

Meeting Minutes: L.E.A.P. Board of Directors

Date: September 12, 2022

Location: Virtual – Zoom Meeting

Mr. Meyer called the meeting to order at 9:01am.

1. Roll Call

Board Members Present: Bob Dingman, Michael Gray, Jeffrey Meyer, Cierra Colvin, Susan Hughes, Tammy Delorme, Theresa DePaul, Sue Clary

Board Members Absent: Benjamin Bishop, Dana Hogan, Samuel Hall

Staff Members Present: Shelley Smith, Emily Fagle, Mary Caro, Nancy Warnock, Patricia Salvarezza, Shannon Stockwell

2. Guest Presenter:

Dave Urban, EFPR Group, presented the FYE 2022 fiscal audit results. He indicated that the financial statements have been issued and the audit process is complete.

3. Minutes:

Jeff Meyer opened the floor for questions regarding the minutes from the August 5, 2022 meeting. No questions were posed. Bob Dingman moved to accept the minutes of the August 5, 2022 meeting. Cierra Colvin seconded the motion. The motion carried unanimously.

4. Committee Reports:

- a. **Policy Council:** Patricia Salvarezza presented the Policy Council Report in the absence of the Policy Council Chair and Vice Chair. She reported on a productive Policy Council meeting and follow-up training about the roles of Policy Council members and recruitment of parents. Also discussed was the importance of commitment to participation in the L.E.A.P. Board meetings. Agenda topics for future Policy Council meetings include center level committees, and a festival to encourage parent engagement. Patricia also introduced the incoming Director of Head Start, Shannon Stockwell. One of Shannon's projects as she trains will be growing Policy Council.

There were no other committee reports.

Tammy Delorme moved to accept the committee reports. Mike Gray seconded the motion. The motion carried unanimously.

5. Review and Approval of Directors' Reports:

- a. **Career and Family Services:**

Nancy Warnock stated there are no changes to her report. She also stated we are still interviewing for a youth employment counselor and senior employment counselor. With the end of the CARES grant ending 9/30/2022, two positions will also end: Community Care Coordinator and Food Pantry Assistant. We are introducing a new role. New agency workplan and goals come out 10/1/2022 so Nancy will assemble the committee to discuss goals and targets. Jeff inquired about the food pantry specifically regarding food waste and getting food to the community. Nancy responded that we are very busy, and saw 75 new individuals in the previous month. She also stated that we are staying stocked. Jeff asked if we are struggling with getting food to outlying areas. Nancy responded that we are meeting emergent needs, and the needs of those who are aging or disabled.

b. Head Start/Early Head Start:

Patricia Salvarezza stated that we have seen a bit of an increase in hiring, but are still experiencing some setbacks. The hiring crisis continues to have a big effect on programming. We have 5 classrooms that are open; the rest are closed due to staffing shortage. We have a 22% vacancy rate for staff. Patricia has spoken with Rita Stone who has confirmed that this crisis is being felt by Head Start programs everywhere. Patricia stated that we need to look for space in Granville so we can move our program. The full day UPK in Granville has hurt our enrollment. We are doing transportation in Granville this year and one bus is handling both Hudson Falls locations. We had to find a new mechanic shop for our inspections. We have moved away from ADK Trucking to Leonard Bussing. Bob Dingman asked if we had ever tried the local school districts and Patricia stated that we have, but that they are unable to take us at this point. Patricia reported that OHS has not made a decision regarding letting go of the mask mandate, so all HS locations are still required to mask. She also reported that a lengthy leak and mold problem at Dix Avenue has been remediated and the entire building and all contents are now safe. We did lose a significant number of materials that could not be cleaned; that loss will not be covered by insurance. Patricia stated that the Program Information Report has been submitted and will be shared once it is compiled. Playground updates continue. Jeff asked if we are accepting donations and Patricia indicated that we are. Sue Clary asked if there is anything the board can do to assist with recruiting staff. Patricia stated she will send Sue the necessary job descriptions.

c. Human Resources:

Mary Caro indicated that we are receiving more applications, though we do still have a significant vacancy rate (22% in HS/EHS alone, plus some in Career and Family Services). Mary stated she has made no changes to her report and the vacancies are up to date as of last week. We have three job descriptions in action items for approval during this meeting. We are lean but doing the best we can to move forward in a positive way.

d. Finance:

Jeff Meyer thanked Emily for doing an excellent job with the audit. Emily Fagle indicated that she would like to bring EFPR in house for next year's audit. Emily indicated that we are concerned about the TANF grant due to fewer youth than expected as well as students

choosing to work part time. We had budgeted for and offered full-time work. Mike Gray stated that he would like to discuss options with Nancy. CACFP grant year ends 9/30/2022. We will be applying for the next grant year by the end of September. These funds are used for food and food supplies. We will be ending CSBG CARES and our CSBG 21-22 Entitlement Grant on 9/30/22. There is no extension available for CARES and, though there may be for CSBG 22, we do not expect to need it. Our reported underspending to date was largely due to amendments that had not yet been approved. Emily reported that we have a good plan for the remaining ARP dollars and expect to have it spent by the end of the grant period on 3/31/2023. Emily stated that we will begin the HS budget process. Bob stated that he would like to discuss this with Emily before the finance committee meeting regarding the HS budget before it is brought to the full board. Bob Dingman asked about Traci Ross's name being on our American Express account. Emily stated that it is name only, and that she has no access, cards, or signing authority on our account. She also discussed the fraudulent charges on our American Express cards. The significant uptick of fraudulent charges, on all cards, has become "business as usual" and we are considering options.

Bob Dingman moved to accept the Directors' Reports. Tammy Delorme seconded the motion. The motion was carried unanimously.

d. Executive Director's Report:

Shelley Smith welcomed Shannon Stockwell as incoming Director of Head Start. Shelley discussed the upcoming events and the need to assemble the Fund Development Committee for a meeting and introduce them to Zac. Shelley stated that the Executive Leadership Team will be participating in a full day retreat tomorrow (September 13, 2022) at Wiawaka. Agenda items include an in-depth analysis of the CNA results in preparation for strategic planning, and plotting events and projects for the year. This is a preliminary step in beginning use of Asan Project Management software. Shelley gave an overview of the CNA, specifically noting compliance with ACROS and Head Start standards required for the assessment. Jeff noticed the discrepancy between the survey responses from clients and those from community partners. Shelley indicated that we will look at that discrepancy as we analyze the results. Bob Dingman inquired about our priority in determining service needs considering this discrepancy. Shelley indicated that, ultimately, it is important for the people we serve to be seen and heard, and we will prioritize those needs.

Sue Hughes moved to approve the Executive Director's report. Sue Clary seconded the motion. The motion was carried unanimously.

6. Action Items:

a. Community Needs Assessment:

Mr. Meyer opened the floor for questions regarding the community needs assessment. There were none. Mike Gray moved to accept the Community Needs Assessment. Bob Dingman seconded the motion. The motion was carried unanimously.

b. Financial Statements:

Bob Dingman moved to approve the financial statements. Susan Hughes seconded the motion. The motion was carried unanimously.

c. Job Descriptions: (Assistant Director of Accounting, Senior Fiscal Specialist, ERSEA Manager, Client Support Assistant)

Jeff asked Emily if the existing fiscal employees would be filling the two fiscal jobs for which we have new job descriptions up for approval. Emily confirmed that is the case.

Nancy indicated that CSBG and WIOA will cover the new job description in Career and Family Services and confirmed that our existing Food Pantry Assistant will fill the new position upon the end of her current, grant funded role.

Patricia discussed the ERSEA Manager job description and explained the need for compliance and the shift in coverage.

Mike Gray made a motion to approve all four job descriptions. Bob Dingman seconded the motion. The motion was carried unanimously.

d. Grade Scale:

Mr. Meyer opened the floor for questions regarding the grade scale related to the job descriptions. There were none. Bob Dingman moved to approve the grade scale. Sue Clary seconded the motion. The motion was carried unanimously.

7. Correspondence

a. CSBG Discretionary opportunity:

Shelley discussed the offer for discretionary funding from CSBG and our reasons for declining to apply for this opportunity.

b. CSBG Information Memorandum re: Mortgage Payment Assistance, FY 2022

Shelley discussed the recent change regarding the allowance of mortgage payment assistance. Nancy added that applicants would need to qualify according to CSBG standards to receive assistance, and that the level for qualification is currently at 200% of FPL but will soon return to 125%.

8. Other business:

Jeff stated that Ben Bishop no longer qualifies for board membership in the public sector, and indicated that we could move Ben to the private sector. He opened the floor for questions or concerns. There were none. Bob Dingman moved that Ben Bishop remain on the board and move to a private sector position. Tammy Delorme seconded the motion. The motion carried unanimously.

Jeff asked if there is a problem if we wait to appoint the absent Policy Council members to the board. Shelley stated that we are out of compliance, and Mary confirmed. Shelley also stated that both candidates have appeared to be quite engaged and Patricia agreed. Patricia suggested we approve only the Policy Council chair. Tammy Delorme moved that we appoint Tiffany Greenough to the board of directors. Mike Gray seconded the motion. The motion carried unanimously.

Jeff stated that our committees are fully staffed and we will be resurrection committee meetings.

Jeff stated the Delark study and Merit Based Compensation proposal are ready for board consideration. He stated that an ad hoc committee has been assembled to review the materials.

The meeting was adjourned at 11:00am.

Respectfully submitted,

Shelley Smith