

Minutes: Board of Directors

Date: March 7, 2022

Place: Virtual - Zoom Meeting

Mr. Meyer called the meeting to order at 9:07 A.M. Quorum was present for approval of agenda items.

1. Roll Call

- ❖ Board Members Present: Jeffrey Meyer, Cierra Colvin, Robert Dingman, Michael Gray, Sue Clary, Susan Hughes, Vladimir Pratt, (Samuel Hall, arrived at 9:09 A.M.)
- ❖ Board Members Absent: Benjamin Bishop, Dana Hogan, Tammy DeLorme, Isabelle Lundquist.
- ❖ Staff Present: Emily Fagle, Patricia Salvarezza, Nancy Warnock, Kimberly Manney
- ❖ Staff Absent: Mary Jarvis-Caro

2. Minutes - February 7, 2022

The minutes of the February 7, 2022 Board of Directors meeting were presented for Review on the Board Portal.

Motion to approve the minutes of the February 7, 2022 Board of Directors meeting made by Mr. Gray, seconded by Ms. Hughes, unanimously approved, carried.

3. Committee Reports

- A. Policy Council - Mr. Vladimir Pratt stated there were no changes to the report and no new business.
- B. Audit and Finance Committee - Mr. Robert Dingman stated that there were no additions to the report. Mr. Dingman stated that \$350,000 is the estimated projected underspend within the Head Start two-year grant, and that with OHS approval this will help to purchase a bus, as well as to contribute to the underfunded defined benefit pension plan.
- C. Executive Committee - Mr. Jeffrey Meyer stated that the focus has been on the hiring of the new Executive Director.

Motion to approve the committee reports, and the Policy Council minutes from November 2021, December 2021, and January 2022, made by Mr. Hall, seconded by Ms. Hughes, unanimously approved, carried.

4. Directors' Reports (January 2022 Data)

a. Career and Family Services - Nancy Warnock did not have any changes to the January report. Ms. Warnock stated that there are two vacancies in Career and Family Services, Youth Employment Counselor and Community Care Coordinator. Ms. Warnock also stated that CARES amendments are being worked on, all standards have been met, and the third annual report is due March 8, 2022. Ms. Warnock stated that there is now a weekly pick up service for compost, with Adirondack Worm Farm. Ms. Warnock stated that there currently are nine people in the CDL program.

b. Head Start/Early Head Start - Patricia Salvarezza didn't have any updates to the January report. Ms. Salvarezza stated that the Notice of Award for the new budget period, beginning April 1, 2022 has been received. Ms. Salvarezza stated that The Office of Head Start is moving forward with the Enrollment Forward Initiative. She stated that all staff, children and visitors are mandated to wear masks until the Office of Head Start removes the mandate. Ms. Salvarezza stated that all who are required to be boosted, and can, have been. Ms. Salvarezza mentioned that there are currently twenty-three Head Start vacancies. She stated that Kim Kenyon and Jacqueline Bell, attended an Albany job fair where there was interest, as well as some interested in internships. Ms. Salvarezza stated that as of February 28, 2022 Head Start/Early Head Start has full in person comprehensive services. She also stated that April 1, 2022 is a soft date for parents to possibly be allowed to come in to drop off students.

c. Human Resources - Emily Fagle spoke on behalf of Mary Jarvis-Caro. Ms. Fagle stated that there were no additions to Mary Jarvis-Caro's report. Provided in the HR report were the following 2021 turnover numbers:

Head Start

- Total number of hires 30
- Total number of terminations 54 in the following categories:
 - Resigned - 33
 - Discharged - 7
 - COVID/Vaccine Related – 14

Career and Family

- Total number of hires 6
- Total number of terminations 7 in the following categories:
Resigned - 6
Discharged - 1

Administration

- Total number of hires 1
- Total number of terminations 4 in the following categories:
Resigned - 4

d. Finance - Emily Fagle stated that there was correspondence with the Department of State regarding being underspent on the CARES Grant. She also stated that she is waiting for approval on an amendment to the CARES contract, submitted on February 14th. Ms. Fagle also stated that we are approaching fiscal year end 2022 and the team will begin work to close the books and work with the auditors on the agency FYE 2022 audit. Ms. Fagle stated that credits for all Amex fraudulent charges, in the amount of \$10,400, have been applied to our account.

Motion to approve the Director's reports (January 2022 data), made by Mr. Dingman, seconded by Mr. Hall, unanimously approved, carried.

e. Executive Director's Report - Emily Fagle stated that all CSBG ACROS indicators and standards have been met, and what were formally unmet indicators on the 2021 TRACS have been corrected. Ms. Fagles stated \$1,400 in donations in response to this year's annual appeal. Ms. Fagle stated that she, Ms. Warnock and Ms. Salvarezza met with the consultant, regarding the Community Needs Assessment. The Community Needs Assessment will be completed by September 2022.

Motion to approve the Executive Director's report made by Ms. Colvin, seconded by Ms. Hughes, unanimously approved, carried.

5. Action Items

a. Approval of revision(s) to Employee Handbook

- i. Wage & Salary Policy -Section 1 Grade Scale (j) (k)
- ii. Signing Bonus Policy & Procedure
- ii. Retention Bonus Policy & Procedure

“L.E.A.P. reserves the right to award one-time stipends such as Retention Bonuses when economic factors such as, high turnover rates, employee burnout, etc. occur.”

“L.E.A.P. reserves the right to award Signing when economic factors affecting L.E.A.P. such as high vacancy rates indicate these may aid in recruitment and hiring.”

Motion to approve revision(s) to Employee Handbook made by Mr.Hall, seconded by Mr. Gray, unanimously approved, carried.

b. Approval of new Job Description and subsequent Grade Scale revision

Motion to approve the new Job Description, for the Agency-Wide Technology Coordinator, and subsequent Grade Scale, made by Ms. Colvin, seconded by Mr. Dingman, unanimously approved, carried.

c. Approval of Head Start Budget Revision Application

Motion to approve the Head Start Budget Revision Application made by Mr. Gray seconded by Ms. Hughes, unanimously approved, carried.

d. Approval of Head Start NFS Waiver Application

Motion to approve the Head Start NFS Waiver Application made by Mr. Hall, seconded by Ms. Clary, unanimously approved, carried.

e. Approval of the Agency 2022-2023 Budget

Motion to approve the Agency 2022-2023 Budget made by Ms Colvin, seconded by Ms. Hughes, unanimously approved, carried.

6. Correspondence - Ms. Fagle stated there was no other correspondence

Motion to adjourn the meeting at 10:17 A.M., made by Mr. Dingman, seconded by Ms. Colvin, unanimously approved, carried.

Respectfully submitted,

Kimberly Manney