



## Executive Director's Report June 13, 2022

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Date: June 9, 2022

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

1. **Head Start:** Please refer to the Director's Report for program related updates.
2. **Career and Family Services:** Please refer to the Director's Report for program related updates.
3. **Stored Tech – Migration to Office 365:** Migration to Office 365 is complete. Becky Rosick and I met to map out the organization of SharePoint. Our target date for completion of that structure is July 1, 2022.
4. **Outreach and Development:** Zac Perry-LaPoint is working out well as Outreach and Development Coordinator. He has accepted responsibility for social media, the content of which is already much more robust and community focused. He has several fresh ideas for outreach and fund-raising events and is preparing proposals. Zac has already been making connections with business in the county, and will be active in the ARCC, and the Granville Chamber of Commerce. His assistance with the Community Needs Assessment has been valuable.
5. **Project Management:** I received a demonstration from Asana this week, and have a follow-up meeting with Keela on Friday, 6/10. Target date for selection of software is July 1, 2022, and for implementation, August 1, 2022.
6. **Community Needs Assessment:** The Community Needs Assessment is underway. The survey went live on Friday, 6/3/22, and as of Thursday 6/9/22, 70 surveys have been completed. Our goal is 500 completed client/family surveys – 190 within L.E.A.P.'s

programs, 310 from community members across the county. This goal was established based on research regarding general survey response rates, counsel from Rebecca Spiridis specific to CNA survey response rates, and an approximated count of SNAP eligible households in Washington County. The survey is being distributed as a QR code, a web link, and in print form. For reference, there were 276 completed surveys during L.E.A.P.'s 2018 CNA.

7. **Staffing Crisis:** Keena Staffing offered a free HR check-up to ARCC members. I met with two representatives from Keena and discussed our current struggles with hiring and retention. We discussed the challenges employers are facing and some of the creative ways employers are increasing retention and attracting new talent. They agreed to meet with HR and do a deeper dive into our current practices.