

Head Start/Early Head Start

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**Minutes - Board of Directors Meeting**

**Date: March 1, 2021**

**Time:** 9:00 am

**Place: Virtual – Zoom Meeting**

**Board Members Present**: Ben Bishop, Cierra Colvin, Tammy DeLorme, Robert Dingman, Samuel Hall, Dana Hogan, Susan Hughes, Jeffrey Meyer, Cory Michaels, Rebecca Raymond

**Board Members** **Not Present:** Sara Anoe, Dianne Cantiello, Teresa DePaul and Michael Gray

**Staff Present**: Traci Ross, Mary Caro, Emily Fagle, Nancy Warnock, Patricia Salvarezza and Jenna Middleton

Chairman Meyer called the meeting to order at 9:02 am. **Quorum present**.

The minutes of the February 1, 2021 Board of Directors meetings were presented for review on the board portal.

*Motion to approve and accept the minutes of the February 1, 2021 meeting made by Mr. Dingman, Seconded by Mr. Bishop, Unanimously Approved, Carried.*

**Committee Reports**:

• **Policy Council** – Patricia Salvarezza reported on the highlights of the meetings held on January 22, 2021 and February 12, 2021:

* Reviewed the Program Self-Assessment – working on getting feedback from parents at-large, parent café topics.
* February Meeting– the self-assessment; Discussed return to in-person services; Child Plus training.
* Reviewed application for waiver of Non-Federal Share – Policy Council passed/approved.
* **Audit/Finance Committee** – Mr. Dingman reported on the 4 major items discussed at the February 24, 2021 meeting:
* Reviewed Fiscal Policies and Procedures manual revisions– including but not limited to changes to the petty cash policy, thresholds for RFPs; use of agency credit cards, etc.
* 2021/2022 Budget – Emily provided a 2-page summary document prior to the meeting outlining the changes. In looking at the in-kind generated over the 2020-2021 fiscal year (and compared to next), Board and Committee in-kind forms need to be signed and submitted in a timely manner. Will be looking at ways to make this process easier for board members and administration.
* Head Start Waiver of Non-Federal Share
* 3/31/20 audits of the Defined Benefit Plan and 401(k)

Mr. Dingman appreciated the notes/summary that Emily provided. Emily stated that she will upload additional documents to the board portal after the meeting today that had previously been provided to the committee.

* **Executive Committee** – The minutes of the January 29, 2021 meeting had been posted on the board portal. The minutes for the meeting held on February 26, 2021 have not yet been completed. The minutes will be posted on the board portal once completed. Items discussed included the following:
* Review of the 3/1/21 board meeting agenda
* Review of the Executive Director’s board report
* Agency 2021/2022 Budget
* Fiscal Policies and Procedures revisions
* Mr. Meyer stated that the committee will be conducting the Executive Directors Performance Appraisal in March and would welcome any comments/feedback from board members.
* **Fund Development Committee –** Mr. Bishop reported on the meeting held on February 16, 2021 which included discussion of the following:
* We have scheduled standing quarterly meetings for more structure
* Mr. Bishop provided an update on Jen’s private fundraising and reviewed her accomplishments in 2020. Jen has a goal of $20,000 for the upcoming year.
* Mr. Bishop sent an email on Friday encouraging 100% participation by board members as far as giving to the agency goes. Mr. Bishop explained that it can be any amount. Many of the grants we apply for ask if this is taking place and it can only help Jen in applying for new grants. If you are unsure if your donation has been captured please reach out to Jen. Mr. Meyer wanted to reiterate the importance of board giving adding that the obligation is zero but stressed the importance of giving something.
* Upcoming opportunities – Reusable bag program from Hannaford in South Glens Falls – we will receive $1.00 from the $2.50 cost per bag purchased; Village of Hudson Falls – Jen will be meeting with them regarding providing a water source at the Community Garden- a hydrant without a meter; beginning discussions regarding signature fundraising events, currently being able to provide them virtually (i.e. cooking class, arts project, etc).

*Motion to approve all Committee reports as presented made by Mr. Hogan, Seconded by Mr. Bishop, Unanimously Approved, Carried.*

**Director’s Reports –**

Career & Family Services – Nancy had the following additions to her report:

* We have begun to see an increase in client’s asking for emergency assistance. In February Nancy met with Stephanie Rainey from DSS regarding funds from HUD (Cares Act Rapid Solutions grant) which provides for rental assistance, moving expenses, rent and utility arrears. The rent arrears program has been temporarily suspended until the rent moratorium has been lifted. Ms. DeLorme clarified that the HUD criteria would not be met if we don’t pay back rent due during the moratorium period. NYS would not reimburse DSS. She is hoping to get more detail during a meeting this week with OTDA. We can pay current shelter costs but not back rent. Mr. Meyer added that both tenants and landlords are being affected. To the extent that anything we can do to flow money through the tenant to the landlord would be a success. Landlords are more willing to work with tenants who have at least made an effort to pay something. Traci responded that we can advocate on behalf of both tenants and landlords.
* We are now referring our clients who are unemployed to our employment counselors so that we can match the unemployed with businesses that we are working with who need applicants/employees – possibly signing an agreement to meet with counselors. This helps to make it a more wholistic approach and we can follow-up to make sure that they have availed themselves of all the resources we have to offer.

Mr. Meyer asked how has the Workforce Development Board been? Traci responded that Gretchen Steffan has requested to attend a board meeting, possibly the April 1st meeting? Gretchen has met with the C&FS team and has been working with Nancy and Emily Walter to understand how L.E.A.P. differs from Warren and Saratoga counties. The communications with the WDB have been more engaged and less abrasive and have greatly improved. All 3 counties would like the WDB to be more action oriented and involved rather than letting the counties/center directors to do all the work. Mr. Meyer told Traci to encourage Gretchen to attend the 4/1/21 meeting to keep the relationship moving in a positive direction.

Head Start/Early Head Start – Tricia had the following updates to her report:

* ADK Technical has been upgrading internet in all of the HS centers with mostly positive results
* The elevator project in the River Street center has finally been completed and fully functioning as of 2/24/21
* Refunding applications have been reviewed by the Regional Office and we are awaiting the notice of award on the grant. For the first time the program section did not have any questions. A compliment from the Regional Office on how pleased they were with it.
* Upcoming funding applications: 1.2% COLA; 250 million dollars appropriated countrywide will be appropriated for COVID supplemental (responding and preparing for COVID related issues – we would like to incorporate a 6-week summer program for children moving on to kindergarten and for children who are receiving developmental, emotional issues and those children who are just learning English.
* We have revised the COVID toolkit to respond to allow the rapid test results first to keep the classroom open until we have received the results of the PCR test. We are hoping that it will reduce the number of times we need to close classrooms.

Human Resources – Mary had 1 addition to staffing. Mary asked board members if they had any question regarding the last section (HR News) on her report? Mr. Meyer asked if we anticipate any issues with the 1 agency structure due to some positions being able to work remotely and some not? Mary responded that it doesn’t affect the “One Agency” however there are definitely some positions that cannot be remote.

Finance – Emily had no additions to monthly report however had the following updates:

* Fiscal Policies and Procedures – 11 sections with the committee with at least minor revision made within each. Most revisions made to the section on Procurement and Accounts Payable – including but not limited to revised thresholds on the RFP process and digitizing all fiscal procedures (which was implemented last spring during our remote work at the beginning of the pandemic) The “summary of changes” document will be available online on the board portal for review.
* Non-Federal Share Waiver – Emily provided a brief narrative of why we did not meet our goal. This application is not a requirement this year, the request of just over $600,000 is due to the restrictions of the use of volunteers during the pandemic, in addition to the loss of Dr. Osika’s in-kind. This will be submitted to the office of Head Start along with all of the required supplemental documents. Mr. Meyer asked that board members be sure to submit any in-kind they have not done thus far for 2020-2021.
* 2021/2022 Budget –
* already inclusive of approved Head Start dollars
* Employment and Training – we are anticipating WIOA renewal this summer; TANF (SYEP) – we are anticipating a flat amount. We will be in the situation of spending out 2 WIOA grants in the same fiscal year ($150,000 estimated carryover + new monies)
* Transportation and Emergency Assistance – we aren’t anticipating any changes in the contracts from the county for food pantry
* Summer Cooling and winter Clean and Tune – budget pared down considerably. We went from doing 50-60 summer cooling jobs down to zero last year. Budget is conservative.
* Fund Development – very conservative budget assumptions with the new target for private unrestricted funding at $20,000. An updated goal based on how successful Jen has been and an amount management believes is reasonable to achieve. Does not include any one-time funds that we received in the current fiscal year (i.e. the grant from CDPHP for $50,000)
* Overall increase in revenue of about $400,000 (primarily driven by CARES act funding for Head Start and CSBG programming)
* Personnel – wages down YOY as discussed during the review of the Head Start Year 2 budget; driven by the restructuring of fiscal and not backfilling 4 Head Start positions.

Mr. Meyer asked what the bottom line will be? Emily responded is that we will have a few thousand dollars surplus of unrestricted dollars.

Mr. Meyer asked about what the overhead ratio is? Emily replied it is just under 10% where it has been for several years under the threshold. Under the 15% ratio that many grantors provide.

*Motion to approve Director’s reports made by Ms. DeLorme, Seconded by Ms. Hughes, Unanimously Approved, Carried.*

**Executive Director’s Report** – Traci had no additions to report however had the following updates:

* Traci has been asked by UCLA to mentor 2 new directors and will work with them over the next year, about 5 hours of time for the next 5 weeks and about 2 hours a week for the remainder of the year.
* Fee for Service - $4,000 forecast for next year. At the time that we had the weatherization program we had staff who were able to complete these projects. When we decided to no longer do the weatherization program we lost those qualified staff. The question was posed whether we should be doing this work as we have difficulty finding qualified staff to complete the projects and no one currently on staff who has the background to supervise. Ms. DeLorme stated that there were other contractors on the HEAP/TA list of qualified vendors and assured that the services are being provided in the county. Mr. Meyer responded that the decision may be coming but not today.

*Motion to approve Executive Director’s reports made by Ms. Hughes, Seconded by Ms. DeLorme, Unanimously Approved, Carried.*

**Action Items/New Business:**

1. Approval of the 2021/2022 Full Agency Budget

*Motion to approve and accept the budget as presented made by Mr. Dingman, Seconded by Ms. Michaels, Unanimously Approved, Carried.*

1. Approval of the revised Fiscal Policies and Procedures

*Motion to approve and accept the revised Fiscal Policies and Procedures made by Mr. Dingman, Seconded by Mr. Hogan, Unanimously Approved, Carried.*

1. Approval of Head Start NFS Waiver

*Motion to approve and accept the Head Start Non-Federal Share Waiver made by Ms. Hughes, Seconded by Mr. Hogan, Unanimously Approved, Carried.*

1. Approval of the 3/31/20 401(k) and Defined Benefit Plan audits

*Motion to approve and accept the 3/31/20 401(k) and Defined Benefit Pension Plan audits made by Mr. Dingman, Seconded by Ms. Colvin, Unanimously Approved, Carried.*

1. Approval of renewal of terms of 3/31/2021 for the following board members:
   * Cierra Colvin
   * Robert Dingman
   * Tammy DeLorme – pending receipt of Petition to Serve – Traci will reach out our CSBG analyst in light of COVID and how we can do this.
   * Susan Hughes – pending receipt of Petition to Serve
   * Benjamin Bishop
   * Dana Hogan
   * Rebecca Raymond

*Motion to reappoint, approve and accept the renewal of board terms for the named board members pending receipt of the Petition to Serve for Ms. DeLorme and Ms. Hughes made by Mr. Hogan, Seconded by Ms. Raymond, Unanimously Approved, Carried.*

Teresa DePaul is similarly situated with the receipt of Petition to Serve.

**Correspondence**

None.

**Discussion Items**

None.

*Motion to adjourn made by Ms. DeLorme, Seconded by Ms. Hughes, Unanimously Approved, Carried.*

*Meeting adjourned at 10:25 am*

Respectfully submitted,

Mary Jarvis Caro