

COLUMBIA CHILD DEVELOPMENT PROGRAM  
Bloomsburg PA 17815

October 5, 2021

MEMBERS PRESENT

Oren Helbok

Joan Mosier

Johan van der Jagt

Matt McCollin

Toni Bell

Tina Welch

Twilla Dowell

Sylvia Costa

Christine Luschas

Jeff Arnold

Bernie Landers

Ashley Mensch

OTHERS PRESENT

Cassie Weaver

Lisa Brelsford

Debbie Jones

Jen Johnson

Dorothy Starr

MEMBERS ABSENT (\* indicates excused)

\*Lynne Pabst

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 5:34 p.m. via zoom conference.

CONSENT AGENDA

The Secretary's report was removed from the consent agenda. Toni moved to approve the consent agenda, seconded by Sylvia, voted on and unanimously approved. The consent agenda included: president's report, September minutes, board member absentee report, vice president's report, treasurer's report, credit card report and Policy Council minutes.

SECRETARY'S REPORT

Oren read a thank you card from Heather Wolfe for the Weis Market gift card for her birthday.

FISCAL OFFICER'S REPORT

The Financial Summary for the end of August 2021 was included in the packet. Dorothy welcomed Christy Roberson as a new Board member and officer. Dorothy said the summer school age program is showing a profit of \$7,141 as projected. Child Care is showing a profit of \$12,673 and with the second round PPP Loan Forgiveness it will be \$323,085. She added the forgiveness loan application is almost ready to submit. The money has been spent and we will not be returning any. Dorothy reported Head Start and HSSAP are online with their budgets. We received an additional \$12,745 from HSSAP which is much needed as it is a very tight budget. Dorothy went over the financial summary. She explained to Christy that as treasurer she will receive monthly bank statements to review. Dorothy reported the new Child Care software, Brightwheel, should be up and running November 1<sup>st</sup>. She noted that she is working with our insurance broker on our policy renewals and should have them ready to be approved in November.

Ashley thanked Christy for coming on board. Introductions were made.

## ADMINISTRATIVE REPORTS:

### AGENCY

Cassie highlighted the Spotlight on Success from herself, and noted the many challenges staff have faced over the past 18 months and how grateful she is to them for sticking it out. She noted hiring continues to be a challenge as well as staff turnover. We have had to close classrooms due to staff shortages.

An IM from the Office of Head Start, Supporting the Wellness of All Staff in the Head Start Work Force, is included in her report. She noted it doesn't contain any directives we need to follow but gives ideas on how to support your staff.

Cassie met with the Head Start Managers to come up with a plan so we're not cancelling classes at the last minute. She said other than the first week at least one classroom has been closed every day. There are open positions we are trying to fill, and it's been a struggle to keep the classrooms open. We have staff who need to stay home with COVID related issues, maternity leave, and actual illnesses. The plan is to have center-based classrooms team up (excluding the partnership room). Classes would be held in person one week and virtually the next week. Classrooms would flip flop the next week. Support staff will be able to help in the classroom. Cassie said although they do not love this plan it will at least give families consistency. The proposal has been sent to the federal program specialist and state preschool specialist for feedback.

Joan asked if we have any substitutes. Cassie noted we have a few as well as floating positions (substitutes who are hired full time). We also try to recruit Head Start parents. Tina asked how the plan will impact families. Cassie stated some families may pull their children from the program if they can find something more consistent. Ashley asked if parents would be able to do the virtual learning. Cassie noted we will support them as well as we can and if we get more staff the children will return to the classroom. She said we are currently down eight classroom staff plus one out on maternity leave.

### HEAD START

Lisa Brelsford, Family Engagement Manager, gave her report. She noted parent groups will start next week. Hoping for a good turnout. Bloomsburg Salvation Army Holiday Sign Ups were held September 8<sup>th</sup> for Bloomsburg and September 9<sup>th</sup> for Benton. There is no date yet for the Berwick Salvation Army Sign Up. Tree Fest information will be going out soon. Mandated Reporter Training will take place on October 28<sup>th</sup> for interested parents, board members, substitutes, and staff. Ashley said that she has the dates for the Berwick Salvation Army Holiday Sign Up and will get the information to Lisa.

### CHILD CARE

The report was included in the packet. Debbie went over her report noting that Child Care is also experiencing staffing issues. We are currently down 4 staff members in addition to one who will be out having surgery. Current staff are staying later and working longer hours. Debbie stated she has advertised on the PACCA website, Indeed, and through the University. Debbie reported she and Laura have been working on setting up the registration and other forms on Brightwheel which will make things easier for parents and save a lot of time for us. Fifth Street inspection is taking place. Joan asked if we have any interns from the university. Debbie noted we do not have any interns, but we have two student aides. She has sent out invitations to apply for more through B.U.'s Handshake program. Discussion followed on employment issues and less interest and commitment overall.

## COMMITTEE REPORTS

### EXECUTIVE

Minutes from September 22<sup>nd</sup> were included in the packet. Ashley noted that a recent directive from the President is requiring all Head Start staff to get vaccinated which is another concern we have with hiring and retaining staff. Cassie will find out more on this. Joan asked if we have staff in the program who are not vaccinated. Cassie said the majority are not. Discussion. Cassie noted several employees have stated they will leave instead of getting vaccinated.

### BUDGET AND FINANCE

The minutes were included in the packet. Dorothy reported that Vanessa Troup, Head Start HR Coordinator researched several companies to find a retirement plan for CCDP. The search was narrowed down to two companies: Alliance Wealth Advisors and Service 1<sup>st</sup> Federal Credit Union. The committee had additional questions for these companies and there was not time to get them answered, so they would like to allow staff working on this to recommend a plan and broker based on the additional answers they receive. The full Board vote will be done by email so the retirement plan can begin on January 1.

Dorothy stated the committees (Budget & Finance and Personnel) are recommending that a portion of the ARPA funds be used to give staff a \$1,000 hardship payment in December 2021 and an additional \$1,000 payment in the Spring of 2022. The program will receive a total of approximately \$200,000 for Child Care and \$186,654 for Head Start in ARPA funds. The portion used for hardship payments will be approximately \$40,956 for Child Care and \$144,430 for Head Start. Staff on initial probationary period will be eligible (change in policy), but staff on disciplinary probation are not eligible. Twilla moved and Christy seconded to approve the hardship payments for Child Care and Head Start. Discussion followed on staff members that are on disciplinary probation and when/would they be eligible. Joan asked if this includes the same amount regardless of how much or how little they have worked. Cassie noted it includes everyone. Joan asked how many employees are currently on disciplinary action. Cassie noted less than five. Tina added that if an employee is on disciplinary probation beginning October 1<sup>st</sup> they would not receive the hardship payment until the Spring if they were no longer on probation. Oren also asked if they are hired now would they receive the payment. Cassie stated they would receive the second payment in the spring. After further discussion, it was agreed that the motion should include dates. The motion was amended to include hardship payments of \$1,000 will be paid in December 2021 to staff who are employed and in good standing October 1<sup>st</sup> and \$1,000 in the Spring of 2022 to staff who are employed and in good standing January 1, 2022. The motion was voted on and unanimously approved. It was noted that if you are employed in October but not when the payment is distributed you would not receive the hardship payment.

### PERSONNEL

Tina commented that she did a workshop this morning on attracting new staff and had nothing new to offer us about recruiting and stated we are not alone and it's a horrible situation for all employers.

The Personnel Status Update was included in the packet. Tina went over the update, noting it included five actions. Tina moved to approve the Child Care Personnel Status Update as presented. The motion was seconded by Johan, voted on and unanimously approved.

Tina thanked Joan and internal staff for their input on revising Policy 3.10 – Responding to Abuse Allegations Against Employees and Volunteers. The revision was emailed to members prior to the meeting to review. Tina moved to approve Policy 3.10 as presented. The motion was seconded by Joan, voted on and unanimously approved.

NOMINATING

Oren moved to renew Trustee terms that are expiring in November for Ashley Mensch and Joan Mosier. The motion was seconded by Toni, voted on and unanimously approved.

DEVELOPMENT – No report.

FACILITIES

Bernie reported the committee is meeting tomorrow to discuss the fence at Fifth Street.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES – No report.

BYLAWS – No report.

AD HOC BUILDING – No report.

HEAD START POLICY COUNCIL LIAISON

The Policy Council minutes were included in the packet. A liaison is still needed. Twilla went over the highlights.

UNITED WAY OF COLUMBIA & MONTOUR COUNTIES LIAISON

Oren noted the discussion on the merger is still ongoing. Our local campaign kicks off later this month.

UNFINISHED BUSINESS – None.

NEW BUSINESS – None.

ANNOUNCEMENTS

A flyer was included in the packet for the mandated reporter training that will be held on October 28 with Joan as the trainer. Ashley explained that Board members are required to have this training annually. Joan noted if the October training doesn't work, she is doing other trainings and Lynne's church is doing a training in November. If you need to do the training, you can contact Jen for dates.

The Board went into Executive Session at 6:37 pm.

ADJOURNMENT

The meeting was adjourned at 7:00 p.m. The next Board of Directors meeting will be held at 5:30 p.m. November 2, 2021, via Zoom and phone.

*Ashley Mensch*  
Ashley Mensch (Oct 14, 2021 15:00 EDT)

Board Signature

Oct 14, 2021

Date






# Minutes October 5 2021

Final Audit Report

2021-10-14

Created:	2021-10-14
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