

Meeting Minutes: Board of Directors

Date: March 13, 2023

Place: Virtual – Microsoft Teams

Mr. Meyer called the meeting to order at 9:02 A.M.

1. Roll Call

Board Members Present: Jeffrey Meyer, Benjamin Bishop (left meeting at 10:14 A.M.), Sue Clary, Teresa DePaul, Robert Dingman, Dana Hogan, Sierra Muisse (Arrived late), Krys Roberts

Board Members Absent: Cierra Colvin, Tammy DeLorme, Michael Gray, Samuel Hall, Susan Hughes

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

2. Minutes – (2/6/2023)

Motion to accept the minutes of the February 6, 2023, Board of Directors meeting made by Mr. Hogan, seconded by Mr. Dingman, unanimously approved, carried.

3. Committee Reports

- a. Policy Council** – Krys Roberts stated that they are working on setting up a fundraiser, consisting of a spaghetti dinner and basket raffle. She's hoping to have the fundraiser at the Hudson Falls Fire Department. Ms. Roberts stated that the last two giving boxes are almost completed, for Dix Avenue and Granville.
- b. Career and Family Services** – Nancy Warnock stated she, Jodi Dommaschk, and Teresa DePaul met on February 27, 2023. Ms. Warnock stated that they discussed the first quarter numbers for all programs, which have to be reported on, for CSBG. She stated that they are on target. Ms. Warnock stated that Kim Manney is the new Youth Employment counselor, and they are working on filling her old position. Ms. Warnock stated that youth program flyers are being sent out. Ms.

Warnock stated that they are working on the community garden. She stated that they are looking into raising the garden beds, hoping to keep out animals. Ms. Warnock also stated that we are looking for sponsors for the garden beds. Ms. Warnock stated that we are contacting schools to see if they are interested in career fairs.

- c. **Executive Committee** – Jeffrey Meyer stated that the Executive Committee met last week. He stated that the singular item was the annual review of the executive director. Mr. Meyer stated that the executive director learned a lot in the past year and is looking forward to the upcoming year. Mr. Meyer thanked Shelley Smith for all of her hard work and stated that we are happy to have her.
- d. **Fund Development Committee** - Shelley Smith stated that they are working with Outreach Development Coordinator, Zac LaPoint, on a gala, in October. Ms. Smith stated that it will be a masquerade event. She stated that they are looking for a location and are hoping for it to be in Washington County. Ms. Smith stated that they are also working on smaller events, such as a color run. Ms. Smith also stated that they are working on donor development.

Motion to approved Committee Reports made by Mr. Bishop, seconded by Ms. Clary, unanimously approved, carried.

- e. **Audit and Finance Committee** – Mr. Dingman stated that the committee met to review the 2023-2024 agency budget. The discussion focused on WIOA programming as well as the rising cost of living as compared to the fixed amount within the County transportation and food pantry agreements. Ms. Fagle spoke about the upcoming action item, regarding the contribution to the retirement plan.

Motion to approve the Audit and Finance Committee Report made by Mr. Hogan, seconded by Mr. Dingman, unanimously approved, carried.

4. Review and Approval of Directors' Reports

- a. **Career and Family Services**- Nancy Warnock stated that the highest numbers we had this past month were for emergency assistance, for fuel.

She stated that HEAP has come through with a third grant. Ms. Warnock also stated that we were awarded a \$7,700 grant, from Global Partners, for fuel only. Ms. Warnock stated that the food pantry is surging, and that transportation is gaining about eight people a month. Ms. Warnock also stated that we are doing more intense work with people on unemployment, coming in to meet with counselors.

- b. Finance** – Emily Fagle spoke about action items on the agenda, regarding the 2023-2024 Agency Budget, Cost Allocation Plan 2023-2024, Revision to the Fiscal Policy and Request for Authorization to Contribute to the Defined Benefit Pension Plan.

Action Items

i. 2023-2024 Agency Budget and Cost Allocation Plan:

Motion to approve the 2023-2024 Agency Budget and the Cost Allocation Plan made by Ms. DePaul, seconded by Mr. Dingman, unanimously approved, carried.

- ii. Revision to the Fiscal Policy – clarification around Board approval of contracts and/or expenses above and beyond the approved annual budget:** Motion to approve the policy change made by Mr. Dingman, seconded by Mr. Bishop, unanimously approved, carried.

- iii. Request for Authorization to Contribute to the Head Start Defined Benefit Pension Plan (DBPP):** Motion to authorize a contribution into the DBPP up to \$460,000 made by Mr. Dingman, seconded by Mr. Hogan, unanimously approved, carried.

- c. Head Start/Early Head Start** – Shannon Stockwell stated that we are on an official under enrollment plan. She stated that we will be assigned a training and technical assistant. Ms. Stockwell stated that the county replaced pipes at Dix Avenue, and that there will hopefully be only one more final lead test. Ms. Stockwell stated that she has a second meeting with Turning Leaf Counselling, regarding a mental health consultant. Ms. Stockwell stated that the home-base coordinator resigned. Ms. Stockwell stated that we are working hard to increase enrollment. Ms. Stockwell mentioned that the self-assessment is, March 20th.

- d. Human Resource** – Ms. Jarvis-Caro stated that there were no changes to her report. She mentioned an action item on the agenda, regarding a handbook update; “Dress for Your Day Policy”.

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

- e. Executive Director’s Report** – Shelley Smith stated that the Under-enrollment Plan is on the portal. Ms. Smith also stated that the next Board of Directors meeting will be in person, from 12:00 PM – 2:00 PM, April 10, 2023, in Training Room 2. Ms. Smith stated that Cassandra Allen and Patrick Dee are interested in filling the Public Sector BOD vacancies. Ms. Smith spoke about ACROS standards unmet – Risk Assessment, and Conflict of Interest Statements. Ms. Smith reminded BOD members to fill out their in-kind forms.

Motion to approve the Executive Director’s Report made by Mr. Dingman, seconded by Mr. Hogan, unanimously approved, carried.

5. Other Action Items

Handbook Update - Dress for Your Day Policy

Motion to approve the Handbook Update – Dress for Your Day Policy made by Mr. Hogan, seconded by Ms. Clary unanimously approved carried.

6. Risk Assessment Updates – Shelley Smith mentioned the following OBJ

Offering training for cyber safety

Facilities/Building Security for Volunteers and Board Members

Volunteers: job description, screening, security, handbook and orientation, termination process, whistle blower policy, exit interviews, Head Start appropriate/inappropriate touching,

HR screening process – if they can handle escalated issues.

Other topics Ms. Smith mentioned include the following:

Crisis management/Business Continuity Plan

Fundraising and Resource Development Plan
Implementing Risk Committee
Board of Directors Self-Assessment Process
Recruitment and Retention

- 7. HS/EHS Selection Criteria** – Jodie Dommaschk stated the following regarding eligibility points:
- Extra points for families that are homeless, and in foster care
 - Add active military families
 - Add children with one parent home (receive extra points)
 - Removing four-year-old points
 - Adding to three-year-old points
 - Families that didn't graduate/GED gain points, and history of domestic violence, as well.

Motion to approve the HS/EHS Selection Criteria made by Mr. Hogan, seconded by Ms. Clary, unanimously approve, carried.

8. Correspondence

1. Notice from OHS regarding Cost-of-Living Adjustment, and Quality Improvement Fund
2. Notice of Year-Four Base Funding Approval

Motion to adjourn at 10:15 A.M. made by Mr. Dingman, seconded by Mr. Hogan.

Respectfully Submitted,

Kimberly Manney