



## Executive Director's Report May 6, 2022

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Date: May 6, 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:** Washington County has once again entered the high transmission level for COVID-19. We have made the following adjustments to our protocols:
  - a. All staff are required to wear masks at all L.E.A.P. locations.
  - b. All meetings are being held virtually.
  - c. Individuals seeking assistance from Career and Family Services will be offered a virtual appointment whenever possible.
2. **Head Start:** Please refer to the Director's Report for program related updates.
3. **Career and Family Services:** Please refer to the Director's Report for program related updates.
4. **WIOA and Workforce Development Board:** On the April 27, 2022 meeting of the Washington County Health and Human Services Committee, I made three nominations for SWW Workforce Development Board seats. These nominations were made at the recommendation of Gretchen Steffan, and after much consideration. The nominations approved for submission to the Board of Supervisors are:
  - a. Mark Stratton. Mr. Stratton has been nominated to fill the seat that will be vacated by Mark Fish on July 1, 2022. This nomination comes at the recommendation of WSWHE BOCES.
  - b. Joseph Serafini. Mr. Serafini is the current Charmain of the SWW WFD Board. This nomination is for reappointment.

- c. Scott Brazie. Mr. Brazie's nomination is for Vocational Rehabilitation, a seat mandated by WIOA, and is a nomination for reappointment.
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5. **Stored Tech – Migration to Office 365:** Migration is underway. Email and calendars migrated from GMAIL to Office 365 on Friday, April 29, 2022. StoredTech is scheduled to work with Washington County IT, on Tuesday, May 10, 2022, to complete the migration of files from the county's secured servers to One Drive.
  6. **Merit Based Compensation Policy:** The Executive Leadership Team had a productive meeting with Deb Antonelli from Delark HR Solutions. Deb provided updated data, a training deck for use in training managers in effective evaluation, and a compensation statement and policy for our employee handbook.
  7. **Outreach and Development:** We have hired an Outreach and Development Coordinator. Zac Perry-LaPoint has accepted the position and will begin on Monday, May 23, 2022.
  8. **Project Management:** Asana, Basecamp, and Keela are the three software companies I am considering for project management. I am awaiting a demonstration and pricing from Asana.