



www.leapservices.org

383 Broadway, Fort Edward, NY 1282

Ph: 518.746.2365

Career & Family Services

Phone: 518.746.2391

Fax: 518.746.2392

Head Start

Phone: 518.747.2816

Fax: 518.747.8445

Date: February 28, 2022

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:** while it is anticipated that public schools will release mask mandates following the February break, LEAP will continue to follow the Office of Head Start regulations. At present the Interim Final Rule, requiring masks in all Head Start and Early Head Start programs, is still in effect.

"At this time, the IFC remains the applicable regulation for Head Start programs except in those parts of the country where the Office of Head Start (OHS) is subject to [preliminary injunctions](#) and temporary restraining orders which prevent implementation and enforcement of the rule. Head Start programs should continue to follow the requirements laid out in the IFC in all states not subject to preliminary injunctions" – OHS, 02/28/2022

2. **Head Start:** Please refer to the Director's report for program related updates. Administrative updates are below.
 - Region II Office of Head Start, following an audit from the Federal level, was notified that they were not in compliance in terms of the guidance that they had been distributing to recipients of CARES funding within the region; specifically, that agencies could request to carry forward unspent CARES balances into the next program year. LEAP was notified on February 8th, in a meeting with our Region II Grants Manager, that our remaining CARES balance (\$64k) is not eligible to be carried forward. Our plan to purchase an additional bus for the program will therefore be submitted via a Budget Revision application; utilizing surplus funds from the Personnel line to fund the new equipment.
 - See ACTION item: Application for Waiver of Non-Federal Share
3. **WIOA and Workforce Development Board:** NYS DOL has made additional Emergency (COVID-19) Response funding available to all eligible Career Centers. LEAP's share of the SWW allotment is \$16k.
4. **CSBG Programming:** Please refer to the Director's report for program related updates. Administrative updates:

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- CSBG ACROS: While the final report has not yet been received, we have verbal (written) confirmation from our Program Analyst that all standards and indicators, previously marked as ‘unmet’ during the 2021 TRACS, are not considered ‘met’.
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.
 - Funding is beginning to trickle in, in response to the February 9th appeal mailing. Will begin to formally track all donations that were raised as a result of this fundraiser.
 6. **Executive Director Transition:** Beginning March 14th, I will be working closely with Incoming Executive Director Shelley Smith to transition over all Executive Director duties. Myself, Ms. Smith and two staff within the Head Start program will be attending the National Head Start Association (NHSA) conference in Baltimore during the first week of May. A series of training and technical assistance activities will need to be coordinated to ensure that Ms. Smith is successful in her role.
 7. **Stored Tech – Migration to Office 365:** We held a kickoff call with Stored Tech during the last week of February. They are beginning phase one of this project by conducting onsite assessments of all LEAP equipment and systems. The first scheduled onsite is March 8th at the Career & Family Services Suite at our Broadway location.
 8. **Community Needs Assessment:** We have contracted with Spiridus Consulting LLC utilizing surplus funds within our CSBG CARES grant. Ms. Rebecca Spiridus is a consultant with more than 25 years working with Head Start and community action agencies. She will be leading the data collection and analysis phases of this deliverable, which will be conducted virtually. A revised Needs Assessments needs to be completed, with approval from the BOD, by September 2022.
 9. **Merit Based Compensation Policy:** We have asked Delark HR Solutions to put together a proposal that will allow them to participate more directly in the implementation of a merit-based compensation policy. April 1st continues to be the target date for implementation. The biggest ‘lift’ within this scope of work is the training of managers and staff regarding the professional development policy and procedure that will be developed to support this new compensation philosophy. CSBG CARES funding will help to support the cost of this added deliverable.
 10. **Projects on hold until new ED is hired**
 - 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