

**Board of Directors
Meeting Agenda
Monday, July 23, 2018**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
- V. Board Training –Non-Federal Share**
- VI. Standing Agenda Items**
 - A. Reports**
 - 1. Programs
 - 2. HR
 - 3. Finance
 - 4. Facilities/Projects
 - 5. Grant Applications Submissions/Awards
 - B. Fundraising - None.**
 - C. Communications from Funding Sources/Monitoring Reviews – COLA – Pending Approval**
 - D. Legal Items – None.**
 - E. Resolutions – None.**
 - F. Policies – Accessing and Collecting Information, Data and PII Policies**
- VII. Old Business**
- VIII. New Business**
 - A. Agency/Program Self-Assessment**
 - B. Dedication of Playground at Armory**
 - C. Organizational Changes**
- IX. Events**
- X. Adjournment**
- XI. Enclosures:**
 - 1. Minutes from June 25, 2018 Meeting
 - 2. Board Meeting Agenda for July 23, 2018
 - 3. HR/Facilities/Fiscal/Programs/Grants Reports
 - 4. Accessing/Collecting Information/Data Management/PII Policies
 - 5. Agency/Program Self-Assessment Report
 - 6. Organizational Chart
 - 7. Program Calendars and Event Flyers (All Programs)

Board Meeting Minutes**July 23, 2018**

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

Board Members Absent: Michael Cohen, Carey Brown, Kenneth O'Neill, Tasha Mercado (PC Liaison)

Staff: Simona Ovanezian, Jessica Palencia, Yvrose Augustin, Joselyn Estevez-Vargas

I. Call to Order: Frank Raia called the meeting to order at 6:05pm.

II. Roll Call – A quorum was in attendance.

III. Approval of Agenda for July 23, 2018: The motion to approve the agenda was made by George Schorr and seconded by Florence Amato. The motion passed unanimously.

IV. Approval of Minutes from June 25, 2018: The motion to approve the minutes was made by George Schorr, seconded by Christiane Hoffman. Hovie Forman abstained.

V. Board Training – Susan Chaberski, Deputy Director of Finance, Montclair Child Development Center, *"Head Start Non-Federal Share"*

VI. Standing Agenda Items:

A. Reports:

1. **HR** –Report was presented to the Board.
2. **Facilities/Projects** - Report presented to the Board.
3. **Finance** – Financial Statements, Grant Reports, CC Expense Statements and Loan Statements were presented to the Board.
4. **Programs:** Reports presented to the Board.
5. **Grant Application/Awards:** Reports presented to the Board.

B. Fundraising: None.

C. Communication from Funding Sources: None.

D. Legal Items/Policy Updates: Policies on Accessing/Collecting Information, Data Management and PII (Personally Identifiable Information) were presented for Board approval. Motion was made by Christiane B. Hoffman, seconded by Hovie Forman. Motion was passed unanimously.

E. Resolution(s): None.

VII. Old Business:

A. Expiring Leases:

1. **St. Anne's** – Lease has been extended for one year. HOPES will continue to work on relationship to secure longer lease agreement next year.
2. **Watchung** – Landlord, Bill Homer sent over a proposal which HOPES did not agree to. Simona, Yvrose, and Frank will meet with Bill on Tuesday, July 31st in Plainfield.

VIII. New Business:

A. Agency/Program Self-Assessment- Agency/Program Self-Assessment Report was reviewed. Motion to approve was made by Sharon Ramphir, seconded by Suzanne Hetman.

Motion passed unanimously.

B. Dedication of Playground at Armory-Request was made by staff to have Armory playground to be named after Wayne Myers, former employee who passed away after many years of service in Head Start in Plainfield, and who was very active in the community. Motion was made by Carmecita Pile, seconded by Sharon Ramphir.

Motion passed unanimously.

C. Organizational Changes: Revised organizational chart was presented and four title changes were recommended to be reflective of current duties.

- Director, Early Childhood Programs will be Vice-President, Early Childhood Programs
- Director, Finance and Accounting will be Vice-President, Finance/CFO

- Director, Human Resources will be Vice-President, Human Resources/Development
- Education Manager will be Director, Education
- Would like to make changes before Preservice

Changes in Titles/Responsibilities: Hovie Forman made the motion, Carmencita Pile seconded, Elizabeth Falco abstained.

Motion passed.

IX. Events:

- Preservice Schedule: August 27 - September 5 – Board members invited to attend one of the opening day sessions:

Hoboken – Rue, Gym

Plainfield – Plainfield High School, School cafeteria

Somerset – Belmont, Multipurpose Room

- **NHSA 2018 Fall Leadership Institute: Arlington, Virginia, October 8-11th**

X. Adjournment: Frank Raia adjourned the meeting at 7:47 PM The motion was made by George Schorr and seconded by Florence Amato. The motion passed unanimously.

XI. Enclosures:

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XII. Next Board Meeting: Monday, September 24, 2018, 6:00 PM