

Meeting Minutes: Board of Directors

Date: January 9, 2023

Place: Virtual - Zoom Meeting

Mr. Meyer called the meeting to order at 9:17 A.M.

1. Roll Call

Board Members Present: Jeffrey Meyer, Benjamin Bishop, Cierra Colvin, Tammy DeLorme, Dana Hogan, Sierra Muise, Krys Roberts

Board Members Absent: Sue Clary, Teresa DePaul, Robert Dingman, Michael Gray, Samuel Hall, Susan Hughes

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

2. Minutes – (12/5/2022)

The minutes of the December 5, 2022 Board of Directors meeting were presented for review on the Board Portal.

Motion to accept the minutes of the December 5, 2022 Board of Directors meeting made by Ms. DeLorme, seconded by Ms. Roberts, unanimously approved, carried.

3. Committee Reports

There were no committee reports.

Motion to approve the confirmation of there not being any Committee Reports made by Ms. Roberts, seconded by Ms. Colvin, unanimously approved, carried.

4. Directors' Reports

- a. Career and Family Services-** Nancy Warnock stated that the new Senior Employment Counselor started last week. Ms. Warnock stated that ACROS is due to the state, at the end of the month. She also stated that the annual reporting of data and demographics for all L.E.A.P.'s programs and services is due next month. Ms. Warnock stated that she will be sending out a schedule for committee meetings.
- b. Head Start/Early Head Start –** Ms. Stockwell said thank you to the Board for allowing her to shadow Patricia Salvarezza, for three and a half months. She also stated that this is Patricia Salvarezza's last Board meeting. Ms. Stockwell stated that we've received the final rule that removes the mask mandate for Head Start/Early Head Start. She stated that there will be a meeting this afternoon with the Office of Head Start and is hoping after today that we can go mask free. Ms. Stockwell stated that we received final notice from Head Start Specialist, Rita Stone that we will not be participating in the class observations Pilot Program this year. Ms. Stockwell stated that we continue to get guidance on the change of scope. Ms. Stockwell stated that the budget has been submitted. Ms. Stockwell mentioned that there are currently twenty-two vacancies. Ms. Stockwell stated that there are ninety out of one hundred and two spaces filled in Head Start. She stated that there are thirty-eight out of forty slots filled in Early Head Start. Ms. Stockwell stated that repairs at the Cambridge Center were done on December 22nd and 23rd. She also mentioned that there are furnace issues at Whitehall. Ms. Stockwell stated that on January 4th, Matt from Storetech fixed internet issues, at the administrative building. Ms. Stockwell stated that Christine Daignault's last day was Friday, and that Ashley Courcelle is taking over that role. Ms. Stockwell stated that Whitehall and Dix Avenue were flagged for lead. She stated that old faucets have been replaced, and that they will be retested. Ms. Stockwell stated that the Salvation Army brought baskets to River Street. She also stated that we are working with Leonard Bussing, for transportation.

- c. **Human Resources** – Mary Jarvis-Caro stated that there are no changes to the report. She also stated that a proposed change in the grade scale will be discussed later in the meeting under action items.
- d. **Finance – Ms. Emily Fagle was not present. There was no discussion regarding finance.**

Motion to approve the Career and Family Services, Head Start/Early Head Start and Human Resources Directors' Reports made by Ms. DeLorme, seconded by Ms. Roberts, unanimously approved, carried.

- e. **Executive Director's Report** – Shelley Smith spoke about Committee Meetings, Board of Directors schedule and shifting Board of Directors Meetings to the second Monday of the month. Ms. Smith also stated that Mr. Gray mentioned Mr. James Bennefield as a possibility to fill the Board vacancy. Ms. Smith stated that the CNA and Annual Report are publicized. Ms. Smith stated that this is Ms. Salvarezza's last Board meeting. Ms. Smith stated that coming up is the revision and update (if needed), of the mission statement and by-laws.

Motion to approve the Executive Director's Report made by Ms. Colvin, seconded by Ms. Roberts, unanimously approved, carried.

5. Action Items

- a. **Succession Plan - Changes include Shelley Smith's name replaces Traci Ross' name. Shannon Stockwell's name replaces Patricia Salvarezza's names. Marshall and Sterling replace Jaeger and Flynn, also the contact information has changed for our representatives there.**

Motion to approve the Succession Plan made by Ms. Colvin, seconded by Ms. Roberts, unanimously approved, carried.

- b. Revision to By-Laws – change of date for Board meetings from first week of the month, to the second week of the month.**

A Special Meeting will be held to vote on the Revision to By-Laws.

- c. Change in Grade Scale**

Motion to approve a change in grade scale for the position of Cook, with an increase to minimum wage, from Tier 1 to Tier 2 made by Ms. DeLorme, seconded by Ms. Colvin, unanimously approved, carried.

6. Correspondence:

From the Office of Head Start we have received notice of a lifting of the mask mandate.

Jeffrey Meyer thanked Patricia Salvarezza for her service.

Motion to adjourn made by Ms. Colvin, seconded by Ms. Roberts to adjourn at 9:57 A.M.

Respectfully Submitted,

Kimberly Manney