

COLUMBIA CHILD DEVELOPMENT PROGRAM

Bloomsburg PA 17815

January 7, 2025

MEMBERS PRESENT

Oren Helbok
Lynne Pabst
Ashley Mensch
Hannah Turner
Jaclyn Kressler

Joan Mosier
Betsy Rubio
Christy Roberson
William (Bill) Aquilino

Twilla Dowell
Johan van der Jagt
Matt McCollin
Mercedes Welliver

OTHERS PRESENT

Cassie Weaver
Lisa Brelsford

Asondra Acor
Debbie Jones

Linda Robbins

MEMBERS ABSENT (* indicates excused)

Danielle Howie *

The regular meeting of the Columbia Child Development Program Board of Directors was called to order by the President, Oren Helbok, at 5:32 pm via Zoom.

GUESTS - Courtney Solomon from Herring, Roll, & Solomon, P.C. Courtney reviewed the audit for the year ending March 31, 2024. The audit is included in the board packet. Her findings were summarized at the end of the audit. The audit was clear of negative findings. Ashley moved to accept the audit. Twilla seconded the motion. It was voted on and unanimously approved.

CONSENT AGENDA

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

TREASURER'S REPORT

The November financial report was included in the packet.
Child Care, Summer School Age, and Head Start are 8 months into their fiscal year, the expected revenue and anticipated expenditures are 66.67%.
Child Care has received 57.6% of the expected revenue and spent roughly 63% of the expenditures. Summer School Age does have a surplus of \$24,167.
Head Start has received 56% of the expected revenue and spent roughly 56% of the expenditures. HSSAP is 5 months into its fiscal year. The expected revenue and expenditures are 41.67%. We have received 44% of the expected revenue and spent 37% of the expenditures.

FISCAL OFFICER'S REPORT

Asondra wanted to praise her team for assisting in completing the audit.
The November financial reports are included in the packet.
Child Care is temporarily seeing a higher deficit because of paying the annual insurance bill. Summer School Age figures are solid after receiving and expensing the CQI funds.
CCDP has received a significant amount of EITC funds to assist families with tuition. CCDP has received funds from Weis Markets: \$3500, UPMC: \$5000, and Capital: \$18,000. Morgana has been publicly thanking those companies on Facebook.
Open enrollment for health insurance went well, staying with previous carriers helped to streamline the process.
ELRC has increased subsidy funding which we will increase our income for January, February and March.
Change in Scope has finally been approved.

ADMINISTRATIVE REPORTS:

AGENCY

Cassie's report was included in the packet.

CCDP had an unannounced CACFP review. There was a lot of data/documentation she wanted that day. Everyone helped in getting what she needed. We have been informed we need to have on hand at all facilities the Child Nutrition labels for all food served. After exit interview, Cassie and Sarah were told there will be no financial ramifications from the review.

The Change in Scope has been approved. However, the Head Start grant application needs to be rewritten to include the changes and new budget developed.

November 13th Professional Development Day had all staff attend for the afternoon.

CCDP invited State Senator Culver to visit our 5th Street facility, she will be visiting on January 13th. Oren has volunteered to be at the facility if a Board Member is needed.

There is one open Head Start position. There are 3 open positions for Child Care however School Age Group Supervisor position has been offered and accepted, still waiting on clearance for her to start.

The Photo of the Month has been featured.

With the approval of CiS, CCDP is fully enrolled with 123 Head Start children.

HEAD START

Lisa – Her report was included in the packet for November.

Lisa talked about the Parent Group and Positive Solutions for Families sessions, which goes along with the Spotlight on Success. Over the last few years, the Positive Solutions for Families session have not had much interest from the parents, so we have combined them with our Parent Group sessions. Now parents only need to come once a month instead of weekly. The curriculum sessions are broken down into smaller sessions to allow for the first hour of each meeting to focus on Positive Solutions for Families and the second hour on Parent Group activities. We are receiving positive feedback from parents on this. We are reaching more parents, and they are now getting more resources. We also have the Family Support Program, which is a 1 on 1 personalized visit focusing more on individualized needs.

In October we sent home a book challenge, 34 children participated, all receiving a book at the end of the challenge.

In November we did a nutritional health eating challenge, 19 children participated, all receiving a book at the end of the challenge.

CHILD CARE

Debbie's report was included in the packet.

Debbie has been doing classroom observations to see how they are improving after previous classroom observations.

There have been a lot of illnesses going around, so Debbie has been helping out in the classrooms more.

Debbie is working on plans for Summer Camp.

Child Care staff have been provided with lists of training needed for compliance with inspections.

Debbie is also working on plans for a Valentine Tea Parent Party.

COMMITTEE REPORTS:

EXECUTIVE

The Executive committee met on 12/18/24 and the minutes are in the packet.

BUDGET AND FINANCE – No report.

PERSONNEL - Christy made a motion to approve the Personnel Status Update included in the board packet. Twilla seconded the motion. It was voted on and unanimously approved.

NOMINATING – Matt will be resigning from the board after his term is up in February. CCDP is looking for a replacement for the Facilities Committee.

DEVELOPMENT - Dalo's Pizza fundraiser is ongoing now until the end of January.

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.

SUSQUEHANNA VALLEY UNITED WAY LIAISON – No updates.

UNFINISHED BUSINESS - Nothing to report.

NEW BUSINESS – nothing to report.

ANNOUNCEMENTS - Joan wanted to remind everyone about the Community Aid box outside of the 5th Street facility.

ADJOURNMENT

Twilla made the motion to adjourn the meeting. The motion was seconded by Jaclyn. The meeting was adjourned at 6:31 PM.

Oren B. Helbok

[Oren B. Helbok \(Jan 13, 2025 08:22 EST\)](#)

Board Signature

13 January 2025

Date







Minutes January 7, 2025

Final Audit Report

2025-01-13

Created:	2025-01-13
By:	Linda Robbins (admin@ccdppa.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAVka_4ZkCl_eQbTqlGOEgGRGkTSQRHoX

"Minutes January 7, 2025" History

-  Document created by Linda Robbins (admin@ccdppa.org)
2025-01-13 - 12:27:59 PM GMT
-  Document emailed to ohelbok@gmail.com for signature
2025-01-13 - 12:28:19 PM GMT
-  Email viewed by ohelbok@gmail.com
2025-01-13 - 1:19:57 PM GMT
-  Signer ohelbok@gmail.com entered name at signing as Oren B. Helbok
2025-01-13 - 1:22:26 PM GMT
-  Document e-signed by Oren B. Helbok (ohelbok@gmail.com)
Signature Date: 2025-01-13 - 1:22:28 PM GMT - Time Source: server
-  Agreement completed.
2025-01-13 - 1:22:28 PM GMT