

**Board of Directors Meeting
Agenda
Monday, May 15th, 2017**

I. Call to Order

II. Roll Call

III. Approval of Agenda for May 15th, 2017

IV. Approval of Minutes from April 24th, 2017

V. Board Training-Strategic Planning

VI. Standing Agenda Items:

A. Reports:

1. Program
2. HR
3. Fiscal
4. Facilities

B. Fundraising

1. Gala Planning Committee

C. Communications from Funding Sources

D. Monitoring Reviews/Corrective Plans

1. Head Start Sandy Review Postponed to June, 2017

E. Grant Awards

F. Grant Applications

G. Legal Items

H. Policy Updates

1. FMLA Policy
2. Internal Transfer Policy

I. Resolutions

VII. Old Business:

- A. Complete Board Officer Elections
- B. Review Board Tri-Partite updated Representation/Documentation
- C. Tanesha Bevans, Program Specialist /Region II Head Start
 1. Visit to Somerset Program Wednesday, May 31st, 2017.
 2. Meet Board in Hoboken/ Wednesday, May 31st, 2017.

VIII. New Business:

- A. Financial and Accounting Policies and Procedures/Updates

IX. Events:

- Spring Fling Staff Celebration / Friday, May 19th, 2017 /Somerset / 7:30pm – 11:30pm
- NJ Head Start Association Conference/ Atlantic City /Harrah's Resort / Monday, May 22nd, 2017 – Thursday, May 25th, 2017

X. Adjournment

XI. Enclosures:

1. Minutes from April 24th, 2017 Meeting
2. Board Meeting Agenda for May 15th, 2017
3. Program/HR/Fiscal/Facilities Reports
4. Board Member Profile Grid
5. Board Officer Election Form
6. FMLA and Internal Transfer Policies
7. Financial and Accounting Policies and Procedures/Updates



Next Board Meeting: June 26th, 2017 @ 6:00p.m.

Board Meeting Minutes
May 15th, 2017

Board Members in Attendance: Florence Amato, Carey Brown, Susan Costomiris, Elizabeth Falco, Hovie Forman, Suzanne Hetman, Christiane B. Hoffman, Dr. Sara Kalambur, Kenneth O'Neill, Carmencita Pile, Frank Raia, Sharon Ramphir, George Schorr

Board Members Absent: Michael Cohen, Ray Narvaez, Jr.

Staff: Ora Welch, Simona Ovanezian Joselyn Estevez-Vargas, Jessica Palencia

- I. **Call to Order:** Frank Raia called the meeting to order at 6:15pm.
- II. **Roll Call** – A quorum was in attendance.
- III. **Approval of Agenda for May 15th, 2017:** The motion to approve the agenda was made by Hovie Forman and seconded by Florence Amato. The motion was passed unanimously.
- IV. **Approval of Minutes from April 24th, 2017:** The motion to approve the minutes was made by George Schorr, seconded by Kenneth O'Neill. The motion was passed unanimously.
- V. **Board Training**-Training on the Strategic Planning Process was done by Simona Ovanezian, VP/CFO
- VI. **Standing Agenda Items:**
 - A. **Reports:**
 1. **Program** – The April 2017 Community Programs and Early Childhood Program Data Report were presented to the Board. Enrollment for the Expectant Women remains low in Somerset, Plainfield and Jersey City. There are workshops and resources available for the families in the communities to increase the Enrollment process. Special Needs Enrollment goal is to reach 10% of children who identify/recognized as having a disability.
 2. **Fiscal** – Report was presented for all Agency Programs.
 3. **HR** – Dashboard/Report through April 30th, 2017. HOPES' total number of Full-time positions is 290. There are 27 Part Time positions and 23 non-substitute vacancies. There are 6 New Hires, 2 Separations. Total number of positions is 317.
 4. **Facilities:**
 - a. **Annex:** Renovations are ongoing /expected completion of the Glass Façade - July 2017.
 - b. **Somerset/Sites: Belmont / Hamilton:** Various projects are ongoing – Electrical Upgrade, Power washing, painting and sealing of windows, doors and repairing /remodeling of bathrooms.
 - B. **Fundraising:** HOPES'- 2017 date has been changed to: Thursday, October 26th, 2017. The Gala kick off meeting was held on Monday, May 15th, 2017 @ 12:00pm. Theme -1950's Era - "Rock around HOPES".
 - C. **Monitoring Reviews:** Head Start Sandy Grant Review was postponed to June – 2017.
 - D. **Communication from Funding Sources:** None to report.
 - E. **Grant Awards:** No new Grants
 - F. **Grant Applications:**
 1. Keeping Families Together / Supportive Services for the Homeless / \$645,000.
 - G. **Legal Items:** None to report.
 - H. **Policy Updates:** Board to Review and Approve of policies for:
 1. Review FMLA (Family Medical Leave Act) Policy – Each eligible employee may take up to 12 weeks of continuous or intermittent leave during a given 24-month period. The Motion to approve was made by George Schorr and seconded by Kenneth O'Neill. The motion passed unanimously.

2. Review Internal Transfer Policy - The hiring manager is to obtain feedback on work performance from the finalist's current supervisor *prior* to a formal offer with the internal candidate.

Roll Call Vote:

Carey Brown
Kenneth O'Neill
Christiane B. Hoffman
Elizabeth Falco
Dr. Sara Kalambur
George Schorr

Susan Costomiris
Suzanne Hetman
Florence Amato
Hovie Forman
Frank Raia

There was a Quorum and the motion was passed.

*Carmencita Pile and Sharon Ramphir opposed to the Internal Transfer Policy.

I. Resolution(s): None to report.

VII. Old Business:

- A. Complete Board Officer Elections 2017- Nominations of Board Members Officers are as follows:
 - Frank Raia - Board of Directors Chair
 - Dr. Sara Kalambur – Board of Directors Vice Chair
 - Kenneth O'Neill – Board of Directors Treasurer
 - Suzanne Hetman-Board of Directors Secretary
- B. Review Board Tri-Partite updated Representation/Documentation – The Board Members completed the BOD Profile Grid.
- C. Tanesha Bevans, Program Specialist /Region II Head Start
 - Visit to Somerset Program / Wednesday, May 31st, 2017.
 - Meet Board in Hoboken /Wednesday, May 31st, 2017/Frank, Ken and Suzanne will meet with Ms. Bevans @ 3:30pm.

VIII. New Business:

- A. **Financial and Accounting Policies and Procedures/Updates-**The revised Financial and Accounting Policies and Procedures were discussed with the Board, and specific items that were changed to comply with the OMB Circulars were discussed with the Board. Motion to approve was made by Carey Brown, and seconded by Ken O'Neill. Motion was passed unanimously.

IX. Events:

- Spring Fling Staff Celebration / Friday, May 19th, 2017 /Somerset / 7:30pm – 11:30pm
- NJ Head Start NJ Head Start Association Conference/ Atlantic City /Harrah's Resort / Monday, May 22nd, 2017 – Thursday, May 25th, 2017

- X. **Adjournment:** Frank Raia adjourned the meeting at 7:25 p.m. Motion was made by Dr. Sara and seconded by Carmencita Pile. The motion was passed unanimously.

XI. Enclosures:

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6. FMLA and Internal Transfer Policies
7. Financial and Accounting Policies and Procedures/Updates

Board Meeting: June 26th, 2017 at 6:00pm