

Minutes: Board of Directors

Date: April 4, 2022

Place: Virtual - Zoom Meeting

Mr. Meyer called the meeting to order at 9:08 A.M. **Quorum was present for approval of agenda items.**

1. Roll Call

Board Members Present: Jeffrey Meyer, Cierra Colvin, Robert Dingman, Michael Gray, Tammy DeLorme, Susan Hughes, Teresa DePaul(Voted in at meeting)

Board Members Absent: Benjamin Bishop, Sue Clary, Samuel Hall, Dana Hogan, Isabelle Lundquist. (Vladimir Pratt has resigned from the Board)

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

Mr. Meyer welcomed new Executive Director, Shelley Smith

2. Minutes (3/7/2022)

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

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

3. Action Item: Re-seating Teresa DePaul, Community Sector of the Board of Directors

(The fifteen signatures needed on a petition were waived. Ms. DePaul had ten signatures.)

Motion to approve the reseating of Teresa DePaul to the Community Sector of the Board of Directors made by Mr. Meyer, seconded by Ms. DeLorme, unanimously approved, carried.

4. Committee Reports

a. Policy Committee

Patricia Salvarezza stated that Mr. Valdimir Pratt resigned, and Ms. Isabelle Lundquist is now the Policy Council Chairperson. Ms. Salvarezza stated that pantry boxes will be outside three locations; Whitehall, Cambridge, and River Street. They will contain donated non-perishable items, for parents to take. Mr. Dingman asked Ms. Salvarezza for a list of items needed.

Motion to approve the Policy Committee Report made by Mr. Dingman, seconded by Mr. Gray, unanimously approved, carried.

5. Review and Approval of Directors' Reports

a. Career and Family Services

Nancy Warnock stated that the new Employment Counselor, for Youth is starting on Wednesday. She also stated that Career and Family Services is in need of an Emergency Assistance Coordinator and a Handyman, for Clean and Tunes and Air Conditioning Installation Program. Ms. Warnock stated that she is waiting for the ACROS written results. She also stated that we have been back and forth with the State, regarding the CARES amendment. Ms. Warnock stated that the Career Center participated in Women in Trade Expo, that BOCES had, and will be participating in the Resource Fair, held at the yacht basin, on May 27th. Ms. Warnock stated that forty-nine letters were mailed to businesses, to help them as best we can. She stated that right now no one can find employees. Ms. Warnock mentioned that donation letters, for the Community Garden, have been sent out.

b. Head Start/Early Head Start

Patricia Salvarezza mentioned that the Focus Groups had productive sessions. She also stated that there was a lot of good information and positive feedback, on the self assessment. Ms. Salvarezza stated that, beginning in March, Head Start returned to full in-person. She stated that Head Start is still required to wear masks. She also stated that the Parent Cafe is now in-person, as is the Policy Council. Ms. Salvarezza spoke about the Quality Stars of New York, which is similar to the self assessment, stating that all aspects of the program are assessed. She stated that she's looking for a five-star rating. Ms. Salvarezza stated that morale is pretty good, despite the vacancies.

She also stated that there are currently twenty eight vacancies. She stated that the trouble is getting those with qualifications. Ms. Salvarezza stated that there was a job fair at SUNY Albany, she's reached out to BOCES regarding internships, reached out to ACC, and stated there will be in-house job fairs. Ms. Salvarezza stated that we currently are in need of an RN.

c. Human Resources

Mary Jarvis-Caro had no additions to her report but had the following updates:

- The merit based compensation project with Delark HR is currently at a standstill as Delark has missed the last 2 meetings. Ms. Caro stated that Delark has been very busy, so they may not be available to support us. Ms. Caro stated that the Executive Team will be meeting to figure out the next steps in moving forward on this project. Mr. Dingman and Ms. DeLorme voiced concerns regarding merit-based compensation.
- The cost of Indeed was discussed in response to the charges on the American Express invoices. Ms. Caro stated that the billing is based on the number of clicks a posting receives.

d. Finance

Emily Fagle stated they're beginning to close out the year. She also stated that desk reviews are being scheduled, and will be done virtually. Ms. Fagle stated they're closing out the Head Start Grant, and are on target to spend the grant in full with the purchase of a bus as well as a \$200,000 contribution to the frozen Head Start pension plan. Ms. Fagle also stated that, if trends remain the same, we may be in the same situation next year. Ms. Fagle stated that CARES denied our request to purchase a van, (ours is currently 20 years old). Ms. Fagle and Ms. Warnock responded to the denial, and it's being reviewed again. She is hoping to have an answer later today.

Motion to approve the Directors' Reports made by Mr. Dingman, seconded by Ms. DeLorme, unanimously approved, carried.

e. Executive Director's Report

Ms. Shelley Smith stated that she's glad to be here. She mentioned COVID updates, the HERO act, which was included in Ms. Caro's report, and that masks are still required at Head Start. Ms. Smith also mentioned that the community level is low. Ms. Smith stated that we are working on the Storedtech Office

365 migration. Ms. Smith stated that we are working on the the Community Assessment, with the evaluation of survey questions. Ms. Smith stated that she would like to get a new date on the calendar for the Board Retreat.

Ms. Smith stated that there will be an outreach event at Hicks Orchard, on the Saturday before Easter. She also mentioned that the Hidden Gems Resource Fair will be on May 27, 2022. Ms. Smith stated that she is looking into having a data collection management system, with having our data in a central place. Ms. Smith stated that she has reached out to the Director of Data Management, for SAIL, to see if they are interested in being a Board member, for the Community sector of the LEAP Board. The person has stated that they are interested. Ms Smith stated she is looking into a centralized project management system.

Motion to approve the Executive Director's report made by Mr. Dingman, seconded by Mr. Gray, unanimously approved, carried.

6. Correspondence

There was no correspondence.

7. Action Items

a. Revised CARES Carry Over Balance Application

(To use up the remainder CARES funding, in the amount of \$63,903.38, to purchase another bus. The location has changed from the Fort Edward to Whitehall)

Motion to approve the revised CARES carry over balance application made by Mr. Dingman, seconded by Ms. DeLorme, unanimously approved, carried.

8. Adjourn

Motion to adjourn at 10:17 A.M. made by Mr. Gray, seconded by Ms. DeLorme, unanimously approved, carried.

Respectfully submitted,

Kimberly Manney