

COLUMBIA CHILD DEVELOPMENT PROGRAM

Bloomsburg PA 17815

November 5, 2024

MEMBERS PRESENT

Oren Helbok  
Ashley Mensch

Johan van der Jagt  
Christy Roberson

Mercedes Welliver  
Hannah Turner

OTHERS PRESENT

Cassie Weaver  
Morgana Slodysko  
Faith Rierson

Asondra Acor  
Debbie Jones

Linda Robbins  
Sarah Meyer

MEMBERS ABSENT (\* indicates excused)

Danielle Howie\*  
William Aquilino  
Twillia Dowell\*

Betsy Rubio\*  
Matt McCollin\*  
Jaclyn Kressler\*

Lynne Pabst\*  
Joan Mosier

The regular meeting of the Columbia Child Development Program Board of Directors was called to order by the President, Oren Helbok, at 5:38 pm via Zoom. There was no quorum so no items could be voted on. The meeting was informational, and items will be sent via email for approval.

GUESTS - No one present.

CONSENT AGENDA

Oren asked if anything needed to be removed from the agenda. No response.

TREASURER'S REPORT

The September financial report was included in the packet.

Child Care, Summer School Age, and Head Start are 6 months into the fiscal year, the expected revenue is 50% and the anticipated expenditures are 50%.

Child Care has received 47% of the expected revenue and spent roughly 49% of the expenditures.

Summer School Age does have a profit of \$23,535.

Head Start has received 38% of the expected revenue and spent roughly 38% of the expenditures.

HSSAP is three months into its fiscal year. The expected revenue and expenditures are 25%. We have received 25% of the expected revenue and spent 18% of the expenditures.

FISCAL OFFICER'S REPORT

The September financial reports are included in the packet.

Child Care has received Continuous Quality Improvement funds for both 5<sup>th</sup> Street and TPV. The funds need to be used for operations or staff. There will be a one-time retention payment to staff.

CQI funds will also be used to pay some expenses, increasing profit for the Summer School Age. A family has not paid their bill for Summer Camp. We hope they will pay soon; otherwise, we will need to submit it to collections.

There is also a one-time anticipated CiS retro payment for Head Start and HSSAP staff. Hourly rate increases will not come until we receive CiS approval.

EITC renewal is in process.

## ADMINISTRATIVE REPORTS:

### AGENCY

Cassie's report was included in the packet.

Spotlight on Success was submitted by Faith. She wrote about the Family Service Workers in general, highlighting Donna Heinrich, who works at the 5<sup>th</sup> Street office. All Family Service Workers are doing good work and working very hard.

Nicole, the licensing representative visited 5<sup>th</sup> Street on October 15<sup>th</sup>, and all went well. The Center no longer needs to do the playground checklists that had to be done multiple times a day.

Working to get a one-time payment to Child Care and Head Start staff in November.

The Change in Scope was returned and resubmitted at the end of October, they are now satisfied with the wording and hoping it is moving through the chain of command.

CCDP is starting to work on our Head Start application and the budget for next year. However, our Head Start program specialist has told us that we need to write the grant as though we are servicing 175 children.

CCDP's overall hiring numbers are looking better we are only down by 4 positions. One of the open full-time Head Start Teacher-Floater has been offered and accepted.

### Morgana

They displayed the proposed new goals for the next 5 years 2025-2030. The goals have been through the Policy Council. Looking for more suggestions and/or comments.

Reviewed Goal #1 and the 3 objectives. Oren had a question about Objective #2 asking what our current daily attendance is now. Faith comment September was at 88%. Performance standards state we need to be at 85%. Cassie asked what our yearly attendance was for last year. Faith indicated the numbers were not good but did not have the number in front of her.

Johan questioned the 100% for Objective #1 if it was too high of a goal. Morgana said she would look into whether it should be lowered.

Reviewed Goal #2 and the 1 objective. No comments.

Reviewed Goal #3 and the 2 objectives. No comments.

### HEAD START

#### Faith

Enrollment for Head Start for September is at 120. At the end of October Head Start is at 123 enrolled which per our Change in Scope means we are full. We have waiting lists for all our centers and have not had that in some time. Still taking applications to continue to build our waiting lists.

Talking to Crystal to see how we can recruit. One suggestion is to put a stand outside a grocery store. We have reached out to a few grocery stores. Some stores have given permission others have not.

### CHILD CARE

Debbie's report was included in the packet.

Supervision checks on the playground are no longer needed however still doing checks occasionally throughout the day.

Evacuation drills are ongoing.

Starting to have parent events again. There will be a Thanksgiving breakfast on November 22<sup>nd</sup>, 6:30 am-8:30 am. Board members are welcome to attend.

Debbie has started doing check-in meetings with staff to see how they are doing and if there is anything she can do to help.

Debbie is observing the classroom more and doing the ERS scale to evaluate the classroom environment and then meeting with the staff.

She has not heard back about the Community Aid grant but did have the opportunity to visit them today. She shares our story and what we do. She also shared that the entire outfit she had on she purchased at Community Aid.

## COMMITTEE REPORTS:

### EXECUTIVE

The Executive committee met on 10/21/24 and the minutes are in the packet.

Oren and Cassie attended the Town of Bloomsburg budget meeting to see if they would pay for a new air conditioning unit for 5<sup>th</sup> Street. They got positive feedback.

### BUDGET AND FINANCE

A meeting is set for November 7<sup>th</sup>.

### PERSONNEL

Could not be voted on, did not meet quorum.

An email was sent out on 11/6/2024 for voting via email. All items were unanimously approved.

NOMINATING - No report.

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.

SUSQUEHANNA VALLEY UNITED WAY LIAISON – No updates.

UNFINISHED BUSINESS - Nothing to report.

### NEW BUSINESS

The Annual Report was included in the board packet and needs to be voted on. An email will be sent for an email vote.

Faith – Reviewed the Eligibility Requirements for the 2024-2025 program year. Also reviewed the CCDP Head Start Preschool recruitment plan and the CCDP Head Start Preschool Selection and Enrollment plan for the 2025-2026 program year.

An email was sent out on 11/6/2024 for voting via email. All items were unanimously approved.

ANNOUNCEMENTS - nothing to report.

### ADJOURNMENT

Ashley made the motion to adjourn the meeting. The motion was seconded by Johan. The meeting was adjourned at 6:20 PM.

*Oren B. Helbok*  
Oren B. Helbok (Nov 12, 2024 11:14 EST)  
Board Signature

12 November 2024

Date







# Minutes November 5 2024

Final Audit Report

2024-11-12

Created:	2024-11-12
By:	Linda Robbins (admin@ccdppa.org)
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