

Board of Directors
Meeting Agenda
Monday, June 25th, 2018

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
- V. Standing Agenda Items**
 - A. Reports**
 - 1. HR
 - 2. Facilities/Projects
 - 3. Finance
 - 4. Programs
 - 5. Grant Applications Submissions/Awards
 - B. Fundraising** - None.
 - C. Communications from Funding Sources/Monitoring Reviews**
 - 1. Head Start Federal Review - Focus Area 2 and CLASS
 - D. Legal Items/Policy Updates** – Agency Pension Plan.
 - E. Resolutions-**
 - 1. COLA Hoboken/Plainfield
 - 2. COLA Somerset
- VI. Old Business**
 - A. Update on Status of Expiring Leases
 - B. Review/Update Tripartite Structure
- VII. New Business**
 - A. Annual Report
 - B. Board Development Planning
- VIII. Events** - None
- IX. Adjournment**
- X. Enclosures:**
 - 1. Minutes from April 23, 2018 Meeting
 - 2. Board Meeting Agenda for June 26, 2018
 - 3. HR/Facilities/Fiscal/Programs/Grants Reports
 - 4. Program Calendars and Event Flyers (All Programs)
 - 5. Annual Report

Board Meeting Minutes

June 25, 2018

Board Members in Attendance: Christiane B. Hoffman, Dr. Sara Kalambur, Kenneth O'Neill, Frank Raia, George Schorr, Carey Brown

Board Members Absent: Michael Cohen, Carmencita Pile, Sharon Ramphir, Suzanne Hetman, Hovie Forman, Susan Costomiris, Florence Amato, Elizabeth Falco

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 June 25, 2018: The motion to approve the agenda was made by George Schorr and seconded by Ken O'Neill. The motion passed unanimously.

IV. Approval of Minutes from April 23, 2018: The motion to approve the minutes was made by George Schorr, seconded by Ken O'Neill. The motion passed unanimously.

V. Standing Agenda Items:

A. Reports

1. **HR** –Report/Dashboard 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:**

a) **ECP** - Reports presented to the Board.

b) **CP** - Report presented to the Board.

5. **Grant Application/Awards:** CDBG solicited HOPES participation in a resilience program to help people in need.

A. Fundraising: **None.**

B. Communication from Funding Sources: Head Start Federal Review - Focus Area 2 and CLASS will monitor Finance and 50% of ECP classes.

C. Legal Items/Policy Updates: New Pension Plan for staff effective July 1, 2018.

D. Resolution(s):

COLA – Two resolutions were presented.

6. Hoboken/Plainfield - Carey Brown made the motion to approve, George Schorr seconded.

7. Somerset - Carey Brown made the motion to approve, George Schorr seconded.

VI. Old Business:

Expiring Leases:

1. **St. Anne's** – Fr. Remo will extend lease for another year at a 5-8% increase

2. **Watchung** – HOPES is looking for another location as backup. Landlord, Bill Homer will extend lease on a month to month basis. Lease is due to expire on August 31, 2018.

Tripartite Structure:

3. All letters have been submitted on behalf of government representatives

4. HOPES will proactively recruit a representative for Somerset beginning in September.

VII. New Business:

1. **Annual Report**-Board reviewed and approved final copy of the Annual Report.

2. **Upcoming Board Member Trainings-** Susan Chaberski of Montclair Child Development Center Institute will host a training on July 23, 2018 regarding nonfederal shares and board participation. Channell Wilkins of Ocean Inc. will provide training and strategies to the board and possibly policy council.

VIII. Events:

- Frank's 17th Annual 50th Birthday Bash

IX. Adjournment: Frank Raia adjourned the meeting at 7:07 PM The motion was made by Ken O'Neill and seconded by George Schorr. The motion passed unanimously.

X. Enclosures:

1. Minutes from April 23, 2018 Meeting
2. Board Meeting Agenda for June 26, 2018
3. HR/Facilities/Fiscal/Programs/Grants Reports
4. Program Calendars and Event Flyers (All Programs)
5. Annual Report

XI. Next Board Meeting: Monday, July 23, 2018, 6:00 PM