

**Minutes: Board of Directors**

**Date: February 7, 2022**

**Place: Virtual - Zoom Meeting**

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

**1. Roll Call**

**Board Members Present:** Jeffrey Meyer, Robert Dingman, Michael Gray, Benjamin Bishop, Dana Hogan, Tammy DeLorme, Isabell Lundquist, Vladimir Pratt, **Cierra Colvin (Ms. Colvin arrived at 9:14 A.M.),** Evera (Sue) Clary **(Ms. Clary was in attendance, and approval of appointment occurred further in the meeting).**

**Board Members Absent:** Samuel Hall, Susan Hughes

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

**2. Minutes - January 10, 2022**

The minutes of the January 10, 2022 Board of Directors meeting were presented for review on the Board Portal.

*Motion to approve the minutes of the January 10, 2022 Board of Directors meeting made by Mr. Dingman, seconded by Mr. Gray, unanimously approved, carried.*

**3. Committee Reports**

- I. Policy Council
- II. Career and Family Services Committee
- III. HS/EHS Committee
- IV. Audit and Finance Committee
- V. Executive Committee
- VI. Fund Development Committee

*Motion to approve the non-existing committee reports and approval of the Policy Committee minutes made by Ms. DeLorme, seconded by Mr. Dingman, unanimously approved, carried.*

**4. Review and approval of Directors' Reports \*(December Data)**

- I. **Career and Family Services** - Ms. Warnock stated that there were no changes to the report.
- II. **Head Start/Early Head Start** - Ms. Salvarezza stated that there were no changes to the report. Ms. Salvarezza continued by stating that the grant application is being reviewed by the Region II Office of Head Start. Ms. Salvarezza stated that a soft date of April 1, 2022 is scheduled to resume all in-person programming. Ms. Salvarezza stated that Ms. Amber Mahoney has been

hired as Assistant Director of Center Services and Education, with a start date of February 21, 2022. Ms. Salvarezza stated that the date of the Annual Self Assessment is March 17, 2022.

- III. **Human Resources** - Ms. Caro stated that there were no changes to the report.
- IV. **Finance** - Ms. Fagle stated that there were no additions to the report. Ms. Fagle also stated that we are underspent in CSBG CARES, which ends September 30, 2022. An amended application will be submitted to the Department of State this month. Ms. Fagle stated that we continue to be underspent within the two other key sources of funding; WIOA and Head Start grants. A plan for the surplus of Head Start funds is in process. Ms. Fagle stated that not all fraudulent activity on the American Express accounts have been credited to-date, but are expected to be credited and resolved by the end of this month. After speaking with the Amex representative, an added layer of security was placed on all cards, preventing further fraudulent lodging/travel activity.

*Motion to approve Directors' Reports made by Mr. Gray, seconded by Mr. Hogan, unanimously approved, carried.*

- e. **Executive Director's Report** - Ms. Fagle stated that the annual appeal mailing, with the support of Trampoline and M&M Digital Printing, has been completed (mailing date of 02/09/2022). Ms. Fagle is optimistic that there will be a positive result of this year's appeal. Ms. Fagle stated that the Community Need Assessment is due in September 2022. Therefore, discussions are underway with two consultants to assist with the data collection and analysis component of this process. This will be a high priority project for the incoming Executive Director.

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

## **5. Action Items**

### **a. Approval of Carry Over Balance Application**

*Motion to approve the Carry Over Balance Application, contingent upon the approval of the Policy Council at their meeting on February 16th, made by Mr. Dingman, seconded by Mr. Hogan, unanimously approved, carried.*

### **b. Approval of revision to the Employee Handbook**

Revision to "Section 2.004 Wage and Salary policy - Subsection 1D – Temporary Work in another Title - 1. Non-Exempt Employees"

*Motion to approve the revision to the Employee Handbook, Wage and Salary Policy, Section 1:D, Temporary Work In Another Title, made by Mr. Hogan, seconded by Mr. Gray, unanimously approved, carried.*

**c. Approval of Revision to Grade Scale**

*Motion to approve Revision to the Grade Scale for the position of Employment Counselor, from \$16.35 per hour, to \$ 18.84 per hour, made by Mr. Gray, seconded by Mr. Dingman, unanimously approved, carried.*

Note: the Board asked that we look to increase the hourly rate of Lead Teachers to align with the \$18.84 rate as both positions are classified as Tier 4. Ms. Fagle stated that the funding sources for these positions would prevent this kind of equity. But this will be analyzed by the LEAP management team.

**d. Approval of Revision to Agency 21-22 Budget.**

Approval of Revision to Agency 21-22 Budget has been tabled until the March 7, 2022 Board of Directors meeting, to allow the Finance Committee to review at their meeting scheduled for February 16th.

**e. Approval of New Board Director, Evera (Sue) Clary**

*Motion to approve new Board Director, Evera (Sue) Clary made by Mr. Gray, seconded by Mr. Hogan, unanimously approved, carried.*

**6. Correspondence**

There was no further correspondence.

**7. Executive Session**

*Motion to move to Executive Session for the purpose of discussion of the Executive Director search, at 10:11 A.M., made by Mr. Hogan, seconded by Mr. Dingman, unanimously approved, carried.*

Respectfully Submitted,

Kimberly Manney