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Date: December 23, 2021

To: L.E.A.P. Board of Directors

From: Emily Fagle, Interim Executive Director

Re: Executive Director's Report

1. **COVID-19 Updates and protocols:** Washington County reported a surge in positive cases following the holidays, as was also reported in neighboring Warren and Saratoga Counties. Despite the uptick, all L.E.A.P. services remain open and active, and our COVID Safety policies and procedures remain in effect at all locations. We continue to operate on a hybrid onsite/remote schedule across the agency. Head Start children returned to in-person/classroom-based programming on December 6, 2021. Emergency services as well as Career Center operations continue to run by appointment-only. The L.E.A.P. management team continues to monitor the situation at each site and make decisions based first on the health and safety of our employees and clients.

Once Washington County receives their allotment of at-home test kits, L.E.A.P. is hoping to play an active role in ensuring that tests are made available to the communities most vulnerable.

2. **Head Start:** Please refer to the Director's report for program related updates. Administrative updates are below.
 - The Head Start Year Three Grant Application (4/1/2022 – 3/31/2023) was submitted to the Office of Head Start on 12/21/2021. We anticipate follow up questions from OHS Region II in January.
 - Three different amendment applications will be in process over the coming months – (1) Head Start CARES Act Funding Carryover Request, (2) a Year Two Budget Amendment, and (3) a Change in Scope application. Items (1) and (2) will be submitted as part of one application and we have been given a deadline of May 2021 by the OHS to have this submitted for consideration. A revised reforecast of the current grant year is required before that applications can be drafted and submitted.
3. **WIOA and Workforce Development Board:** Please refer to the Director's report for program related updates.
4. **CSBG Programming:** Please refer to the Director's report for program related updates. Administrative updates:

We are an Affirmative Action/Equal Opportunity Employer

- The position of Community Care Coordinator became vacant on 01/04/2022 following a staff resignation. This position is funded by and focused on CSBG CARES Act programming. It is also intended to support the development of a new Community Needs Assessment due in September 2022. We will need to prioritize the recruitment of this role.
- CSBG ACROS: Annual review of all programs by the Dept. of State (DOS). All documents are due to DOS electronically by 1/31/2022. A team of staff are collecting needed documentation.
- A CSBG CARES Grant amendment will be drafted and submitted to DOS in the coming months. The need for the amendment is based on the staff changes within the program as well as the identified need for a new vehicle to support of the Food Pantry program.

5. **Fund Development:**

- Hiring for the Outreach & Development position has been placed on hold until the agency has hired and onboarded a new Executive Director.
- In the interim, and with permission from the Executive Committee of the Board, we have contracted with Trampoline Design to fulfill the duties of this position. The focus of the new contract is on the completion of the 2021 annual report, a January 2022 annual appeal (fundraising mailing), a digital recruiting and outreach campaign and social media support.
- A draft annual appeal letter has been crafted with the support of Trampoline. A timeline was established to ensure that the final materials will be submitted to partner M&M Digital Printing by the end of January.
- The 2021 Annual Report has been finalized and will be made available on the LEAP website in early January.

6. **Recruitment of Executive Director:** We have contracted with Capital CFO (based out of Saratoga Springs) to lead the search-efforts for a new L.E.A.P. Executive Director. Capital CFO is managing the inflow of applications as well as initial ‘behavioral interviews’ and is working closely with myself and Mary Caro on initial screening work. Once candidates have passed initial screening steps, the L.E.A.P. Search Committee will meet with candidates for first and final round interviews. To-date we have received 39 applications, of which 4 have been identified for initial screening / behavioral interviews.

7. **Move to Merit-Based Compensation Model:**

- Mary Caro and I continue to meet with Delark on a bi-weekly basis. We have updated job descriptions and are in the process of collecting and analyzing performance reviews to determine how staff fall across performance ratings (% of staff who meet, exceed, need improvement, etc.).

- We have been working with legal counsel to ensure that the move away from the current Grade Scale will not result in any legal liability. Based on how our current policy is written, we do not foresee an issue, as we have the right to amend the policy at any time.

8. **IT Request for Proposal:**

- We received two responses to our request for proposal of IT Network Services; Adirondack Technical Solutions and Stored Tech. Becky Rosick and myself have evaluated both proposals.
- We are meeting with both agencies to discuss their proposals in more detail on January 6th. The Treasurer and Chairman have been invited to join this discussion.

9. **Projects on hold until new ED is hired**

- Community Needs Assessment (CNA): Due in September 2022. This will become a top priority for the incoming ED. We have reached out to our network and were made aware of a consultant who can support this effort.
- Strategic Planning: will be informed based on the results of the CNA. A revised strategic plan was completed in 2019 and is not due until 2024. Though a planning session should (and will) be held annually to account for evolving direction of the agency (fundraising, COVID programming, etc.)
 - Board Retreat: normally held in January each year, the next board retreat is TBD and will include a discussion on strategic planning. Jackie Orr, ED of NYSCAA, has offered to lead a session when we are ready to schedule this event.
- Outreach & Development hire: given that the role reports to the ED, the hiring and recruitment of this position is on hold until a new ED is on board. Under new leadership, we may see changes to how this role functions within LEAP. And it is critical that we get this right, which includes getting the right person in the door at the right time.
- Agency By-laws review: last revised in 2015.

Respectfully submitted,



Emily Fagle, Interim Executive Director and Finance Director