaver
Dorothy Starr
Debbie Jones

Jen Johnson
Mary Millham

MEMBERS ABSENT (* indicates excused)

*Tina Welch
*Lynne Pabst

*Christine Luschas

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 5:30 p.m. via zoom conference.

CONSENT AGENDA

Toni moved to approve the consent agenda, seconded by Johan, voted on and unanimously approved. The consent agenda included: president's report, April 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 Summary for March 2021 was included in the packet. Dorothy went over the report noting this was the end of the fiscal year for Head Start and Child Care. HSSAP budget runs until the end of June. A lot of bills still need to be paid so this is not a finalized budget. Child Care year to date is showing a negative \$64,731. We have not heard from the bank yet about the PPP Loan forgiveness. Dorothy went over the financial summary. She noted we received \$310,412 from the second draw PPP Loan. The audit is scheduled for the week of June 14. We will be able to upload a lot of the information for the auditors. Dorothy noted the HSSAP budget will be submitted soon. The Head Start 2021 wage survey has been submitted. Dorothy stated she will not be attending the June Board meeting, however, Asondra Accor from the fiscal department will attend.

ADMINISTRATIVE REPORTS:

AGENCY

Cassie highlighted the Spotlight on Success by Debbie on the happenings during the Week of the Young Child. She noted we were able to provide copies of the book, *Stick and Stone* to all infant, toddler, and preschool children in Child Care and Head Start. Included in the Board packet is an

Information Memorandum from the Office of Head start regarding fiscal and administrative flexibilities for 20-21. This replaces the IM announcement from last year. The IM states they will continue being flexible with the nonfederal share. We are doing an excellent job maintaining our nonfederal share (volunteer and parent hours), but some programs are not. Cassie noted she attended the PHSA's annual conference April 12-16 virtually. She noted the narrative for the HSSAP grant has been submitted and approved. The narrative needs to be approved before the budget is submitted. Dorothy is working on the budget. Cassie noted that she added CCDP's mission statement to her report.

HEAD START

The Managers' reports were included in the packet. Mary Millham, Family Services Manager, reported that Head Start is fully enrolled and serving 151 children out of a possible 203 children that we can serve, and we are well within the eligibility income guidelines. She noted the needs of parents have been met whether virtually or in center. Recruitment is going well. Yard signs have been placed around the community, but if anyone sees a beneficial spot for a sign to let her know. A permit to place more signs towards Catawissa has been submitted to Montour Twp. The numbers are a little low in Benton so recruiting is still ongoing. She noted the school district allowed us to send flyers home to children in grades K through 4. Mary noted the average daily attendance is 82.76% which is very good considering COVID. Sylvia asked why Town Park Village Head Start was closed a few times this past month and heard it was due to short staffing. Cassie explained that between regular staff illnesses, staff having to quarantine due to COVID and a shortage of substitutes we are having to close classrooms across the agency which is unfortunate and not our goal ever but we can't operate without the right number of staff. Ashley thanked Mary for a great job on enrollment and noted she will be referring two children for Benton.

CHILD CARE

Report was included in the packet. Debbie noted she is working on Summer Adventure Camp and hopes to get the information out to parents this week. She and Maria have been working on getting the registration online for parents to complete so there will be less paperwork to do in person. Debbie noted it is great to have Laura on board as the new Secretary. They have been reorganizing the children's files and Laura has been working with Vanessa updating staff files. Debbie noted she is working with Kerry on finding a new software company. There were many activities that took place during the Week of the Young Child and the children had a lot of fun. She noted a member of the pool committee contacted her to see what our needs are. Hopefully the pool will be open in July. Ashley noted she enjoyed reading Stick & Stone to the children. Ashley and Oren both read the story to the children virtually.

COMMITTEE REPORTS

EXECUTIVE

Minutes from the March meeting were included in the packet. Ashley went over the minutes, noting the agency is still getting some COVID grants. Retirement plans for staff are being researched. Discussed advertising our meeting notices. In the past, our meetings have been placed in the newspaper once a year. Moving forward, the information will be accessible on our website. A survey was sent to all staff asking for feedback on the process of reporting problems to management. 80 surveys were sent out and 48 responded. Two-thirds reported positive feelings about the process and a third reported negative feelings. Cassie and the management staff will continue to brainstorm ideas on how to improve this process. Cassie will also reach out to Tina for her input. Ashley noted the committee discussed having a second-in-command should Cassie not be available. It was mentioned at the last Board meeting before management staff was aware of the proposed change. Ashley apologized for this. The committee feels it is important to have another person that knows all aspects of the program if Cassie is not able to be at work. The committee discussed when we might hold Board meetings in person and decided to wait until the end of the summer

BUDGET AND FINANCE – No report.

PERSONNEL

Twilla moved to approve the Child Care Personnel Status Update. The motion was seconded by Sylvia. The motion was voted on and unanimously approved.

NOMINATING

Oren noted there are several Board members terms that will soon be expiring. Oren moved to re-elect Johan to serve another term. The motion was seconded by Christine C., voted on and unanimously approved. (member terms are for 3 years)

DEVELOPMENT – No report.

FACILITIES – No report

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES – No report.

BYLAWS

A notice of proposed written changes to the By-Laws was sent to Board members. Joan explained this notice must be submitted to board members in advance of the meeting immediately prior to the meeting when it will be voted on. Joan went over the proposed changes and noted the proposed amendments will be added to the agenda for a vote at the June meeting.

AD HOC BUILDING – No report.

HEAD START POLICY COUNCIL LIAISON

The Policy Council minutes were included in the packet. Twilla reported the Health Services Advisory Committee will meet May 11 and the School Readiness Plan was approved.

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

UNFINISHED BUSINESS – None.

NEW BUSINESS – None.

ANNOUNCEMENTS – None.

ADJOURNMENT

Toni moved and Twilla seconded to adjourn the meeting. The meeting was adjourned at 6:10 pm. The next Board of Directors meeting will be held at 5:30 p.m. June 1, 2021 via Zoom and phone.

Ashley Mensch

Ashley Mensch (May 10, 2021 10:55 EDT)

Board Signature

May 10, 2021

Date