

Meeting Minutes: Board of Directors

Date: October 3, 2022

Place: Virtual - Zoom Meeting

Mr. Meyer called the meeting to order at 9:04 A.M.

1. Roll Call

Board Members Present: Jeffrey Meyer, Cierra Colvin, Robert Dingman, Tammy DeLorme - left meeting at 9:57 A.M., Susan Hughes, Teresa DePaul, Michael Gray, Samuel Hall, Dana Hogan, Krys Roberts - Later in the meeting, Krys was voted in as an Official Board Member.

Board Members Absent: Sue Clary, Benjamin Bishop

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

2. Minutes – (9/12/2022)

The minutes of the September 12, 2022 Board of Directors meeting were presented for review on the Board Portal.

Motion to accept the minutes of the September 12, 2022 Board of Directors meeting made by Mr. Dingman, seconded by Mr. Hogan, unanimously approved, carried.

3. Committee Reports

- a. Policy Council** – Shannon Stockwell mentioned Krys Roberts being the Vice Chairperson of the Policy Council. Ms. Stockwell spoke about recruiting and having two new members. Ms. Stockwell stated that the First Giving Boxes are at some Centers. Mr. Meyer added that Sue Clary

is the Head of the Head Start/Early Head Start Committee. Other items mentioned were ADHOC – merit-based pay and evaluating the information that we have.

There were not any other Committee Reports.

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

4. Directors' Reports

- a. Career and Family Services-** Nancy Warnock stated that there are three openings: Handyman, Emergency Services Coordinator, and Youth Employment Counselor. Ms. Warnock stated that we are being inundated with utilities and fuel calls. She stated that HEAP doesn't open until November 1st. Ms. Warnock stated that the Summer Youth Program ended and stated that twenty-two were successful. Ms. Warnock stated that the Client Assistant started today and that the Senior Employment Counselor has also started. Ms. Warnock stated that CARES and CSBG 2022 ended, September 30, 2022. Both CSBG and CARES end year workplan reporting will be made available for our next meeting.
- b. Head Start/Early Head Start –** Shannon Stockwell stated that it's unlikely that Head Start will receive a review. She stated that we will participate in a class review. She stated it will be a Video Pilot Review. Ms. Stockwell stated that masks are still in effect, but the masks rule will be removed soon. Ms. Stockwell spoke regarding info strategies, and possible change in scope. Ms. Stockwell gave updates on the following enrollments: Center based – 79 enrolled in Head Start, 38 enrolled in Early Head Start. Home-Based: 44 slots out of 60 are filled for Head Start and Early Head Start. Ms. Stockwell stated that there is a 22% staff vacancy. She added that five classrooms are closed due to staff shortages. Ms. Stockwell stated that Leonard Bus Inc. is being used for transportation. Ms. Stockwell stated to alert Public Health right away of

cases of Rhinovirus or Enterovirus. Ms. Stockwell stated that there are still internet issues, and in Buildings and Grounds there are bats, bees, mice and mold.

- c. **Human Resources** – Mary Jarvis-Caro had no additions to report but stated there are thirty-six vacancies agency-wide, with thirty-three being at Head Start. Recruitment and retention continue to be our highest priorities.
- d. **Finance** – Emily Fagle stated that we are starting to work on the year four budget draft for Head Start and will be working on the change of scope budget in the coming months. Ms. Fagle stated that we are closing out year 2022 CSBG Entitlement, CSBG CARES and Summer Youth Employment Program grants (TANF); all end on 09/30/2022. Ms. Fagle stated that financial reports are due this month for the Youth Summer Program, CSBG and Head Start. Ms. Fagle stated that due to the Amex account being compromised several times over the last year, Shelley and Emily will be looking into the Capital One ‘Spark’ business card as a replacement charge account.

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

- e. **Executive Director’s Report** – Shelley Smith mentioned there will be a Leaping Lanes fundraiser event, on October 16th. She also mentioned that there was an ELT Retreat on September 13th, where they were looking at the CNA (Community Needs Assessment). Ms. Smith stated that the Board Retreat will be November 7, 2022, at Work Smart Space. Ms. Smith stated that merit-based pay is an important shift to aid in boosting morale and retention, and expressed confidence that it can be done with excellence. Ms. Smith stated that she attended the NYSCAA Conference last week. Ms. Smith spoke about the Head Start finance change of scope and how it affects retention, wages, CNA Assessment and how we can best serve families.

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

5. Action Items

a. Approval of new Board Member

Motion to approve Krys Roberts as an Official Board Member made by Mr. Dingman, seconded by Ms. Hughes, unanimously approved, carried.

b. Approval of 990 In Current Form

Motion to officially accept and approve the 990 in current form made by Mr. Dingman, seconded by Ms. Hughes, unanimously approved, carried.

c. Self-Assessment – Finished Report Head Start Format Results of Self-Assessment

Motion to approve protocol to move forward with the Self-Assessment made by Mr. Dingman, seconded by M. DePaul, unanimously approved, carried.

6. Correspondence

There was no correspondence

Motion to adjourn at 10:14 A.M. made by Mr. Hogan, seconded by Ms. Colvin.

Respectfully Submitted,

Kimberly Manney