

COLUMBIA CHILD DEVELOPMENT PROGRAM
Bloomsburg PA 17815
March 5, 2024

MEMBERS PRESENT

Ashley Mensch
Joan Mosier
Betsy Rubio
Matt McCollin

Oren Helbok
Twilla Dowell
Toni Bell
Danielle Howie

Christy Roberson
Lynne Pabst
Johan van der Jagt

OTHERS PRESENT

Cassie Weaver
Debbie Jones

Asondra Acor
Morgana Miller

Amber Parr
Rebecca White

MEMBERS ABSENT (* indicates excused)

*Olivia Oden

The regular meeting of the Columbia Child Development Program Board of Directors was called to order by the President, Ashley Mensch, at 5:33 PM via zoom.

GUESTS - None present

CONSENT AGENDA

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

SECRETARY'S REPORT

Oren shared a thank you card from the employees at the Berwick Head Start Center.

TREASURER'S REPORT

The financial summary report was provided in the packet. Christy stated that this report is for the month of January. Child Care and Head Start are ten months into their fiscal year and are expected to have received and expended 83% of their budgeted monies. Child Care has received 82% of their budgeted funds and expended 85%. Child Care is currently operating at roughly a \$109,000 deficit. Head Start has received a surplus of roughly \$11,000.

HSSAP is currently seven months into their budget year and are expected to have received and expended 58% of their funds. They have currently received 61% and expended 53% of their funds.

The overall total in the bank accounts is \$734,581.

FISCAL OFFICER'S REPORT

Asondra expanded on the treasurer's report in the packed and on what Christy presented. The overall Child Care deficit is \$109,000. The income is lower this month due to the loss of the STARS add on bonus from ELRC for subsidy students. The overall estimated loss so far is \$10,000.

Head Start continues to report a large variance in expenses (\$267,000) this month. Since this report, the discretionary payments went out and there have been more One-Time Funds expenditures after this report was finalized.

Asondra has reported that the HSSAP numbers are on target for this month.

Asondra explained that the Head Start and HSSAP income being over the expected amount is due to CACFP reimbursement.

Asondra reported on some other fiscal department updates. The tuition increase letters were sent out to families. So far, there has been no negative feedback from families. The fiscal department has also started to prepare to accept cash and checks to offset the processing fees that will be in effect starting April 1st. Head Start is working on spending end of year funds and preparing for the Focus Area 2 Review. Asondra is also working on the HSSAP budget and the quarterly report.

ADMINISTRATIVE REPORTS:

AGENCY

The Spotlight on Success is from Sarah Meyer regarding Cassie.

Cassie stated that the Child Care inspection happened, however Debbie will be discussing it. She has reached out to see about getting a new certification representative. She was told that now the supervisor will be with our currently assigned certification representative for any in person visits.

The Focus Area 2 review will be held via zoom on 3/21 for board members. Cassie said that the executive committee will be in attendance but we have not had much response from other members. Lynne said that she will attend. Cassie asked Joan if she can attend because she has so much knowledge about our program. Joan will get back to her and let her know. Twilla is planning to attend. Danielle said that she can also attend. Joahn said that he probably will not be able to attend.

Cassie submitted the under-enrollment plan and largely referenced the proposed change in scope that we would like to apply for. We were advised to pause the change in scope plans until a new community assessment can be completed. Enrollment is currently at 143 children (82%). The goal that needs to be achieved within one year is 97%.

Cassie also wished Twilla a happy 16th birthday (her birthday was on leap day).

Morgana reviewed the goals information that are listed in this month's report.

HEAD START

Sarah Meyer's report was included in the packet.

Sarah stated that she has been attending Geisinger Patient Family Advisory Committee Meetings. The committee meets monthly. The committee discusses many aspects of Geisinger that affect the patients and family experience, for example, the committee recently discussed the follow up surveys sent out to patients after visits. Geisinger has a similar committee for the Children's Hospital that Sarah will be looking into joining.

Families that were missing immunizations in January were notified and immunization records have been updated.

The window film has been installed at all of the facilities.

The Health Services self-assessment was completed and sent to Morgana.

February was National Children's Dental Health Month. All center-based students received a toothbrush, toothpaste, and handouts explaining the importance for children to receive two dental exams per year, when to change toothbrushes, healthy eating tips, and a toothbrushing chart. Sarah also attended all but one of the parent groups, that one was rescheduled for later in March. She sent out surveys ahead of time asking what families were interested in learning more about and what resources families needed. She discussed the topics and handed out the resources that were requested to all in attendance at the parent group meetings.

She has also been attending MCO and Northcentral HEAT meetings.

Since she attended a board meeting last, the injury section of her report was changed. This should make it clearer on how the injuries occurred.

Sarah explained that there was an error in some of the formulas on the data sheet for her Policy Council report. The percentages have increased from what was initially reported. The corrected dental treatment percentage is now close to 25% completed. This is still down from the original goal of 80%, however that goal was set pre-COVID. It is now a common problem for children to be unable to receive timely dental treatments.

Ashely added that the Family center is having a similar problem with their families. She said that they will be hosting a dental exam day on May 31st at Jingle Hall and she will share the information with Sarah. This is available for all children under the age of 18. Ashely said that a minimum of 25 children all together need to be scheduled for the exams to take place.

CHILD CARE

Debbie's report was provided in the packet. She highlighted a few things and gave some updates. The Community Giving Grant for Bloomsburg was submitted for \$750 on February 29th. These funds will be used for summer camp and school age materials. Field trips are being finalized for summer camp. There are some new places that they will go like the rock wall, Knobles, and Axis Gymnastics. They kept some of the free field trips and some of the more expensive ones. The two more expensive field trips are Knobles (by parent request) and Camel Beach (a favorite each year). The theme this year will be circus.

Transition meetings started today for Central School District for some Pre-K and HSSAP students.

The inspection was completed. As Cassie stated earlier, at this time we are unable to be assigned a new certification representative. During the day of the inspection, the inspector heavily questioned a staff member regarding ratios. The staff member reported that her classroom was over ratio and another staff member came into the room minutes later. The same staff member also reported that another classroom was over ratio. We were cited for both instances. Debbie will need to report how many children and staff are in every classroom per hour. Our certification representative is telling us that we need to have parents wait to drop off their children until another staff member comes in, if their child puts the classroom out of ratio. Parents have been notified and are complying with this request.

There were also some citations for paperwork. In our policies, it states that performance appraisals must be completed annually. Our certification representative acted like the appraisals expire at one year and cited us for any that were completed more than one year from the previous one. Cassie added that these paperwork issues were a trying process. Some other paperwork issues were that staff were required to sign off on the emergency plan. One staff member signed off on it six days late due to being off for bereavement and other was four days late due to a holiday weekend. Both instances

were cited. There were also a few child physicals that were completed just past their due dates that we were cited on.

As a result, all Child Care classroom staff will be required to attend another three hour training. Debbie is also assuming that the provisional license will be extended another three months because that is the length of time that the ratios need to be reported. This is not official at this point; we have not received the notice yet.

Joan asked if all of the parents have child abuse clearances because of them now being asked to stay in the classroom if the room is out of ratio. Cassie clarified that the parent would only be responsible for their child, not the other children present in the room. The parents are not expected to interact with any of the other children.

Danielle asked what the worst and best-case scenarios are. Debbie stated that worst case would be losing our license completely and best-case scenario would be to have our regular license reinstated. The most likely scenario is to stay on the provisional license.

Ashley thanked Debbie for her hard work and professionalism while dealing with this situation and individual. Ashley and Danielle both asked if our reviewer is new. Debbie stated that we have never had her before and they are usually rotated, however we have been dealing with her for a while. Johan added that the reviewer maybe under pressure at work and it just trickled down.

COMMITTEE REPORTS:

EXECUTIVE

The Executive committee met on 2/23/24 and the minutes are in the packet. The committee is still trying to find ways to get Child Care out of the deficit. They are looking into collaborating with some local companies to see if they can help financially.

Ashley also stated that Amber will be leaving CCDP this summer due to her family moving.

BUDGET AND FINANCE – No report, however they worked on the budget.

PERSONNEL

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

NOMINATING - No report.

DEVELOPMENT - No report.

FACILITIES – No report.

STRATEGIC PLANNING – No update.

CURRICULUM AND RESOURCES – No Report.

BYLAWS

Cassie stated that these updates were to make some needed changes to the number and add some missing footnotes. Joan made a motion to approve the updates. The motion was seconded by Toni, was voted on, and approved.

AD HOC BUILDING - No update.

HEAD START POLICY COUNCIL LIAISON

The minutes are included in the board packet. Twilla shared that the Early Childhood Conference will be held on May 17th and will be held at St. Lukes.

SUSQUEHANNA VALLEY UNITED WAY LIAISON – No report.

UNFINISHED BUSINESS - Nothing to report.

NEW BUSINESS

Asondra presented the Child Care Budget that was included with the board packet. She highlighted a few key areas that changes were made. In the report, arrows that are down indicate a decrease, arrows up indicate an increase, and dash indicate that it stayed the same as last year.

Despite the 5% rate increase, income in the Infant/Young Toddler classroom was decreased because more of the families are paying private rates than anticipated last year and therefore, we do not receive more income from subsidy.

The United Way was decreased because this past year the monies that we received from them was less than previous years.

EITC was also decreased because the larger donation that we usually receive, did not come in this past year.

There is an overall increase in income by \$22,000.

The payroll expenses are budgeted to stay the same.

Travel expenses were increased due to the increase in bussing costs for Summer Camp field trips.

Food expenses were increased because the cost of food went up.

The overall office and program supplies were decreased to try to create savings.

Processing fees were decreased because that cost will now be put on the families.

An important note is that this budget was completed before the inspection with the anticipation that the STARS add-on would be back in effect for April 1st. With the events with the inspection, it is anticipated that the income will be starting at under the projection due to STARS not being reinstated by then.

The overall projected deficit for next year is \$79,000.

Twilla excused herself from the meeting but said that she votes in favor of the budget and the community assessment as they stand in the board packet.

Oren made a motion to approve the Child Care Budget. The motion was seconded by Toni, voted on, and approved.

Cassie presented the Community Assessment Proposal that was included in the board packet. She explained that this is normally done in house however, Terry at the institute came highly recommended. The institute will be reaching out to Head Start families, partners, and community members. The hope is to pay for this with end of year funds from Head Start, but it is still feasible to complete without those funds.

Danielle made a motion to approve the Community Assessment Proposal. The motion was seconded by Toni, voted on, and approved.

ANNOUNCEMENTS

Toni asked if we have a partner lined up for the Renaissance Jamboree. Morgana said she is working with Christopher from The Grill Reaper but does not have it finalized yet.

Johan asked to be added in the information that is sent out for the Focus Area 2 Review meeting and if he is able to join late, he might be able to join also.

ADJOURNMENT

Christy made the motion to adjourn the meeting. The motion was seconded by Danielle. The meeting was adjourned at 6:43 PM.

Ashley Mensch
Ashley Mensch (Mar 11, 2024 14:36 EDT)
Board Signature

Mar 11, 2024
Date







Minutes March 5, 2024

Final Audit Report

2024-03-11

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