

COLUMBIA CHILD DEVELOPMENT PROGRAM  
Bloomsburg PA 17815  
April 2, 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  
Morgana Miller

Asondra Acor  
Heather Wolfe

Amber Parr

MEMBERS ABSENT (\* indicates excused) - All members were present.

The regular meeting of the Columbia Child Development Program Board of Directors was called to order by the President, Ashley Mensch, at 5:36 PM via zoom.

GUESTS -

Two former employees, Lori Bean and Andrea Seiber, asked to speak to the board about their terminations. After the board heard their concerns, Ashley said that she would communicate with them privately.

CONSENT AGENDA

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

SECRETARY'S REPORT

Oren shared a thank you from Heather Wolfe for the discretionary payment.

TREASURER'S REPORT

The financial summary report was provided in the packet. Christy stated that this report is for the month of February. Child Care and Head Start are eleven months into their fiscal year and are expected to have received and expended 92% of their budgeted monies. Child Care has received 87% of their budgeted funds and expended 94%. Child Care is currently operating at roughly a \$145,000 deficit. Head Start has received and expended 89% of their budgeted monies.

HSSAP is currently eight months into their budget year and are expected to have received and expended 66% of their funds. They have currently received 61% and expended 64% of their funds.

The overall total in the bank accounts is \$622,543.

FISCAL OFFICER'S REPORT

Asondra expanded on the treasurer's report in the packet and on what Christy presented. The increase from last month to this month in the Child Care deficit has three major contributing factors. These factors are: three paychecks were processed in the month of January, the loss of STARS bonus is now

showing each month, and the CACFP reimbursement did not come in before the report was finalized. The CACFP has come in since the report was completed and will show on the next report. The overall deficit is \$145,000. The preliminary information on the end of year deficit should be available with the reports for March.

Head Start had spent roughly \$107,000 of the one-time funds at the time the report was completed, more has been spent since then. There were some complications with purchasing the fencing, washer, and dryer for Town Park Village. The fencing project will probably not be able to happen due to some zoning issues due to it being in the flood zone, those funds will probably need to be returned. Head Start is still working on spending some of the end of year funds.

Asondra reported that the HSSAP income is lower than expected this month due to a delay in the quarterly report that she submitted, and it delayed a monthly payment. She is still in the process of resolving this issue.

The application for EITC funds was completed and approved for 2024 however no new funds have been received at this time. One child is still enrolled using these funds.

The fiscal department is continuing to work on the end of year spending and completing the HSSAP budget. One other larger project this past month was the Focus Area 2 review. Asondra reported that Dawn was amazing and on a day that Asondra was unable to attend she was able to handle everything. Cassie was also a huge help with completing all of the fiscal tasks that were requested.

## ADMINISTRATIVE REPORTS:

### AGENCY

Cassie's report was in the board packet. She highlighted that the CLASS results are in and we were above the competitive criteria. We were lower in one area and will be receiving training. Cassie stated we have requested training in this area previously and were denied so the training will be good.

The Focus Area 2 review was completed. It was a difficult and frustrating process. There were some unrealistic expectations and late requests for information. We were unable to submit the requested documentation before the review officially concluded on 3/22/24. There was also some confusion on the clearances that are available in Pennsylvania. Ashley added that the meeting with the Board of Directors seemed to go well and was a positive experience. Ashley asked if there is an expected timeframe for the results. Cassie stated that another local program had their review back in October and have not yet received their results.

Morgana reviewed the program and school readiness goals that are provided in this month's report.

### HEAD START

Heather Wolfe's report was included in the packet.

Heather reported on some of the challenges that the classroom staff are dealing with. She indicated that not much has changed from last year with regard to the level of children's needs. Many of the children enrolled have experienced some form of trauma. Many are being raised by a family member other than a parent. Many children have already gone through the evaluation process already and have been diagnosed or they have an evaluation pending. Many of the teachers have several children in their classroom that need a high level of support for a variety of needs such as speech/development delays, trauma, and/or behavior related needs.

On a positive note, according to the data from the self-assessment, staff overall reported that they felt supported with the behavioral needs in their classrooms. Staff reported that this can be attributed to

the lower number of children in the classroom, having three or four staff in each classroom, supportive classroom teams, and communication with and support from the management team. Observations/Consultations by the Mental Health Consultant and trainings are also reported as helpful to the staff and making them feel supported in the classrooms.

Johan asked if it is the same children having the same issues as last year. Heather stated that in some cases the children are with us for two years and they have behaviors that continue over both years. Sometimes children who only attend for one year have behavioral concerns. There is progress noted from one year to the next and from the beginning of a year to the end of the year. Sometimes the progress is small but there is progress.

Johan asked if similar techniques are used with each child. Heather stated that we meet the children where they are at. We may use similar strategies and techniques. For example, we use PBIS with all children, but we individualize our support based on each child's strengths and needs and what works best for them.

Johan also asked if the classroom staff use Cognitive Behavioral Therapy. Heather stated that they mostly use co-regulation and self-regulation techniques because that is more of a trauma-based response. This approach helps children identify, manage and understand their emotions. An example that Heather gave would be like throwing a bean bag at a specific target instead of throwing toys in a classroom. The staff talk them through their emotions and help them learn more appropriate ways to respond. She continued with the same example: "I can see you are upset, let's throw this at the target to help get that anger out."

Ashley followed up with stating that it is also important to teach the families how to do the same things at home. Heather stated that this can sometimes be a struggle for our families. Some families are in a good place in their lives that they can use the strategies at home, others may also be dealing with their own trauma or mental health issues and have difficulty being consistent with the strategies in the home. When the parents can use the same techniques at home it is very helpful for the child.

#### CHILD CARE

Debbie's report was provided in the packet. Morgana highlighted a few things and gave some updates.

The Community Giving Grant for Bloomsburg was submitted for \$750. These funds will be used for summer camp and school age materials.

The counting sheets that are needed for inspection are being completed and submitted weekly. Debbie will be setting up the three hour PQAS training this week. All of the paperwork corrections are being completed.

#### COMMITTEE REPORTS:

##### EXECUTIVE

The Executive committee met on 3/18/24 and the minutes are in the packet.

BUDGET AND FINANCE – No report.

##### PERSONNEL

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

Danielle made a motion to approve the Proposed 12 Month Holidays for 2025. The motion was seconded by Lynne, was voted on, and unanimously approved.

#### NOMINATING

Ashley reported that Olivia Oden resigned from her position on the board due to demands in her personal life. Ashley did communicate with her that she is welcome to come back when her time constraints allow. Oren made a motion to accept Olivia Oden's resignation. The motion was seconded by Betsy, was voted on, and unanimously approved.

DEVELOPMENT - No report.

FACILITIES – No report.

STRATEGIC PLANNING – No update.

CURRICULUM AND RESOURCES – No update.

BYLAWS – No update.

AD HOC BUILDING - No update.

#### HEAD START POLICY COUNCIL LIAISON

The minutes are included in the board packet. Twilla shared that the meeting for the Focus Area 2 Review was completed and the Self-Assessment was passed. She also stated that the Early Childhood Conference will be held on May 17<sup>th</sup>. Anyone interested in attending should reach out to Ashley or Cassie.

SUSQUEHANNA VALLEY UNITED WAY LIAISON – No updates.

UNFINISHED BUSINESS - Nothing to report.

#### NEW BUSINESS

Danielle made a motion to approve the Head Start Self-Assessment that was provided in the board packet. The motion was seconded by Twilla, was voted on, and unanimously approved.

#### ANNOUNCEMENTS

Ashely asked if any of the board members would like to have a closed session to discuss the concerns that were brought up by the previous employees at the beginning of the meeting. Oren and Toni both stated that they would like to discuss it further. At 6:23 PM the board entered a closed session.

#### ADJOURNMENT

Betsy made the motion to adjourn the meeting at the conclusion of the closed session. The motion was seconded by Toni. The meeting was adjourned at 6:52 PM.

  
Ashley Mensch (Apr 9, 2024 11:18 EDT)

Board Signature

Apr 9, 2024

Date







# Minutes April 2, 2024

Final Audit Report

2024-04-09

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