

Minutes: Board of Directors

Date: December 6, 2021

Place: Virtual - Zoom Meeting

1. Board Members Present: Jeffrey Meyer, Robert Dingman, Cierra Colvin, Dana Hogan, Tammy DeLorme, Susan Hughes, Vladimir Pratt, Isabell Lundquist(9:10 a.m.), Michael Gray(9:15 a.m.)

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

Staff Present: Traci Ross, Mary Caro, Nancy Warnock, Patricia Salvarezza, Emily Fagle, Kimberly Manney

Head Start Policy Committee Members Present: Diane Coughlin, Terri Jackson, Tiffany Greenough, Heather Parker-Smith

Mr. Jeffrey Meyer called the meeting to order at 9:08 A.M. **Quorum present for approval of agenda items.**

2. New Board Member Approval:

Motion to approve appointing Mr. Vladimir Pratt and Ms. Isabell Lundquist to the Board of Directors made by Mr. Dingman, seconded by Ms. Colvin, unanimously approved, carried.

3. Minutes - November 1, 2021

The minutes of the November 1, 2021 Board of Directors meeting were presented for review on the Board Portal.

Motion to approve the minutes of the November 1, 2021 Board of Directors' meeting as drafted, made by Ms. Colvin, seconded by Ms. Hughes, unanimously approved, carried.

4. Committee Reports

a) Policy Council - November Summary

Patricia Salvarezza reported that the Policy Council meeting was well attended. Ms. Salvarezza also reported that last month the Finance Committee was invited to the Policy Committee meeting. Ms. Salvarezza stated they reviewed the Head Start Grant Application, which will come before the Board today.

b) Career and Family Services

Nancy Warnock reported that items discussed included work plans 2021, first year CARES, and the 2022 work plan. Ms. Warnock also stated that updates to programs were also discussed.

c) Head Start/Early Head Start - there was no committee report

d) Audit and Finance

Emily Fagle stated that they had a joint meeting with the Policy Committee in November, discussed in the Policy Council Committee Report.

e) Executive Committee

Jeffrey Meyer reported that Ms. Ross's last day with the agency is Friday December 10th. Mr. Meyer stated that the succession plan, and how things will be handled moving forward, will be discussed further in this morning's meeting.

f) Fund Development Committee - there was no committee report

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

5. Directors' Reports (October Data)

g) Career and Family Services

Nancy Warnock reported that there was no change in October. Ms. Warnock stated that there is one vacancy; Employer Counselor. Ms. Warnock reported that there is still training of staff in new roles. Ms. Warnock mentioned that there is one staff member on long-term leave (medical), and one with a COVID related issue. Ms. Warnock reported there is an increase in calls for the food pantry and delivery, and a multitude quarantined. Ms. Warnock also reported an increase in fuel calls for those who have already used HEAP, or are waiting for HEAP. Ms. Warnock reported that three people took the GED test on Friday and Saturday. Ms. Warnock stated that the CSBG and CARES eligibility reverted back from 200% to 125%. Ms. Warnock stated that the ACROS documentation to meet standards is due January 31, 2022.

h) Head Start/Early Head Start

Patricia Salvarezza reported that there are no updates to last month's report. Ms. Salvarezza stated that Head Start put out an addendum to the Performance Standards, and that it is in the comment period. She stated that effective immediately, ages two and up must wear masks at all times, except when eating or sleeping, and stated that adults are mask mandated. Ms. Salvarezza stated that by January 31, 2022, all vendors, therapists and all who work with children are mandated to be fully Vaccinated. Ms. Salvarezza reported that there are larger numbers getting sick. Ms. Salvarezza stated that they were on a pause, from November 22, 2021 until December 6, 2021. During that pause, all staff had to report. Ms. Salvarezza stated that the HVAC system was replaced at the Cambridge Center. Ms. Salvarezza Stated that everythday they are interviewing for aides.

i) Human Resources

Mary Caro reported that there is a significant amount of vacancies. Ms. Caro stated we are trying all avenues for people to apply. Ms. Caro reported there were six hires in October, and seven resignations. Ms. Caro continued to state that it's been very difficult. Head Start Director, Ms. Patricia Salvarezza added that as of December 2, 2021, there are twenty openings in Head Start, and at Broadway there are four, including the Executive Director's position. Ms. Caro stated that recruitment will continue to be at the top of the list. Ms. Caro stated that Open Enrollment is getting set up, and the revision to the grade scale in response to the new minimum wage effective 12/31/21 is being put into the system. Ms. Caro stated that they are looking to put a revision into the handbook, instituting vacation payout.

j) Finance

Ms. Emily Fagle reported that there is now a vacancy on the Fiscal Team for a Payroll Specialist. Ms. Fagle stated that there are no revisions to her report, but did highlight the Head Start Grant being underspending. Ms. Fagle stated that the grant is under-spent by approximately \$400,000 as of the date of the report. Ms. Fagle stated that we should be looking to avoid a 'carry over' issue which the agency has been managing with WIOA funding for the past few years. Ms. Fagle stated that in January she will be working on a reforecast for the FYE 3/31/2022, which will include new ways to spend in order to ensure Head Start grant spend-down by 3/31/2022. This has been discussed with the Region II OHS Grant Rep, who requested that this budget amendment be submitted by May 17, 2022. Lastly, Ms. Fagle stated that agency credit card accounts have been hacked, though the issue has been resolved. The fraudulent charges are being credited to the account and new cards have been issued.

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

6. Executive Director's Report

Ms. Ross stated it was a pleasure working for L.E.A.P. and expressed appreciation for the support over the past several years.

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

7. a.) Approval of Head Start Grant (Budget, Grant Narrative, Head Start Program Goals, Early Learning Goals)

POLICY COUNCIL VOTE: Mr. Vladimir Pratt asked for a motion to approve the Head Start Grant and all its components. Motion to approve the Head Start Grant and all its Components made by Ms. Terri Jackson, seconded by Isabelle Lundquist, unanimously approved, carried.

BOARD OF DIRECTORS' VOTE: Motion to approve the Head Start Grant and all its components made by Mr. Hogan, seconded by Ms. Colvin, unanimously approved, carried.

Proposed Changes to the Grade Scale

Motion to approve the proposed changes to the grade scale, effective December 6, 2021, made by Mr. Gray, seconded by Mr. Dingman, unanimously approved, carried. (This includes an increase (\$1480) to the Assistant Director of Employment and Training salary at the exempt level).

b.) Revision of the Employee Handbook: Vacation Time Payout Benefit Section: Subsection, Vacation: Section 6.002 (Revision in red)

- **Cash shall not be paid in lieu of vacation time, except **where:****

 - at the time of separation provided the proper notice of separation as required in this handbook is followed. Upon termination all accumulated vacation time will be forfeited. Upon resignation, with a timely notice of resignation, accumulated vacation time will be paid not to exceed 140 hours. Upon resignation with no notice, vacation time will be paid out not to exceed 70 hours.
 - **It is clear an employee cannot schedule the earned vacation entitlement within the authorized period. In such cases, payment in lieu of vacation may be made to a maximum of 1 week (5 days) pay. Pay in lieu of vacation requires the approval of the Program Director, HR Director and Finance Director.**

Motion to approve revision of the Employee Handbook: Vacation Time Payout made by Ms. Colvin, seconded by Mr. Gray, unanimously approved, carried.

c.) Appointment of Transition and Search Committee

Mr. Meyer stated that the Executive Committee appointed Ms. Emily Fagle to the position of Interim Executive Director. Ms. Fagle will be serving in dual roles, as Interim Executive Director and Finance Director.

Motion to approve the appointment of the Executive Committee, (Mr. Meyer, Ms. DeLorme, Ms. Hughes, Mr. Dingman), as the Transition and Search Committee, for location and hiring of an Executive Director made by Mr. Gray, seconded by Ms. Colvin, unanimously approved, carried.

8. Correspondence

There was no correspondence.

Mr. Meyer reminded Board members that, although not required, please remember to think of L.E.A.P. when making donations during this holiday season.

Mr. Meyer thanked Ms. Ross for her years of service and hard work as Executive Director.

Motion to adjourn made by Ms. Hughes, seconded by Ms. Colvin at 10:28 A.M.

Respectfully Submitted,

Kimberly Manney