

Meeting Minutes: Board of Directors

Date: May 16, 2022

Place: Virtual – Zoom Meeting

Mr. Meyer called the meeting to order at 9:05 A.M.

1. Roll Call

Board Members Present: Jeffrey Meyer, Cierra Colvin, Robert Dingman, Dana Hogan, Tammy DeLorme, Susan Hughes, Teresa DePaul, (Michael Gray - 9:11 A.M.)

Board Members Absent: Benjamin Bishop, Sue Clary, Samuel Hall, Isabelle Lundquist

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

2. Minutes (4/4/2022)

The minutes of the April 4, 2022, Board of Directors meeting were presented for review on the Board Portal.

Motion to approve the minutes of the April 4, 2022, Board of Directors meeting made by Mr. Hogan, seconded by Ms. Hughes, unanimously approved, carried.

3. Committee Reports

a. Policy Council

Patricia Salvarezza stated that the Policy Council voted on Ms. Tiffany Greenough to represent the Policy Council at Board meetings.

Motion to accept the committee report made by Mr. Hogan, seconded by Ms. DeLorme, unanimously approved, carried.

4. Review and Approval of Directors' Reports

a. Career and Family Services – Nancy Warnock stated that there weren't any changes to last month's report. She mentioned that there is a new youth employment counselor. Ms. Warnock stated that Chuchay Stark, Senior Employment Counselor, is resigning. Ms. Warnock stated that a new cargo van has been purchased. Ms. Warnock stated that for the months of January through March, we are on target with CSBG, and that due to vacancies, we are underspent for CARES. She reminded board members to review the CSBG and CARES PPR reports for 2nd quarter as discussed last month and attached to her report. Ms. Warnock stated that emergency services are picking up, and that there have been a lot of food pantry calls. Ms. Warnock stated that she hired a new Program Coordinator for Emergency Assistance. Ms. Warnock also stated that we are now accepting applications for the Summer Youth Employment Program. Ms. Warnock mentioned that Alternative Sentencing youth are available to clean out the Community Garden beds. Ms. Warnock also stated that we will be calling businesses we sent letters to, to see if we can be of assistance to them.

b. Head Start/Early Head Start – Patricia Salvarezza stated that there is no word on the Program Review yet. She also stated that Head Start can use SNAP benefits for eligibility. Ms. Salvarezza stated that we lost two people in Head Start, and we are not making a dent in vacancies. Ms. Salvarezza

stated that there are two empty classrooms. She stated she is trying to strategize a plan, and that there may have to be a change in scope if we continue to close classrooms. Ms. Salvarezza also stated that morale is low, and people are concerned about September. Ms. Salvarezza is working on gathering information for PIR (Program Information Report). Ms. Salvarezza stated that Head Start has a new bus and another is on order. Ms. Salvarezza stated that the National Head Start Association is lobbying congress to increase pay. The topic of quality day care was discussed.

- c. **Human Resources** – Mary Jarvis-Caro stated that an Outreach and Fund Development Coordinator has been hired and is starting next week. Ms. Caro reported on the job fairs that we have held thus far and that we are not getting a lot of response from them, however even the couple of applications we have received from them is a positive. She stated there is another job fair coming up in Whitehall this week.
- d. **Finance** – Emily Fagle stated that while the Social Security Administration issued a 5.9% COLA for FYE2022, the Office of Head Start is only providing a 2.24% COLA to grant recipients for the upcoming year. She stated that our legislators voted to approve this 2.24% COLA. Ms. Fagle stated that we are in the middle of year-end FY2022 close-out and prepping for the audit desk review (scheduled to begin next week). Ms. Fagle stated that recruitment for a Payroll Specialist is on hold and will be reevaluated in June, post-audit. Ms. Fagle also mentioned that we received a third letter from the Department of State (DOS), regarding being underspent on our CSBG CARES funding but that we have been unable to provide DOS with updated financials due to a pending budget amendment. Ms. Fagle stated that the WIOA Program Year 2022 funding has not yet been released to the SSW Workforce Development Board. Ms. Fagle also stated that we are still trying to spend down PY 2020 and PY 2021 WIOA funds.

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

- e. **Executive Director's Report** – Shelley Smith mentioned that transmission of COVID in Washington County is high. She mentioned the protocol is that all staff is required to wear masks at all LEAP locations. She stated that meetings will be held virtually, that there will be virtual meets will be held in Career and Family Services when possible. Ms. Smith stated that the three WIOA Workforce Development nominations to Health and Human Services she made all went through: Mark Stratton, Joe Sarafini, and Scott Braisey. Ms. Smith stated that StoredTech has been very good and helpful with the migration and are working to smooth things out. Ms. Smith stated that she met with Deb Antonelli from DeLark, regarding a Merit-Base Compensation Policy. Ms. Smith mentioned that managers will be trained in evaluation and objectives. Ms. Smith mentioned that she expects to have a proposal for the June Board of Directors meeting. Ms. Smith mentioned that someone for Outreach and Development has been hired. Ms. Smith stated that she is looking into project management. Ms. Smith stated that there is a primary importance on staffing and stated that we want to be an employer of choice.

Motion to accept the Executive Director's Report made by Mr. Gray, seconded by Ms. Colvin, unanimously approved, carried.

5. Action Items

a. Seating of Tiffany Greenough, Community Sector

It was decided to table this action, for now.

6. Correspondence

Ms. Salvarezza stated that the National Head start is working on eliminating the interim final rule of the masking and vaccination mandate.

7. Action Item: Salary – Grade Scale

Motion to approve the grade scale, effective May 16, 2022, retroactive to April 1, 2022, to include an increase of 2.94% (COLA) to all positions, with an additional 4.53% to the base wage of the Lead Teacher position (which equates to a 7.47% total increase for Lead Teachers), made by Mr. Dingman, seconded by Mr. Gray, unanimously approved, carried.

Meeting adjourned at 10:03 A.M.

Respectfully submitted,
Kimberly Manney