

Minutes: Board of Directors

Date: November 1, 2021

Time: 9:00 A.M.

Place: Virtual - Zoom Meeting

1. Board Members Present: Jeffrey Meyer, Robert Dingman, Cierra Colvin, Dana Hogan, Tammy DeLorme, Susan Hughes, Vladimir Pratt, Isabelle Lundquist, Michael Gray(arrived at 9:17 A.M.)

Board Members Not Present: Teresa DePaul, Samuel Hall, Benjamin Bishop

Staff Present: Traci Ross, Mary Caro, Nancy Warnock, Patricia Salvarezza, Emily Fagle(Emily left for a brief period, and returned)

Guest: Jessica Garneau - Program Analyst from New York State

Mr. Jeffrey Meyer called the meeting to order at 9:02 A.M. **Quorum present for approval of agenda items.**

Ms. Ross introduced Ms. Jessica Garneau - Program Analyst from New York State, which oversees the CSBG Grant.

2. Ms. Ross introduced new Board Members; Ms. Isabelle Lundquist and Mr. Vladimir Pratt.

3. The minutes of the October 4, 2021 Board of Directors meeting were presented for review on the Board Portal.

Motion to approve and accept the minutes made by Mr. Hogan, seconded by Ms. Hughes, unanimously approved, carried.

4. Committee Reports

- **Policy Council (October Summary)** - Patricia Salvarezza reported that they are looking for ways to introduce themselves to parents. Ms. Salvarezza also reported that they reviewed the Self Assessment last time and that they are working on approving the grant application next month.
- **Audit and Finance Committee (9/29)** - Mr. Meyer reported that the portfolio is doing well, and plan's in pretty good shape.

- **Executive Committee (10/28)** - Mr. Meyer reported that the items discussed were the Head Start Agency Budget for next year, Head Start to date, and grants being underspent.

Motion to approve the committee reports made by Mr. Dingman, seconded by Ms. Hughes, unanimously approved, carried.

5. Director's Reports

- Nancy Warnock (Career and Family Services), reported that the new Transportation Coordinator will start on November 8, 2021. She also stated that training is continuing for the Emergency Coordinator and Food Pantry Assistant. Ms. Warnock mentioned the promotion of Roberta Davis to the position of Assistant Director of Employment and Training. She stated that the senior position is open. Ms. Warnock spoke about grants and that the coat drive is on. CSBG 2021 Grant: completed; work-plan target numbers for all programs were successful; emergency assistance was lower than projected due to other programs such as ERAP, stimulus checks, tax credit checks, higher unemployment benefits, increased SNAP and eviction moratorium available to residents throughout the year. Community Garden and coat distribution in 2021 were a success, numbers of those seeking career center services were down. Specifics will be discussed in the upcoming CFS BOD Committee meeting. CARES Grant year one, many goals met and some are ongoing. We will be amending this grant soon to reflect a change in needs we are seeing. Our CFS BOD Committee meeting is scheduled for 11/18/21.
- Patricia Salvarezza (Head Start/Early Head Start), reported that they are working on year three of the grant application, which is due January 1, 2021. Ms. Salvarezza reported the impact Covid has had on programs. She stated that Head Start enrollment is not full, nor is there a team of staff. Ms. Salvarezza stated there is a hiring crisis. Ms. Salvarezza stated there are nine education position vacancies. She stated that there is poor children's attendance. She stated all staff are vaccinated, that are working. Ms. Salvarezza stated that they continue to provide activities, food and hygiene. She stated that there is intense Covid fatigue in people and it's coming out in anger. She stated they are pushing wellness and staff wellness as an initiative. Ms. Salvarezza stated that people are exhausted and that it's a problem being experienced across the country with Head Start. Ms. Salvarezza also spoke on growth initiatives and meeting standards.
- Mary Jarvis-Caro (Human Resources) reported that they continue to think of different ways to recruit. Ms. Caro mentioned that she'd reintroducing the wellness policy, during the action items portion of the meeting, and that we're doing everything we can to support our staff. Ms. Caro mentioned there will be an EAP meeting, to reintroduce their

services in support of staff. Ms. Caro stated that one person has been hired since October 13, 2021, a teacher hired on October 20, 2021. Ms. Caro spoke about the vaccine mandate, indicating that five people were under approved exemptions, and stated that this is the first week of testing. Ms. Caro stated that of the twelve people who left in September, seven were due to the vaccine mandate. Ms. Caro stated that it's been very difficult.

- Emily Fagle (Finance) reported that the Form 990 was electronically filed by EFPR in October and the CHAR-500 was mailed to NYS. NBT Bank filed an extension for submission of the Form 5500 on LEAP's behalf in October. The new deadline is January 2021. Ms. Fagle stated that due to vacancies, we are underspent on grant, most notably the Head Start grant.

Motion made to approve the Director's Reports made by Mr. Dingman, seconded by Ms. Colvin, unanimously approved, carried.

6. Executive Director's Report

Ms. Ross stated that the Outreach and Fund Development person is hard to hire for. She stated they are interviewing for this tomorrow. Ms. Ross stated that the TANF Review and DOL Audit for WIOA were done, and there were no areas of concern.

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

7. Action Items or Discussion

a) Approval of the Hannaford Charge Account Policy (Amendment to Fiscal Policy)

Motion to approve the amendment to the Fiscal Policy made by Mr. Hogan, seconded by Mr. Gray, unanimously approved, carried.

b) Approval of Staff Wellness Policy

Motion to approve the Staff Wellness Policy made by M. DeLorme, seconded by Ms. Colvin, unanimously approved, carried.

"We promote and support the activities to strengthen the healthier work and home lifestyle for our staff."

c) Approval of the Head Start Self-Assessment

Ms. Salvarezza presented the Head Start Self-Assessment
Motion to approve the Head Start/Early Head Start Self-Assessment made by Mr. Hogan, seconded by Mr. Gray, unanimously approved, carried.

d) Approval of Wage Scale for January 1, 2022

Ms. Ross stated that minimum wage will increase to \$13.20 per hour. Tiers 1 & 2 needed to be adjusted for those in Tiers 1 & 2 that were below that rate. Ms. Fagle mentioned that we made the lowest position \$13.50 per hour, and that those in Tiers 1 & 2 were bumped.

Motion to approve the wage scale for January 1, 2022 was made by Ms. Hughes, seconded by Ms. DeLorme, unanimously approved, carried.

- e) Head Start and Agency Budget 2022-2023: First Glance
Emily Fagle spoke about the Draft 2022-2023 Budget

8) Correspondence

There was no correspondence.

Motion to adjourn at 10:33 A.M. made by Mr. Hogan, seconded by Ms. DeLorme.

Respectfully submitted,

Kimberly Manney