

Meeting Minutes: Board of Directors

Date: August 1, 2022

Place: Virtual - Zoom Meeting

Mr. Meyer called the meeting to order at 9:03 A.M.

1. Roll Call

Board Members Present: Jeffrey Meyer, Cierra Colvin, Robert Dingman, Tammy DeLorme, Sue Clary, Susan Hughes, Teresa DePaul

Board Members Absent: Michael Gray, Benjamin Bishop, Samuel Hall, Dana Hogan, Isabelle Lundquist (During the Policy Council Committee Report, Patricia Salvarezza stated that Isabelle is no longer part of the Policy Council)

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

2. Minutes – (6/13/2022)

The minutes of the June 13, 2022 Board of Directors meeting were presented for review on the Board Portal.

Motion to accept the minutes of the June 13, 2022 Board of Directors meeting made by Ms. Clary, seconded by Mr. Dingman, unanimously approved, carried.

3. Committee Reports (Meeting held since the June 13, 2022 BOD meeting)

- a. Policy Council** – Patricia Salvarezza stated that Isabelle Lundquist is no longer part of the Policy Council. Ms. Salvarezza stated that staff is getting together to restructure on how to do in-person meetings with parents. Possibilities that Ms. Salvarezza mentioned were to offer babysitting, breakfast, and money for transportation.

b. Audit and Finance Committee – Mr. Dingman stated that there have been two meetings:

1 – Audit Desk Review (Head Start, CSBG)

Mr. Dingman stated that the report was clean.

2 – NBT Meeting – Mr. Dingman stated that NBT takes a long-term approach to investing, however funds that are not performing well will be closely monitored quarter-to-quarter. Ms. Fagle added that, “we’re in good hands.”

Motion to accept the Committee Reports made by Ms. DeLorme, seconded by Ms. Clary, unanimously approved, carried.

4. Directors’ Reports

a. Career and Family Services- Nancy Warnock stated that there were no changes to her report. Ms. Warnock stated that the PPR third quarter was completed and will be in the next report. She also stated that target goals were met. Ms. Warnock stated that the state did a site visit to do a review of CARES and CSBG. Ms. Warnock stated that she thinks we did great. Ms. Warnock stated that the CARES amendment was sent in to spend down every penny. Ms. Warnock stated that the 2023 CSBG budget and work plan was submitted to the state, last Friday. Ms. Warnock stated that the Senior Employment Counselor job description has been tweaked. She stated interviews will be next week.

b. Head Start/Early Head Start – Patricia Salvarezza stated that there is a 24% vacancy rate. Ms. Salvarezza stated that she is hoping that next Monday, all five Early Head Starts will be open. Ms. Salvarezza stated that in Fall, four out of nine Head Starts will be open. She stated that the rest of the children will be put on a wait list, until we have enough staff. Ms. Salvarezza stated that they continue to advertise and interview every day. Ms. Salvarezza stated that Granville School District’s Pre-K will be going from ½ day to a full day, and that we will be transporting. Ms. Salvarezza stated that data is starting to be gathered for the PIR and

the Head Start non-competitive annual grant reapplication. Ms. Salvarezza stated that the focus this year is on “resetting.” Ms. Shelley Smith thanked Ms. Salvarezza for “resetting.” Ms. Smith stated that the Superintendent of Granville CSD knew that the change in Pre-K would affect our program. Ms. Smith stated that we will finish out one year and look for a new building for Granville. Ms. Smith stated that she will bring options to the BOD, when we have one. Ms. Clary suggested looking into SLIC as an internet option. Ms. Smith will send Ms. Clary the location of the building we considered so as to find out if SLIC is an option.

- c. **Human Resources** – Mary Jarvis-Caro stated that there are currently thirty-three vacancies. Ms. Jarvis-Caro stated that we have solid applicants for Ms. Salvarezza’s position. Ms. Jarvis-Caro stated that the revisions to this year’s handbook include six changes and one new policy. (The action to approve revisions took place later in the meeting).
- d. **Finance** – Emily Fagle stated that there were no additions to the report. Ms. Fagle highlighted items which included the year-to-date spending, agency audit, which will be presented at the September meeting, as well as reiteration of the 2023 CSBG grant application submission. Ms. Fagle stated that the COLA and Quality Improvement award has been received from the Office of Head Start. She stated that all staff will receive a 2.94% COLA, with a retroactive date to April 1, 2022. She stated that Lead Teachers will receive an additional 4 ½% funded by the Quality Improvement initiative. Ms. Fagle stated that LEAP’s WIOA financials were audited by Saratoga County, who serves as the grant recipient of the funding from the Department of Labor. Results of the audit were positive and a clean report will be issued.

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

- e. **Executive Director Report** – Shelley Smith stated that Outreach and Development Coordinator, Zac LaPoint, is doing a great job. Ms. Smith

stated that the Community Needs Assessment survey portion is closed. She stated that there were more surveys that in 2018 and is pleased with the results. Ms. Smith spoke about Board recruitment and that a retreat and training need to be scheduled. Ms. Smith stated that committee members need to know what is expected. She stated that there are four open seats: Two community, one public, one private. Ms. Smith stated that she wants to be we are in compliance. Ms. Smith stated that seven people have been interviewed so far for the Head Start/Early Head Start Director position.

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

5. Action Items

a. Health Manager Approval

i. Job Description

Motion to approve the Health Manager job description made by Ms. Colvin, seconded by Mr. Dingman, unanimously approved, carried.

ii. Rate/Grade Scale

Motion to approve the Rate/Grade scale, in the amount of an additional 3% for all staff (above and beyond the COLA and QI bumps) made by Ms. Clary, seconded by Mr. Dingman, unanimously approved, carried.

b. Audit and Finance Committee meeting minutes

i. NBT Investment call June 16, 2022

ii. Audit Closeout Call June 17, 2022

We were all set on these minutes. No action was taken.

c. Handbook Changes

Motion to approve handbook changes made by Ms. DeLorme, seconded by Ms. Colvin, unanimously approved, carried.

6. Correspondence

a. OHS Memorandum: Competitive Bonuses for the HS Workforce.

Ms. Smith explained that one of the handbook changes is in regard to employee recognition.

Motion to adjourn at 10:13 A.M. made by Ms. DeLorme.