

COLUMBIA CHILD DEVELOPMENT PROGRAM  
Bloomsburg PA 17815  
December 3, 2024

MEMBERS PRESENT

Oren Helbok  
Lynne Pabst  
Ashley Mensch  
Mercedes Welliver

Joan Mosier  
Betsy Rubio  
Hannah Turner  
Danielle Howie

Twilla Dowell  
Johan van der Jagt  
William Aquilino

OTHERS PRESENT

Cassie Weaver  
Sarah Meyer

Asondra Acor  
Debbie Jones

Linda Robbins  
Rose Stolz

MEMBERS ABSENT (\* indicates excused)

Christy Roberson\*

Matt McCollin

Jaelyn Kressler

The regular meeting of the Columbia Child Development Program Board of Directors was called to order by the President, Oren Helbok, at 5:35 pm via Zoom.

GUESTS - None present.

CONSENT AGENDA

Danielle moved to approve the Consent Agenda. Lynne seconded the motion. It was voted on and unanimously approved.

TREASURER'S REPORT

October's financial report was included in the packet.

Asondra provided the report in Christy's absence.

7 months into the fiscal year for both Head Start and Child Care. Child Care has a deficit of \$87,000. Summer Camp has a surplus of \$27,000. We received the CQI funds. They were used for staff retention payments. Part of the TPV CQI grant will pay for regular summer camp expenses also.

Head Start has a deficit for expenses of \$296,000. The anticipated retro payment was given to staff and will show on November's report.

HSSAP is 4 months into the fiscal year. They have underspent by \$47,000. The anticipated retro payment was given to staff and should help offset expenses.

FISCAL OFFICER'S REPORT

October's Financial reports are included in the packet.

CCDP received EITC funds from Weis today in the amount of \$3,500. This was more than last year.

Head Start budget for the 25-26 program year is included and will be reviewed later and voted on.

We have received a draft for the Audit. Still looking at it so not finalized for this meeting. There may be an email vote if needed to be finalized by the end of the year.

## ADMINISTRATIVE REPORTS:

### AGENCY

Cassie's report was included in the packet.

The Spotlight on Success is from Morgana. It's about how well a new employee, Odessa Groninger, has adjusted to her role here at CCDP.

We continue to have a serious staffing shortage for Child Care. We have been able to keep all classrooms open thanks to the help from admin staff and teachers working extra hours. Last week there was a new School Age Assistant Group Supervisor that started, he is still training but has been a good asset when able to get into a classroom.

Head Start Change in Scope was returned on November 12<sup>th</sup> and resubmitted on November 18<sup>th</sup>.

Sarah and Cassie meet with Tavon about the Corrective Action Plan. Sarah reported that we were able to get 100% of health requirements on file before Thanksgiving. The deadline was December 3<sup>rd</sup>.

Photo of the Month has been added as a new feature to the Admin Report.

Currently, CCDP Head Start has an enrollment of 123 children. This is the enrollment count we are looking for when the Change in Scope is approved.

### HEAD START

Rose reported the Parent/Teacher conferences are moving along. STARS has been renewed for both Benton and Berwick centers.

Centers will be starting the transition for children going to kindergarten in the next school year. They are setting up meetings with the respective schools.

### CHILD CARE

Debbie's report was included in the packet.

Debbie also talked about the staff shortage for Child Care. There have been some personal issues staff are dealing with that have contributed to call-offs and resignations.

DHS has changed new hire training. New hires will need to complete the 10-hour training course even if they have completed it recently.

Debbie has been working with the school-age children in the mornings. She has been getting things organized for when a new Group Supervisor is hired.

The Thanksgiving Breakfast was a big hit with both parents and the children. The children were excited to show their parents what they helped make. It was a very busy morning with a wonderful experience for all. She may try to do another event in February.

Debbie and other staff went through a CACFP training session. She shared what she learned so we can be up to date on everything for the CACFP Review. Not sure when it will happen, last time it was in March.

## COMMITTEE REPORTS:

EXECUTIVE – nothing additional to report.

BUDGET AND FINANCE – The committee met to review the Head Start budget for 25-26 program year. The budget was approved by the committee. The budget will be reviewed and voted on later under New Business.

### PERSONNEL

Ashley made a motion to approve the Personnel Status Update included in the board packet. Danielle seconded the motion. It was voted on and unanimously approved.

Danielle moved to approve Policy 1.06, 2.01, 2.02, 3.18, and 6.04 Mercedes seconded the motion. There were some questions on the children's photo release mentioned in Policy 1.06. Cassie will get the releases to Curriculum and Resources Committee for their review. It was voted on and unanimously approved.

NOMINATING - no report.

DEVELOPMENT - No report.

FACILITIES – CCDP received a quote to seal up the 5<sup>th</sup> Street building to prevent bats from entering the building. The quote has been sent to the Executive Committee and Matt McCollin. The Town of Bloomsburg Public Works has offered to help with sealing the building. Cassie wants to discuss with Matt before moving forward.

STRATEGIC PLANNING – No update.

CURRICULUM AND RESOURCES – Lynne stated at the meeting they reviewed the School Readiness Plan. The plan was sent to the Policy Council and approved by them.

Lynne made a motion to approve the School Readiness Plan included in the board packet. Johan seconded the motion. It was voted on and unanimously approved.

BYLAWS – No update.

AD HOC BUILDING - No update.

HEAD START POLICY COUNCIL LIAISON – Mercedes brought up a concern about the Berwick center. Cassie will be looking into the issue.

SUSQUEHANNA VALLEY UNITED WAY LIAISON – No updates.

UNFINISHED BUSINESS – Nothing to report.

### NEW BUSINESS –

Cassie presented the Head Start Budget & Application. This is a baseline application, the first of our 5-year application. In the past this grant has been competitive however this year it is non-competitive. The budget has been completed as if we were at full capacity of 175 children since the Change in Scope has not been approved by the time the application needs submitted. All

components of the Head Start grant application and budget were reviewed and discussed, and Board members were given the opportunity to ask questions.

Ashley made a motion to approve the Head Start Budget & Application included in the board packet. Lynne seconded the motion. It was voted on and unanimously approved.

Asondra presented the 2025 Medical Insurance options. She proposed staying with the same dental and vision coverage as in 2024. She also proposed staying with Geisinger Health Plan for health insurance. The maximum amount we can charge, according to the Safe Harbor Rate, is \$113.20 per month but it was proposed to keep the cost at \$100 per month to reduce the increase to staff.

Danielle moved to approve continuing with GHP or 2025 Medical Insurance for staff. Twilla seconded the motion. It was voted on and unanimously approved.

ANNOUNCEMENTS - nothing to report.

ADJOURNMENT

Mercedes made the motion to adjourn the meeting. The motion was seconded by Hanna. The meeting was adjourned at 6:33 PM.

*Oren B. Helbok*

[Oren B. Helbok \(Dec 9, 2024 11:43 EST\)](#)

Board Signature

9 December 2024

Date







# Minutes December 5, 2024

Final Audit Report

2024-12-09

Created:	2024-12-09
By:	Linda Robbins (admin@ccdppa.org)
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