

Meeting Minutes: Board of Directors

Date: June 13, 2022

Place: Virtual – Zoom Meeting

Mr. Meyer called the meeting to order at 9:00 A.M.

1. Roll Call

Board Members Present: Jeffrey Meyer, Cierra Colvin, Robert Dingman, Michael Gray, Tammy DeLorme, Teresa Depaul, (Samuel Hall 9:07 A.M.)

Board Members Absent: Benjamin Bishop, Sue Clary, Dana Hogan, Susan Hughes, Isabelle Lundquist

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

2. Minutes (5/16/2022)

The minutes of the May 16, 2022, Board of Directors meeting were presented for review on the Board Portal.

Motion to accept the minutes of the May 16, 2022, Board of Directors meeting made by Mr. Dingman, seconded by Mr. Gray, unanimously approved, carried.

3. Committee Reports (April 2022)

- a. Policy Council** – Patricia Salvarezza stated that the Policy Council met in April. She stated that they are trying to build the Council. Ms. Salvarezza also stated that the next Policy Council meeting is tomorrow and that they are looking at placing a new council.

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

4. Review and Approval of Directors' Reports (April 2022)

a. Career and Family Services – Nancy Warnock stated that there are not any updates to her report. Ms. Warnock stated that the Senior Employment Counselor position is still open. She also stated that there are thirty-five applicants for the Summer Youth Program. Ms. Warnock stated that the Community Garden Opened on Friday (June 10th), and that there are four plots still available. Ms. Warnock stated that it has been a very busy month so far, which includes many requests for gas cards. Ms. Warnock stated that the Community Needs Assessment has started.

b. Head Start/Early Head Start – Patricia Salvarezza stated that there are not any updates to her report. Ms. Salvarezza stated that there is a 45% vacancy rate in the Home-Based Visitor positions. She continued by stating that there is a 55% vacancy rate in Lead Teachers at Head Start, and a 20% vacancy rate in Lead Teachers at Early Head Start. She also stated that the Assistant Teacher and Aides vacancy rate is 33% at Head Start, and 50% rate at Early Head Start. Ms. Salvarezza mentioned that she contacted the Regional Office, regarding looking at enrollment initiatives. Ms. Salvarezza stated that there are 154 out of 223 slots filled at Head Start, and sixty-eight out of one hundred eighteen funded slots filled at Early Head Start. Ms. Salvarezza stated that families receiving SNAP fall under immediate eligibility for the program. Ms. Salvarezza turned the meeting over to Ms. Jodi Dommaschk, who explained adjusting the selection criteria for the program, as follows: Adding 1,000 Points for SNAP, Primary Language English 100 points, Spanish 100 points, and 100 points for Migrant Workers. Ms. Salvarezza stated that she spoke with Program Specialist, Rita Stone regarding applications and change of scope. Ms. Salvarezza stated that some resumes came in last week.

Action: Revised Selection Criteria

Motion to approve the revised selection criteria for Head Start and Early Head Start made by Mr. Hall, seconded by Ms. Colvin, unanimously approved, carried.

- c. **Human Resources** – Mary Jarvis-Caro stated that we are beginning to get more employment applications for vacancies, which is a good sign. She also stated the HR Manager, On-boarding Coordinator and she will be meeting with Keena Staffing this week, to review an HR Audit Checklist and see what options they have available for us. Ms. Caro stated that there were no other additions to her report.
- d. **Finance** – Emily Fagle stated that the audit desk review went smoothly, and that she hasn't heard anything further from them in regard to final questions to close out the review. Ms. Fagle stated there will be a close-out meeting this Friday. Ms. Fagle also stated that the estimate net income (from fundraising and fee-for-services activity) is approximately \$20k. Once the audit is closed, a final number will be presented and transferred to Operating Reserves.

Motion to approve the Directors' Reports, for the month of April, made by Mr. Gray, seconded by Ms. Colvin, unanimously approved, carried.

- e. **Executive Director's Report** – Shelley Smith spoke about the staffing crisis, and that hiring, and retention have been a problem. She stated that she spoke with Keena, and they are looking at our current practices and policies. Ms. Smith stated that the new Outreach & Fund Development Coordinator is doing a great job, is making our presence known, is promoting who we are and is working on distributing the CNA. (Community Needs Assessment). Ms. Smith stated that the Community Needs Assessment is underway and went live on Friday. She stated that seventy surveys have been submitted so far. She stated that 500 surveys are our goal for this year, which is aggressive

from 2018. Ms. Smith stated that she will have the Merit-Based Compensation ready by June 24th. Ms. Smith stated that she wants new logins for the Board Portal. Ms. Smith stated that Ms. Patricia Salvarezza is retiring the end of January 2023.

Motion to approve the Executive Director's report made by Mr. Hall, seconded by Ms. DeLorme, unanimously approved, carried.

5. Action Items (No other action items)

6. Correspondence – No correspondence

Motion to adjourn at 9:58 A.M. made by Mr. Hall, seconded by Mr. Gray.

The next Board of Directors meeting will be August 1, 2022.

Respectfully submitted,

Kimberly Manney