



www.leapservices.org

Executive Director's Report March 31, 2022

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Date: April 1, 2022

To: L.E.A.P. Board of Directors
From: Shelley Smith, Executive Director
Re: Executive Director's Report

1. **COVID-19 Updates and Protocols:**

- a. "On March 17, 2022, the designation of COVID-19 as an airborne infectious disease that presents a serious risk of harm to the public health under the HERO Act ended. Private sector employers are no longer required to implement their workforce safety plans."
<https://dol.ny.gov/ny-hero-act> Please refer to the Human Resource Director's report for details regarding the way in which this has impacted LEAP's daily procures.
- b. LEAP continues to follow the Office of Head Start regulations. The IFC (Interim Final Rule with Comment) remains in effect. "This IFC requires effective upon publication, universal masking for all individuals two years of age and older, with some noted exceptions, and all Head Start staff, contractors whose activities involve contact with or providing direct services to children and families, and volunteers working in classrooms or directly with children to be vaccinated for COVID-19 by January 31, 2022."
<https://www.federalregister.gov/documents/2021/11/30/2021-25869/vaccine-and-mask-requirements-to-mitigate-the-spread-of-covid-19-in-head-start-programs>
- c. Washington County COVID-19 data:
As of March 25, 2022, Washington County's CDC COVID-19 Community level is low. <https://washingtoncountyny.gov/1147/Coronavirus-Information>
As of March 25, 2022, 73.7% of Washington County's total population have completed a vaccine series (83.4% of 18+ population).
<https://washingtoncountyny.gov/ImageRepository/Document?documentId=19748>

2. **Head Start:** Please refer to the Director's Report for program related updates.

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.
5. **Stored Tech – Migration to Office 365:** Phase one of this project began on March 8th with onsite assessments of LEAP equipment and systems. Every machine will be looked at, including those for positions that are currently vacant. Per Heidi Goodsell at Stored Tech, as of March 22, 2022, "...we are waiting for Microsoft to create a tenancy so we can move files over before we can move forward with the county building...tenancy and file move needs to happen before we can continue discovery at the County building." The shared access and tools resulting from this migration will serve to encourage and support our "One Agency" culture.
6. **Merit Based Compensation Policy:** We have had 2 scheduled meetings with Delark HR Solutions. The representative from Delark did not report to either meeting. LEAP Directors have a scheduled meeting on Friday, April 8, 2022, to discuss our needs and next steps.
7. **Community Needs Assessment:** A revised Community Needs Assessment must be completed and approved by the LEAP Board of Directors by September, 2022. We have contracted with Spiridus Consulting LLC to take the lead on data collection and analysis. The LEAP Directors are evaluating survey questions to ensure accuracy, efficacy, and accessibility for the community.
8. **Board Retreat:** LEAP's annual board retreat is historically held in January. This year the retreat was deferred, date TBD.
9. **R.Neddo:** I met with Emily Fagle and Mary Jarvis-Caro this week to get up to speed on this situation. I have since made several unsuccessful attempts to reach Atty. Lawrence Paltrowitz. I will continue to reach out to Mr. Paltrowitz and expect to have a progress report for the May 2, 2022, board meeting.
10. **Outreach and Development:**
 - a. Events:
 - i. Hicks' Orchard Easter Apple Hunt, Saturday, April 16
 - ii. Hidden Gems Resource Fair, Fort Edward Yacht Basin, May 27
 - b. Outreach and Development Coordinator: I will review the job description with Mary Jarvis-Caro and we will begin the search for an appropriate hire.
11. **Data Collection and Management:** I would like to move to a single data collection platform, and to explore options for a dashboard. We are currently using Captain in

Career and Family Services, and ChildPlus in Head Start. Child Plus has the capacity to do what we need. The benefits of such a shift would be:

- a. Data in one location will promote more robust and accurate data collection.
- b. All staff recording data in one system will contribute to our “One Agency” culture.
- c. Increased capacity data analysis

12. Project Management: I am researching platforms such as Base Camp for project management. The goal is to have one central location in which all projects, contracts, and grants are outlined, and deliverables assigned and tracked. I will summarize the research to include pricing, features, and customer ratings and present the comparison for consideration.

13. First 3 weeks – reflection: The LEAP team has been tremendously welcoming, helpful, and supportive. A thorough onboarding process has helped me begin to understand the strengths and struggles of each component. The Executive Leadership Team is patient and helpful.