

Head Start/Early Head Start

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**Minutes - Board of Directors Meeting**

**Date: June 7, 2021**

**Time:** 9:00 am

**Place: Virtual – Zoom Meeting**

1. **Board Members Present**: Jeffrey Meyer, Robert Dingman, Tammy DeLorme, Cierra Colvin, Teresa DePaul, Susan Hughes, Dianne Cantiello, Rebecca Raymond, Michael Gray, Samuel Hall

**Board Members** **Not Present:**  Ben Bishop, Dana Hogan

**Staff Present**: Traci Ross, Mary Caro, Dorothy Jones, Nancy Warnock, Jenna Middleton

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

1. Scheduled guest, Diane Coughlin will not be joining the board.
2. The minutes of the May 3, 2021 Board of Directors meetings were presented for review on the board portal. Mr. Meyer reported that the minutes of the meeting needed to be amended to reflect that during Executive Session the Executive Director’s salary was discussed.

*Motion to approve and accept the minutes as amended of the May 3, 2021 meeting made by Mr. Gray, Seconded by Ms. DePaul, Unanimously Approved, Carried.*

1. **Committee Reports**:

• **Policy Council** – Jenna Middleton reported the lack of quorum at the May meeting. The new Policy Council will be seated in July.

• **Career & Family Services** – 5/17/2021, Nancy had no additions to her report.

* **Head Start/Early Head Start** –Did not meet.
* **Audit and Finance Committee** – Mr. Dingman reported that the minutes of the 5/25/2021 meeting had been posted on the board portal. The meeting was held virtually with Joe Bartolucci, EFPR Manager in attendance to conduct an “audit exit meeting”. The following was discussed:
* Audit was virtual for the second year and the process was smooth, efficient and completed in a timely manner. While the statements still need to be reviewed by management at EFPR, preliminarily the audit was considered “clean” on all fronts.
* Mr. Bartolucci explained that agencies in receipt of Head Start funds over the past year are now considered to be “high risk”. The reason is not a reflection on the agency rather it is due to the fact that the COVID pandemic promoted an enormous amount of programming and administrative changes over the last year and that the nature of their review was required to be more extensive than if this were a “low risk” audit. The “high risk” label was internal to only EFPR and that L.E.A.P.’s financial statements will continue to be labeled as “low risk”.
* Community Action Angels account was closed by GFNB due to the length of time it was dormant and at a 0 balance and so a new account needs to be created which will capture net unrestricted and temporarily restricted donations.
* Due to the Finance Director’s leave, it was decided that the Treasurer’s audit as well as the pension plan presentation with NBT, both due in July, would be postponed until the Finance Director’s return.

*Motion to approve reinstating account with Glens Falls National Bank made by Mr. Dingman, Seconded by Ms. DeLorme, Unanimously Approved, Carried.*

• **Executive Committee** – Mr. Meyer reported that the minutes of the 4/23/2021 have been posted to the board portal. The 6/4/21 meeting was a general update of today’s meeting agenda.

• **Fund Development Committee** – 5/18/2021, minutes had been posted on the board portal. The focus of the meeting was the fundraiser for the agency. While the details are not yet complete, it will be held on Sunday, October 17th at the 1925 Barn in Hudson Falls with a craft beer, wine and cheese tasting from Washington County businesses. Traci has been in touch with NBT insurance regarding liability requirements.

*Motion to approve committee reports made by Ms. Hughes, Seconded by Mr. Hall, Unanimously Approved, Carried.*

1. **Director’s Reports –**

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

º 3 youths passed TASC (5 out of 10).

º SYEP grant application due in 2 days. 29 students signed up.

º Community Garden 9 out of 12 plots reserved.

º WIOA RFP- LEAP is the only agency that submitted a proposal. It goes to the Board of Supervisors meeting next.

Head Start/Early Head Start – Jenna reported:

Review of the Assessment Data

* Focus Area 1 Review in May went great.
* They identified two areas of concern.

1. 2 teachers attending school for their position requirements due by September 2022
2. Comprehensive background checks for new hires. NYS told us it was ok for staff to begin working with only a portion of their background check completed however OHS said they cannot begin until the background checks are complete.

* The Focus Area 2 review will be in the fall although we do not have a firm date yet.

DRDP Checkpoint results shared

º This reflects Head Start program, smaller classrooms during pandemic, able to thrive.

º Early Head Start, they are right where they should be.

Human Resources – Mary had the following updates to report:

* several staff vacancies especially Dix Ave. Home Visitor positions
* HERO Act: required to implement Airborne Infectious Disease protocol.
* Staff Vaccination rate: Administration is at 100%, Head Start Staff is at 65%

Traci stated we will run into issues with non-vaccinated staff in the classrooms if there is a possible positive case in the children.

Finance – Traci introduced Dorothy Jones who will be taking over some of Emily’s duties in her absence. Traci had the following updates to the Finance report:

* ARP funding grant of $408,007 – Traci shared a preliminary budget
  + IT Support/Network
  + Playground updates
  + Air filtration system at Cambridge Center
  + Kitchen appliances that need to be replaced.
  + Placeholder for more COVID items (PPE, cleaning supplies, etc.)
  + New lines of service from Verizon

*Motion to approve Director’s reports made by Mr. Hall, Seconded by Mr. Gray, Unanimously Approved, Carried.*

1. **Executive Director’s Report** – Traci had no additions to report.

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

1. **Action Items/New Business** – Traci reported:
2. Staff Wellness Policy

During a Trauma Informed Care meeting it was recommended that we add to our wellness policy the specifics of what we are going to provide to staff, such as staff appreciation gifts, pedometers, wellness activites, hire yoga instructor etc. as if it is specified in our policy then it could be paid for by the grant.

1. Reviewed Supplemental Grant, preliminary – discussed previously under the Finance Director’s report
2. New job description – Granville Center –Parent Engagement Center Manager – Tier 4

OCFS has informed us that we cannot have a Center Coordinator who is assigned to 2 centers, which was the case with the Granville center (also included the Whitehall Center) and that we would need to have a named person for only the Granville center. As Granville is such a small center there is not enough work for a single site center coordinator we have created a new position and that person will be responsible for the center, parent engagement and Policy Council recruiting.

*Motion to approve creation of the new position made by Mr. Gray, Seconded by Mr. Hall, Unanimously Approved, Carried.*

1. Preliminary Verbal Report OHS FA1 Review: Covered during Jenna’s Head Start Director’s report.

Traci wanted to highlight that the OHS IM had been put on the board portal prior to the meeting. It states that OHS expects Head Start to return to full programming in September keeping in place our current COVID protocols.

1. **Correspondence** – Traci received multiple emails of thanks regarding the stipend.
2. Adjournment

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

*Meeting adjourned at 10:08 am.*

Respectfully submitted,

Suzanne Scott