

## **Minutes: Board of Directors**

**Date: January 10, 2022**

**Place: Virtual - Zoom Meeting**

Mr. Jeffrey Meyer called the meeting to order at 9:05 a.m. **Quorum present for approval of agenda items.**

### **1. Roll Call**

**Board Members Present:** Jeffrey Meyer, Robert Dingman, Tammy DeLorme, Cierra Colvin, Samuel Hall, Michael Gray, (Vladimir Pratt - entered meeting at 9:14 a.m.)

**Board Members Absent:** Dana Hogan, Susan Hughes, Isabell Lundquist, Benjamin Bishop

**Staff Present:** Emily Fagle, Mary Jarvis-Caro, Patricia Salvarezza, Nancy Warnock, Kimberly Manney

### **2. Minutes - December 6, 2021**

The minutes of the December 6, 2021 Board of Directors meeting were presented for review on the Board Portal.

Motion to approve the minutes of the December 6, 2021 Board of Directors's meeting made by Mr. Gray, seconded by Mr. Dingman, unanimously approved, carried.

### **3. Committee Reports**

As there were no committee meetings held in December, there were no committee reports.

Motion to approve there being no committee reports, and remaining in compliance made by Mr. Dingman, seconded by Ms. Colvin, unanimously approved, carried.

### **4. Review and approve of Directors' Reports ( November Data)**

**a. Career and Family Services** - Nancy Warnock stated that there were no changes for the November report. Ms. Warnock stated that she is working on ACROS organizational standards review for the Department of State, due at the end of the month. Ms. Warnock also stated that she is working on the quarterly reports for CSBG and CARES work plans, also due at the end of the month. Ms. Warnock stated that customer surveys have been uploaded to the portal and are available for Board review. Ms. Warnock stated that there are two vacancies in Career and Family Services; Employment Counselor and Community Care Coordinator. She stated that the Community Care Coordinator position is approved until September 30, 2022. Ms. Warnock stated that she has two staff members out, due to COVID.

**b. Head Start/Early Head Start** - Patricia Salvarezza stated there is a large uptick in

positive staff and children. Ms. Salvarezza stated there were three resignations last week, and one today. She stated that she is at a loss of what to do. Ms. Salvarezza stated that, beginning next week, a Cambridge classroom will modify the program to a hybrid services-model, due to no staff for the program. Meals (breakfast, lunch and snack), and school work will be provided for the days students are home. Mary Caro reported that the vacancy rate is approximately 30%. Board members suggested the possibility of filling positions through BOCES programs, and SUNY colleges. Ms. Salvarezza is going to look into possibilities.

**c. Human Resources** - Mary Caro had nothing additional outside of her comments previously made in conjunction with Tricia and Nancy's reports regarding vacancy and COVID numbers.. Mr. Meyer asked about the ways to maintain staff that we have, and to keep putting heads together regarding morale, and making sure people know how valuable they are.

**d. Finance**- Emily Fagle stated there were no additions to the report but highlighted the following. The agency continues to be underspent on the Head Start grant, due to vacancies. Ms. Fagle stated that she is going to work with Ms. Salvarezza to put together a plan for spending. She stated that she wants to focus on this in January. She stated that she doesn't want to be in the same position as we are with the WIOA grant, where we're trying to spend two grants in tandem. Ms. Fagle stated the Amex fraud charges have been resolved, and credits have been posted to the account. That information will be available in the next report.

Motion to approve Directors' reports made by Ms. DeLorme, seconded by Mr. Gray, unanimously approved, carried.

**e. Executive Director's Report** - Emily Fagle stated there have been thirty four applicants for the Executive Director's position to-date. She stated four were identified for initial screening, and two are ready to move to the next round, which entails an initial interview with the Search Committee. Ms. Fagle stated that she, Mr. Dingman, and Ms. Rosick met with Stored Tech and ADK Tech, regarding IT network proposals. She stated that it was discussed and decided that the agency's most pressing need is an upgrade to Microsoft 365 which includes cloud-based document sharing, in addition to as-needed IT support and troubleshooting. Ms. Fagle stated she is going to ask for a new proposal from both vendors; each of whom provided a proposal of 'outsourced CIO services'. Ms. Fagle stated she reached out to Sue Clary, regarding her interest in LEAP Board candidacy.

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

## **5. Action Items**

### **a. Approval of 3/31/2021 audited 401(k) Report**

Motion to approve the 3/31/2021 Audited 401(k) Report made by Mr. Dingman, seconded by Mr. Gray, unanimously approved, carried.

### **b. Committee Assignments -** Mr. Meyer stated that he would like to see Board recruitment focused on. Mr. Meyer also stated that he would like to reinvigorate the committee system, and stated we are short on all committees.

### **c. Human Resource Director, Mary Jarvis-Caro asked for an action in regard to implementing language to the vaccine policy, adding an applicable booster to the policy as a condition of employment.**

Motion to approve implementing the language to the vaccine policy, adding an applicable booster to the policy as a condition of employment made by Ms. DeLorme, seconded by Mr. Hall, unanimously approved, carried.

## **6. Correspondence -** Ms. Fagle stated correspondence included: Customer Surveys, Head Start enrollment monitoring, CSBG income-threshold, and NYS cost of living adjustments (COLA). All have been uploaded to the portal.

Motion to adjourn at 10:10 a.m. made by Mr. Hall, seconded by Ms. DeLorme.