

Minutes - Board of Directors

Date: October 4, 2021

Time: 9:00 A.M.

Place: Virtual - Zoom Meeting

1. Board Members Present: Jeffrey Meyer, Robert Dingman, Samuel Hall, Benjamin Bishop, Tammy DeLorme, Susan Hughes, Michael Gray, Cierra Colvin(9:10 A.M)

Board Members not Present: Teresa DePaul, Diane Cantiello(resigning), Dana Hogan

Staff Present: Traci Ross, Mary Caro, Emily Fagle, Jenna Middleton, Jodie Dommaschk

Chairman Meyer called the meeting to order at 9:00 A.M. **Quorum present for agenda items.**

2. There was to be an introduction of new Policy Council Members to the Board of Directors. New Policy Council Members are Vladimir Pratt and Isabelle Lundquist. Traci Ross mentioned that she is going to follow up with them, as they need training before coming onto the Board. Jodie Dommaschk will also try to follow up on this as well. There was no introduction at this meeting. Vladimir Pratt and Isabelle Lundquist were not present.

3. The minutes of the September 13, 2021 Board of Directors meeting were presented for review on the Board Portal.

Motion to approve and accept the minutes made by Mr. Hall, seconded by Mr. Dingman, unanimously approved, carried.

4. Committee Reports: There were no reports needing Board approval

- Policy Council: Jenna Middleton spoke on behalf of Patricia Salvarezza, who was not in attendance. Ms. Middleton mentioned that four employees have resigned, due to the vaccine mandate. Ms. Middleton stated that there are quite a few vacancies they are trying to fill. They are getting more applicants.
- Mr. Dingman and Emily Fagle spoke about a meeting they had with NBT Bank. Mr. Dingman stated that the meeting was informative and that things are moving in the in the right direction. Ms. Fagle stated that it was the standard quarterly meeting. The fund and market are doing well. Ms. Fagle will have more information to be included in the draft minutes, for the next meeting.
- Mr. Meyer stated that the Executive Committee had an informal conversation regarding agenda items, with a focus on hiring.

5. Directors' Reports

- **Career and Family Services** - Traci Ross spoke on behalf of Nancy Warnock, who was not in attendance. Ms. Ross stated that the new Food Pantry Assistant will start on October 5, 2021. The new Program Coordinator for Transportation will start on October 10, 2020. There will be interviews, for the Youth Employment Counselor, on Wednesday. Ms. Ross stated that on October 1, 2021, CSBG dropped from 200% - 125%. Ms. Ross stated that we weigh what we keep from the donations made by Market 32. She stated that 80% is thrown out, due to spoilage. Ms. Ross stated that a monthly thank you letter is sent to Market 32.
- **Head Start/Early Head Start** - Patricia Salvarezza was absent from this meeting. There was no further comment from Jenna Middleton.
- **Human Resources** - Mary Caro stated that there have been several requests for exemptions regarding the COVID-19 vaccine mandate. They are working their way through them. Ms. Caro stated that minimum wage will increase to \$13.20 per hour, on December 31, 2021. Eventually the whole state will be \$15.00 per hour.
- **Finance** - Emily Fagle stated that we are underspent. Ms. Fagle also mentioned that there will be a meeting with the management team to talk about underspending.

Motion to approve the Directors' Reports made by Ms. Hughes, seconded by Mr. Gray, unanimously approved, carried.

6. **Executive Director's Report** - Traci Ross spoke about Head Start policy regarding vaccine protocols and staff wellness. Ms. Ross mentioned priorities of Head Start budgeting needs, IT network support, and that Jen Frigolette, Fund Development and Outreach Coordinator's last day is October 5, 2021. Ms. Ross stated that we will be hiring for that vacancy.

Motion to approve the Executive Director's Report made by Mr. Hall, seconded by Ms. Hughes, unanimously approved, carried.

7. Action Items or Discussion

- a) Approval of the Agency Financial Audit and Forms 990 and CHAR 500

Motion to approve the Agency Financial Audit and Forms 990 and CHAR 500 made by Ms. Colvin, seconded by Mr. Dingman, unanimously approved, carried.

- b) Revised language of the fiscal policy "The term of the contract shall not exceed a five-year period, after which renewal would be subject to re-competition. Note that L.E.A.P. may at its discretion enter into multiyear contracts with terms of less than five

years in order to allow for more frequent reviews of the competitive market for services.”

Motion to approve the revised language of the fiscal policy was made by Ms. Colvin, seconded by Mr. Dingman, unanimously approved, carried.

- Please note that the revised language of the fiscal policy was approved at the September 13, 2021 Board of Directors Meeting. (Motion to approve the revised language to the fiscal policy was made by Ms. DeLorme, seconded by Ms. Colvin, unanimously approved, carried.)

c) Revised pay rates per CSBG application - Revision to pay scale

Motion to approve the new job description of the Food Pantry Assistant made by Ms. Hughes, seconded by Ms. DeLorme, unanimously approved, carried.

Motion to approve the grade scale change for Program Coordinator to \$18.84 per hour, and the grade scale change for Food Pantry Assistant to \$16.35 per hour made by Mr. Hall, seconded by Mr. Gray, unanimously approved, carried.

8. ERSEA (Enrollment, Recruitment, Selection, Eligibility, Attendance) Mandatory Board Training per the HS Performance Standards

Jodi Dommaschk presented powerpoint slides pertaining to ERSEA, and spoke about the following

Assessment needs done every five years

Need to look at data

Selection criteria/Highest criteria points/Annually revised

Family Income - Huge Factor

Must be a meeting to do application

Required documents

Funded enrollment

Wait lists

Explanation needed if child is accepted and is over income

9. Correspondence

Ms. Diane Cantiello's resignation from the Board, effective October 1, 2021

- The Board did not approve Ms. Cantiello's resignation

Mr. Meyer stated that they are looking for qualified Board members, and looking to the Head Start community. Mr. Hall stated that he is reaching out to someone.

It was unanimously approved to adjourn at 9:52 A.M.

Respectfully submitted,

Kimberly Manney