

Board of Directors Meeting

Agenda

January 30th, 2017 (Postponed from January 23rd, 2017 – Due to Inclement Weather)

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda for January 30th, 2017**
- IV. Approval of Minutes from November 28th, 2016 meeting**
- V. Standing Agenda Items:**
 - A. Reports:**
 1. Program
 2. Fiscal
 3. HR
 4. Facilities
 - B. Fundraising**
 - C. Monitoring Reviews/Corrective Plans**
 - D. Communications from Funding Sources**
 - E. Grant Applications/Grant Awards**
 - F. Legal Items**
 - G. Policy Updates**
 1. Impasse Procedure Policy
 - H. Resolutions:**
 1. Hoboken/Plainfield HS/EHS Start-Up Budget Modification
 2. Hoboken/Plainfield HS/EHS Operational Budget Modification
 3. Somerset HS/EHS Start-Up Budget Modification
 4. Somerset In-Kind Waiver Submission for HS/EHS
 5. Somerset HS/EHS Operational Budget Modification
 6. Somerset HS/EHS Equipment Purchase
 7. Hoboken/Plainfield HS/EHS Equipment Purchase
 8. Somerset HS/EHS Funding Application
- VI. Old Business:**
 - A. CSBG Organizational Standards – Calendar of Board Actions
- VII. New Business:**
 - A. Audit Report and IRS 990– Frank Glien, CPA
 - B. President/CEO Annual Evaluation
 - C. Board Participation – Policy Council Meetings
 - D. Board Self-Assessment
- VIII. Event Announcements**
- IX. Adjournment**
- X. Enclosures:**
 1. Minutes from November 28th, 2016 Meeting
 2. Board Meeting Agenda for January 23rd, 2017
 3. Program/Fiscal/HR/Facilities Reports
 4. February Calendars for Hoboken/Plainfield/Somerset
 5. Impasse Procedure Policy
 6. Independent Financial Audit Report

7. CSBG Organizational Standards / Calendar of Board Actions
8. President /CEO's Annual Evaluation
9. Policy Council Meeting Dates – FY 16/17

XI. **Next Board Meeting: February 27th, 2016 @ 6:00p.m.**

Board Meeting Minutes
January 30th, 2017

Board Members in Attendance: Florence Amato, Carey Brown, , Michael Cohen, Susan Costomiris, Elizabeth Falco, Suzanne Hetman, Christiane Hoffman, Dr. Sara Kalambur, Kenneth O'Neill, Frank Raia, George Schorr

Board Members Absent: Brionna Castillo, Hovie Foreman, Carmencita Pile, Michelle Russo, Sharon Ramphir, 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 6:03pm.
- II. Roll Call –** A quorum was in attendance.
- III. Approval of Agenda for January 30th, 2017:** The motion to approve the agenda was made by Suzanne Hetman and seconded by George Schorr. The motion was passed unanimously.
- IV. Approval of Minutes from November 28th, 2016:** The motion to approve the minutes was made by Dr. Sara Kalambur, seconded by George Schorr and Frank Raia abstained. The motion was passed.
- V. Standing Agenda Items:**
 - A. Reports:**
 1. **Program** – The 2016-17 Community Programs and Early Childhood Program Report was presented to the Board which included projected numbers to be served and to achieve outcomes by the grant's year-end. Community Programs will also provide services in Somerset.
 2. **Fiscal** – Report was presented for all Agency Programs.
 3. **HR** – HOPES' total number of Full-time positions is 294. There are 37 Part Time positions and 55 vacancies due to programs that have not started. Total number of positions is 331. Somerset is still in the process of hiring.
 4. **Facilities:**
 5. **Annex:** Renovations are ongoing, expected completion – March 2017.
 - B. Fundraising:** None to report.
 - C. Monitoring Reviews:** None to report.
 - D. Communication from Funding Sources:** None to report.
 - E. Grant Applications:** None to report.
 - F. Legal Items:** None to report.
 - G. Policy Updates:**
 1. **Impasse Procedure Policy (Head Start Program Performance Standards - 1301.6).**
-Motion to approve was made by Michael Cohen and seconded by George Schorr, policy unanimously approved.
 - H. Resolution(s):** Board acknowledgement of receipt /approval of:
 1. Head Start/ Early Head Start FY 16-17/ Hoboken/Plainfield, New Jersey Start-Up Budget Modification
 2. Head Start/Early Head Start FY 16-17/ Hoboken/Plainfield, New Jersey Operating Budget Modification
 3. Head Start/ Early Head Start FY 16-17/ Somerset Start-Up Budget Modification
 4. Head Start/ Early Head Start FY 16-17/ Administration for Children and Families in Somerset County for In-Kind Waiver in the amount of \$639,568.
 5. Head Start / Early Head Start FY 16-17/ Somerset Operational Budget Modification

6. Head Start/ Early Head Start FY 18/ Hoboken Plainfield, New Jersey Equipment Purchase
7. Head Start/ Early Head Start FY 17-18/ Somerset Equipment Purchase
8. Head Start/ Early Head Start FY 17-18 / Administration for Children and Families in Somerset County for Funding for 112 Pre-K, 92 Infant and 20 Expecting Women in the amount of \$3,012,011.

Roll Call Vote:

Florence Amato
Elizabeth Falco
Christiane Hoffman
Michael Cohen
Frank Raia
Dr. Sara Kalambur

Susan Costomiris
Carey Brown
George Schorr
Kenneth O'Neill
Suzanne Hetman

Resolutions were approved.

VI. Old Business:

- A. The CSBG Organizational Standards / Calendar of Board Actions were submitted to the Board for review.

VII. New Business:

- A. HOPES Audit Report: The Audit Report was submitted to the Board for review by the auditor Frank Glien. There were no findings reported.
- B. President/CEO Evaluation: Annual Evaluation Form was distributed to the Board for completion. Due date for returning completed Evaluations - Monday, February 6th, 2017.
- C. Policy Council Meetings: Board members will take turns participating in the Policy Council meetings each month at Rue, Watchung and Belmont (connected via video conferencing). Meetings will be on the third Tuesday of every month, except in August at 5:30pm.

VIII. Events:

- VITA Programs Tax Services will provide services in: Hoboken/ West New York/Jersey City / Plainfield / Somerset.

IX. Adjournment: Frank Raia adjourned the meeting at 7:32p.m. Motion was made by Kenneth O'Neill and seconded by Carey Brown. The motion was passed unanimously.

X. Enclosures:

1. Minutes from November 28th, 2016 Meeting
2. Board Meeting Agenda for January 23rd, 2017
3. Program/Fiscal/HR/Facilities Reports
4. February Calendars for Hoboken/Plainfield/Somerset
5. Impasse Procedure Policy
6. Independent Financial Audit Report
7. CSBG Organizational Standards / Calendar of Board Actions
8. President /CEO's Annual Evaluation
9. Policy Council Meeting Dates – FY 16/17

Board Meeting: Monday, February 27th, 2017 at 6:00pm

**Board of Directors Meeting
Agenda
February 27th, 2017**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda for February 27th, 2017**
- IV. Approval of Minutes from January 30th, 2017 meeting**
- V. Board Training: Eligibility Training Requirements for HS/EHS – Lori Reisz**
- VI. Standing Agenda Items:**
 - A. Reports:**
 - 1. Program
 - 2. Fiscal
 - 3. HR
 - 4. Facilities
 - B. Fundraising**
 - C. Monitoring Reviews/Corrective Plans**
 - D. Communications from Funding Sources**
 - E. Grant Applications/Grant Awards**
 - F. Legal Items**
 - G. Policy Updates**
 - 1. ERSEA (Eligibility, Recruitment, Selection, Enrollment and Attendance Policies)
 - H. Resolutions**
 - 1. HS Application for slot conversion in Somerset
 - 2. Dedication of Infant/Toddler Wing at Rue
- VII. Old Business:**
 - A. President/CEO Evaluation
- VIII. New Business:**
 - A. Participation in Grow New Jersey Kids
 - B. Overview of New Head Start Program Performance Standards
- IX. Events:**
 - NJHSA (New Jersey Head Start Association) Annual Development Conference
- X. Adjournment**
- XI. Enclosures:**
 - 1. Minutes from January 23rd, 2017 meeting
 - 2. Board Meeting Agenda for February 27th, 2017
 - 3. Program/Fiscal/HR/Facilities Reports
 - 4. March Calendars for Hoboken / Plainfield / Somerset
 - 5. ERSEA Policy and Procedures
 - 6. Head Start Performance Standards

Next Board Meeting: March 27th, 2017 @ 6:00p.m.

Board Meeting Minutes February 27th, 2017

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

Board Members Absent: Carey Brown.

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

- I. Call to Order:** Frank Raia called the meeting to order at 6:09pm.
- II. Roll Call** – A quorum was in attendance.
- III. Approval of Agenda for February 27th, 2017:** The motion to approve the agenda was made by Ray Narvaez, Jr. and seconded by Kenneth O'Neill. The motion was passed unanimously.
- IV. Approval of Minutes from January 30th, 2017:** The motion to approve the minutes was made by George Schorr, seconded by Florence Amato. The motion was passed unanimously.
- V. Board Training:** HS/EHS Eligibility Requirements Training: The training was presented to the Board by Lori Reisz, PFCE Manager. It was an overview of the best practices and all of the program performance standards that are required to operate Head Start and Early Head Start programs.
- VI. Standing Agenda Items:**
 - A. Reports:**
 1. **Program** – The 2016-17 Community Programs and Early Childhood Program Report was presented to the Board which included projected numbers to be served and to achieve outcomes by the grant's year-end. Early Childhood Program (ECP) – Special Needs Enrollment in Hoboken and Plainfield have exceeded their goal of 10%. They have 12.75% of children who identify/ recognized as having a disability. EHS attendance is low /children are sick due to inclement weather.
 2. **Fiscal** – Report was presented for all Agency Programs.
 3. **HR** – Dashboard/Report through January 31st (Format Change). HOPES' total number of Full-time positions is 279. There are 26 Part Time positions and 26 non-substitute vacancies. There are 13 New Hires, 6 Separations/5 are voluntary and 1 involuntary. Total number of positions is 305.
 4. **Facilities:**
 - a. **Annex:** Renovations are ongoing.
 - B. Fundraising:** None to report.
 - C. Monitoring Reviews:** None to report.
 - D. Communication from Funding Sources:** None to report.
 - E. Grant Applications:** None to report.
 - F. Legal Items:** None to report.
 - G. Policy Updates:** Board to Review and Approve – HS/EHS ERSEA (Eligibility, Recruitment, Selection, Enrollment and Attendance) Policy/Procedures. (*Approval of policies will be tabled until next month*).
 - H. Resolution(s):** Board acknowledge approval of:
 1. Head Start / Early Head Start / Slot conversion in Somerset
 2. Plaque in recognition of Michelle Russo / Service for Infants

Motion was made by Kenneth O'Neill and seconded by Michael Cohen.

Roll Call Vote:

Florence Amato

Susan Costomiris

Elizabeth Falco
Christiane Hoffman
Michael Cohen
Frank Raia
Dr. Sara Kalambur
Carmencita Pile

Ray Narvaez, Jr.
George Schorr
Kenneth O'Neill
Suzanne Hetman
Hovie Forman
Sharon Ramphir

Resolutions were approved.

VII. Old Business:

- A. Review President/CEO Evaluation, additional completed Evaluation Forms to be submitted by next month.

VIII. New Business:

- A. **Participation in Grow New Jersey Kids (State Quality Improvement Rating System)**
B. **Overview of New Head Start Program Performance Standards**

IX. Events:

- NJHSA(New Jersey Head Start Association) / Annual Development Conference – Atlantic City / Monday, May 22nd – Friday, May 26th, 2017

X. Adjournment: Frank Raia adjourned the meeting at 7:36p.m. Motion was made by Ray Narvaez, Jr. and seconded by Kenneth O'Neill. The motion was passed unanimously.

XI. Enclosures:

1. Minutes from January 23rd, 2017 Meeting
2. Board Meeting Agenda for February 27th, 2017
3. Program/Fiscal/HR/Facilities Reports
4. March Calendars for Hoboken/Plainfield/Somerset
5. ERSEA Policy and Procedures
6. Head Start Performance Standards

Board Meeting: Monday, March 27th, 2017 at 6:00pm

Board of Directors Meeting

Agenda

April 3rd, 2017 (Postponed from March 27th, 2017)

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda for April 3rd, 2017**
- IV. Approval of Minutes from February 27th, 2017 meeting**
- V. Standing Agenda Items:**
 - A. Reports:**
 - 1. Program
 - 2. HR
 - 3. Fiscal
 - 4. Facilities
 - B. Fundraising**
 - C. Communications from Funding Sources**
 - D. Monitoring Reviews/Corrective Plans**
 - E. Grant Applications/Grant Awards**
 - F. Legal Items**
 - G. Policy Updates**
 - H. Resolutions**
 - 1. NJ OFBI Application-Plainfield
- VI. Old Business:**
 - A. Board Officer Elections
 - B. President/CEO Evaluation
- VII. New Business:**
 - A. Approval of Independent Auditor Engagement letter
 - B. Agency Budget 2017/2018
 - C. Change in Board By-Laws-Board
 - D. Review Board Tri-Partite Structure
- VIII. Events:**
- IX. Adjournment**
- X. Enclosures:**
 - 1. Minutes from February 27th, 2017 Meeting
 - 2. Board Meeting Agenda for April 3rd, 2017
 - 3. Program/Fiscal/HR/Facilities Reports
 - 4. April Calendars for Hoboken/Plainfield/Somerset
 - 5. Engagement letter/Auditor/Frank Glien
 - 6. Agency Budget 2017//2018
 - 7. OFBI Resolution
 - 8. Board Matrix
 - 9. Community Newsletter
 - 10. Staff Newsletter
 - 11. Board By-Laws/ Elections/Vacancies

Next Board Meeting: April 24th, 2017 @ 6:00p.m.

Board Meeting Minutes April 3rd, 2017

Board Members in Attendance: Michael Cohen, Susan Costomiris, Elizabeth Falco, Hovie Forman, Suzanne Hetman, Christiane B. Hoffman, Dr. Sara Kalambur, Kenneth O'Neill, Carmencita Pile, Frank Raia, George Schorr

Board Members Absent: Florence Amato, Carey Brown, Ray Narvaez, Jr., Sharon Ramphir

Staff: Ora Welch and Simona Ovanezian

- I. **Call to Order:** Frank Raia called the meeting to order at 6:17pm.
- II. **Roll Call** – A quorum was in attendance.
- III. **Approval of Agenda for April 3rd, 2017:** The motion to approve the agenda was made by Elizabeth Falco and seconded by Susan Hetman. The motion was passed unanimously.
- IV. **Approval of Minutes from February 27th, 2017:** The motion to approve the minutes was made by Kenneth O'Neill, seconded by Hovie Forman. The motion was passed unanimously.
- V. **Standing Agenda Items:**
 - A. **Reports**
 1. **Program** – The February 2017 Community Programs and Early Childhood Program Report were presented to the Board which included projected numbers to be served and to achieve outcomes by the grant's year-end.
 2. **Fiscal** – Report was presented for all Agency Programs.
 3. **HR** – Dashboard/Report through February 28th, 2017. HOPES' total number of Full-time positions is 291. There are 27 Part Time positions and 25 non-substitute vacancies. There are 7 New Hires, 3 Separations. Total number of positions is 318.
 4. **Facilities:**
 - a. **Annex:** Renovations are ongoing /Sheetrock is in place / Expected completion – Spring/early summer.
 - b. **St. Ann Catholic Church:** Father Remo DiSalvatore, OFM Cap., has decided to extend HOPES lease for another year.
 - B. **Fundraising:** HOPES to begin with Save the Date announcements for the 2017 Gala.
 - C. **Monitoring Reviews:** Sandy Grant Monitoring Review from: April 26th – 28th, 2017
 - D. **Communication from Funding Sources:** None to report.
 - E. **Grant Awards:**
 1. 2017/2018 CDBG Grant (*Preliminary*) Renewal (Plainfield)
\$22,000/Bilingual Day Care Center
 2. 2017/2018 Horizon Grant Renewal (Hoboken/Plainfield/Somerset)
\$20,000/On the Road Health Benefit Enrollment
 3. 2017/2018 Head Start/Early Head Start Grants Renewals (Hoboken/Plainfield)
\$2,998,935 (50% of full year \$5,997,869)
 4. 2017/2018 Head Start/Early Head Start Grants Renewals (Somerset)
\$1,506,006 (50% of full year \$2,983,682)
 5. 2016/2017 Budget Modification (Hoboken/Plainfield and Somerset)
 - Grant Applications:**
 1. 2017/2018 CDBG (Hoboken)
\$ 200,000/Rue Windows Repairs
 2. 2017/2018 CHIP (All Cities)
\$ 178,413/Child Health Benefits Enrollment
 - F. **Legal Items:** None to report.
 - G. **Policy Updates:** None to report.

H. **Resolution(s):** Board acknowledge approval of:

I. OFBI Application (Plainfield) /**\$25,000**/College Readiness for High School Youths.

Motion was made by Michael Cohen and seconded by Hovie Forman

Roll Call Vote:

Hovie Forman	Susan Costomiris
Elizabeth Falco	Carmencita Pile
Christiane Hoffman	George Schorr
Michael Cohen	Kenneth O'Neill
Frank Raia	Suzanne Hetman
Dr. Sara Kalambur	

Resolution was approved.

VI. Old Business:

A. Board Officer Elections

B. Analyze President/CEO Evaluation (*Tabled until next month*)

VII. New Business:

A. **Approval of Independent Auditor Engagement letter/ Frank Glien/FY16-17.**

Motion was made by Hovie Forman and seconded by Carmencita Pile.

Motion unanimously passed.

B. **Agency Budget 2017/2018**-Budget was presented and reviewed with Board. Motion to approve was made by Ken O'Neill, seconded by George Schorr. Motion was unanimously passed.

C. **Change in Board By-Laws-Board size proposed temporary change from 18 to 15 Members.**

Motion was made by Hovie Forman and seconded by Kenneth O'Neill

Roll Call Vote:

Hovie Forman	Susan Costomiris
Elizabeth Falco	Carmencita Pile
Christiane Hoffman	George Schorr
Michael Cohen	Kenneth O'Neill
Frank Raia	Suzanne Hetman
Dr. Sara Kalambur	

Motion unanimously passed.

D. **Review Board Tri-Partite Structure/Updated Letters of Representation (*Tabled until next month*)**

VIII. Events:

X. **Adjournment:** Frank Raia adjourned the meeting at 7:43 p.m. Motion was made by Michael Cohen and seconded by Dr. Sara. The motion was passed unanimously.

XI. Enclosures:

1. Minutes from February 27th, 2017 Meeting
2. Board Meeting Agenda for April 3rd, 2017
3. Program/Fiscal/HR/Facilities Reports
4. April Calendars for Hoboken/Plainfield/Somerset
5. Engagement letter/Auditor/Frank Glien
6. Agency Budget 2017/2018
7. OFBI Resolution

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8. Board Matrix
9. Community Newsletter
10. Staff Newsletter
11. Board By-Laws/ Elections/Vacancies

Board Meeting: Monday, April 24th, 2017 at 6:00pm

**Board of Directors Meeting
Agenda
Monday, April 24th, 2017**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda for April 24th, 2017**
- IV. Approval of Minutes from April 3rd, 2017 meeting**
- V. Standing Agenda Items:**
 - A. Reports:**
 - 1. Program
 - 2. HR
 - 3. Fiscal
 - 4. Facilities
 - B. Fundraising**
 - C. Communications from Funding Sources**
 - D. Monitoring Reviews/Corrective Plans**
 - E. Grant Awards**
 - F. Grant Applications**
 - G. Legal Items**
 - H. Policy Updates**
 - I. Resolutions**
 - 1. Review/Approve of Somerset Conversion Grant Application
- VI. Old Business:**
 - A. Finalize President/CEO Evaluation
 - B. Review and approve President/CEO Compensation Plan
 - C. Review Board Tri-Partite Structure/Update Letters of Representation
 - D. Board Officer Elections
- VII. New Business:**
 - A. Review Board Attendance
 - B. Visit from Region II Program Specialist in Somerset
 - C. Change of BOD Meeting – from May 22nd, 2017 to May 15th, 2017
- VIII. Events:**
 - HOPES Plainfield Head Start 7th Annual Children Art Auction / April 26th, 2017 / 7-9 Watchung Avenue, 2nd Floor / 5:45pm
 - NJ Head Start Association Conference/ Atlantic City – Harrah's Resort / Monday, May 22nd, 2017 – Thursday, May 25th, 2017
- IX. Adjournment**
- X. Enclosures:**
 - 1. Minutes from April 3rd, 2017 Meeting (For March-2017)
 - 2. Board Meeting Agenda for April 24th, 2017
 - 3. Program/Fiscal/HR/Facilities Reports
 - 4. May Calendars for Hoboken/Plainfield/Somerset
 - 5. President/CEO Evaluation Summary
 - 6. Current Board Matrix
 - 7. Board Candidate/Officer Nomination Sheet
 - 8. BOD Attendance Sheet

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Next Board Meeting: May 22nd, 2017 @ 6:00p.m. (Change date of next BOD Meeting to suggested date of Monday, May 15th, 2017)

Board Meeting Minutes April 24th, 2017

Board Members in Attendance: Florence Amato, Carey Brown, Ray Narvaez, Jr. Michael Cohen, 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: None

Staff: Ora Welch, Joselyn Estevez-Vargas, Simona Ovanezian (via-phone)

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 April 24th, 2017: The motion to approve the agenda was made by Ray Narvaez, Jr. and seconded by George Schorr. The motion was passed unanimously.

IV. Approval of Minutes from April 3rd, 2017: The motion to approve the minutes was made by Hovie Forman, seconded by Kenneth O'Neill. The motion was passed unanimously.

V. Standing Agenda Items:

A. Reports:

1. **Program** – The March 2017 Community Programs and Early Childhood Program Data Report were presented to the Board. Enrollment for the Expectant Women is 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 March 31st, 2017. HOPES' total number of Full-time positions is 290. There are 25 Part Time positions and 28 non-substitute vacancies. There are 6 New Hires, 8 Separations. Total number of positions is 315.

4. **Facilities:**

a. **Annex:** Renovations are ongoing /Electrical Inspections are in place /Expected completion – Spring/early summer.

b. **Somerset/Sites: Belmont / Hamilton:** Various projects are ongoing – Electrical Upgrade, Power washing, painting and sealing of windows and doors.

B. **Fundraising:** HOPES'- 2017 Gala will be held in October, the 3rd Thursday of the month - October 19th, 2017.

C. **Monitoring Reviews:** Head Start Sandy Grant Review was postponed to the last week in June – 2017.

D. **Communication from Funding Sources:** None to report.

E. **Grant Awards:**

1. CHIP (Children's Health Enrollment Program) Grant / Awarded for all Communities / Total amount - \$178,000

2. Party with a Purpose / Hoboken Youth / Awarded amount - \$2,500

3. Hoboken Family Alliance / Family Game Night / Hoboken / Awarded Amount - \$1,400

4. Horizon Health Literacy / Awarded for all Communities/Total amount - \$20,000

F. **Grant Applications:**

1. AETNA / Senior Creative Wellness – for all Communities / \$178,000

2. Horizon / Health Literacy – for all Communities/ \$20,000

G. **Legal Items:** None to report.

H. **Policy Updates:** None to report.

I. **Resolution(s):** Board acknowledge approval of:

1. Somerset Slot Conversion Grant Application

Motion was made by Michael Cohen and seconded by Sharon Ramphir

Roll Call Vote:

Hovie Forman	Susan Costomiris
Elizabeth Falco	Carmencita Pile
Christiane Hoffman	George Schorr
Michael Cohen	Kenneth O'Neill
Frank Raia	Florence Amato
Dr. Sara Kalambur	Sharon Ramphir
Suzanne Hetman	Ray Narvaez, Jr.
Carey Brown	

Resolution was approved.

VI. Old Business:

- A. Final President/CEO Annual Evaluation – overall average 9.00 out of scale of 10.00.
- B. President/CEO Compensation Plan was reviewed and approved.
- C. Review of the Board Tri-Partite Structure-Update Representatives / (*Tabled until next month*)
- D. Board Officer Nominations Elections (*Tabled until next month*)

VII. New Business:

- A. 2016/17 - Board Attendance Sheet
- B. Tanesha Bevans, Program Specialist/ Region II Head Start will be visiting the Somerset Program on Wednesday, May 31st, 2017. A few of the Board member will be available to meet with Ms. Bevans. Joselyn to provide available time slot(s) for Ms. Bevans to visit the Hoboken Site.
- C. The Board agreed to change the next BOD Meeting from May 22nd, 2017 to May 15th, 2017, due to the NJ Head Start Association Conference in Atlantic City / Harrah's Resort/ Monday May 22nd, 2017 – Thursday, May 25th, 2017.

VIII. Events:

- HOPES Plainfield Head Start 7th Annual Children Art Auction / April 26th, 2017 / 7-9 Watchung Avenue, 2nd Floor / 5:45pm
- NJ Head Start Association Conference/ Atlantic City – Harrah's Resort / Monday, May 22nd, 2017 – Thursday, May 25th, 2017

Adjournment: Frank Raia adjourned the meeting at 7:25 p.m. Motion was made by Michael Cohen and seconded by Hovie Forman. The motion was passed unanimously.

X. Enclosures:

1. Minutes from April 3rd, 2017 Meeting (For March-2017)
2. Board Meeting Agenda for April 24th, 2017
3. Program/Fiscal/HR/Facilities Reports
4. May Calendars for Hoboken/Plainfield/Somerset
5. President/CEO Evaluation Summary
6. Current Board Matrix
7. Board Candidate/Officer Nomination Sheet
8. BOD Attendance Sheet



Board Meeting: Monday, May 15th, 2017 at 6:00pm (Due to NJ Head Start Association Conference in Atlantic City from May 22nd, 2017 – May 25th, 2017.

**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:

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

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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

**Board of Directors Meeting
Agenda
Monday, June 26th, 2017**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda for June 26th, 2017**
- IV. Approval of Minutes from May 15th, 2017**
- V. Standing Agenda Items:**
 - A. Reports:**
 - 1. Program
 - 2. HR
 - 3. Fiscal
 - 4. Facilities
 - B. Fundraising**
 - 1. 4th Annual Fundraiser Planning – Thursday, October 26th, 2017
 - C. Communications from Funding Sources**
 - D. Monitoring Reviews/Corrective Plans**
 - 1. Head Start Sandy Review Postponed to July 10-11th, 2017
 - E. Grant Awards**
 - F. Grant Applications**
 - G. Legal Items**
 - H. Policy Updates**
 - I. Resolutions**
 - 1. 2017/2018 HS COLA Somerset
 - 2. 2017/2018 HS COLA Hoboken/Plainfield
 - 3. 2017/2018 HS Somerset Slot Conversion Application
- VI. Old Business:**
 - A. Overview of NJ Head Start Assoc. Conf./May 22nd – 25th, 2017/Atlantic City/ Harrah's Resort
 - B. Overview of meeting with Tanesha Bevans, Program Specialist/Region II Head Start/Friday, June 16th, 2017
- VII. New Business:**
 - A. Under-enrollment Plan Development with T/TA Specialist – Expectant Women Program Option
 - B. Annual Report
 - C. HOPES CAP, Inc. Succession Plan
- VIII. Events:**
 - A. Invite Board Members to participate in the 4th of July Parade in Plainfield, NJ
- IX. Adjournment**
- X. Enclosures:**
 - 1. Minutes from May 15th, 2017 Meeting
 - 2. Board Meeting Agenda for June 26th, 2017
 - 3. Program/HR/Fiscal/Facilities Reports
 - 4. Resolution-2017/2018 HS COLA – Hoboken/Plainfield/Somerset
 - 5. Resolution-2017/2018 HS Slot Conversion Application
 - 6. HOPES CAP, Inc. Annual Report
 - 7. HOPES CAP, Inc. Succession Plan
 - 8. Minutes from Meeting with Tanesha Bevans from Region II – June 16th, 2017
 - 9. July Calendars for Hoboken/Plainfield/Somerset

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10. Announcement of Region II Head Start Association Conference / Caribe Hilton, San Juan, Puerto Rico

Next Board Meeting: July 24th, 2017 @ 6:00p.m.

Board Meeting Minutes

June 26th, 2017

Board Members in Attendance: Florence Amato, Carey Brown, Ray Narvaez Jr, Michael Cohen, Elizabeth Falco, Hovie Forman, Suzanne Hetman, Christiane B. Hoffman, Dr. Sara Kalambur, Kenneth O'Neill, Frank Raia, George Schorr, Charlene Green, Sharon Ramphir

Board Members Absent: Susan Costomiris, Carmencita Pile

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

- I. **Call to Order:** Frank Raia called the meeting to order at 6:10pm.
- II. **Roll Call** – A quorum was in attendance.
- III. **Approval of Agenda for June 26th, 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 May 15th, 2017:** The motion to approve the minutes was made by Kenneth O'Neill, seconded by Hovie Forman. The motion was passed unanimously.
- V. **Standing Agenda Items:**
 - A. **Reports:**
 1. **Program** – The May 2017 Community Programs and Early Childhood Program Report were presented to the Board. Enrollment for the Expectant Women remains low in Somerset, Plainfield and Jersey City.
 2. **Fiscal** – Report was presented for all Agency Programs.
 3. **HR** – Dashboard/Report through May 31st, 2017. HOPES' total number of Full-time positions is 287. There are 29 Part Time positions and 29 non-substitute vacancies. There are 5 New Hires, 5 Separations. Total number of positions is 316.
 4. **Facilities:**
 - a. **Annex:** Renovations are ongoing /Delay with glass façade / Frames to be installed /Ribbon Cutting Ceremony is on Wednesday, September 6th, 2017.
 - B. **Fundraising:** HOPES' 4th Annual Fundraiser Save the Date announcements were distributed to the Board. Each Board Member is to sell 10 tickets for the Fundraiser.
 - C. **Monitoring Reviews:** Head Start Review Sandy Grant Monitoring Review from: July 10th – 11th, 2017 / CSBG Organizational Standard Monitoring Review to begin in July.
 - D. **Communication from Funding Sources:** None to report.
 - E. **Grant Awards:** None to report
 - F. **Grant Applications:** None to report
 - G. **Legal Items:** None to report.
 - H. **Policy Updates:** None to report.
 - I. **Resolution(s):** Board acknowledge approval of:
 1. Head Start Grant for Somerset/COLA increase for 2017/2018 Administration for Children and Families in the amount of \$29,837.
Motion was made by Michael Cohen and seconded by Ray Narvaez, Jr.
 2. Head Start Grant for Hoboken/Plainfield /COLA increase for 2017/2018 Administration for Children and Families in the amount of \$59,251.
Motion was made by Hovie Forman and seconded by Carey Brown
 3. Head Start Grant for Somerset Slot Conversion - 2017/2018 - Administration for Children and Families in the amount of \$3,012,011
Motion was made by Florence Amato and seconded by Sharon Ramphir

Roll Call Vote:

Hovie Forman
Elizabeth Falco
Christiane Hoffman
Michael Cohen
Frank Raia
Dr. Sara Kalambur
Charlene Green

Ray Narvaez, Jr.
Carey Brown
George Schorr
Kenneth O'Neill
Suzanne Hetman
Florence Amato
Sharon Ramphir

Resolution(s) were approved.

VI. Old Business:

- A. NJ Head Start Assoc. Conf./May 22nd – 25th, 2017/Atlantic City/ Harrah's Resort – A successful training Conference. Dr. Sara, Elizabeth Falco, Carmencita Pile and Sharon Ramphir attended several training topics which addressed the interest of health and nutrition, parent's, board and policy council members and community partners.
- B. Tanesha Bevans, Program Specialist/Region II Head Start – was pleased with her visit on Friday, June 16th, 2017 to the Somerset Centers and meetings with Staff /Board Members and Policy Council parents.

VII. New Business:

- A. **Approval of 12 Month Under-Enrollment Plan Development with T/TA Specialist-Expectant Women Program Option**

Motion was made by Hovie Forman and seconded by Kenneth O'Neill

Motion unanimously passed.

- B. **Annual Report**-Final Annual Report was reviewed and approved for publication.

- C. **Approval of HOPES CAP, Inc. Succession Plan**

Motion was made by Florence Amato and seconded by Kenneth O'Neill

Roll Call Vote:

Hovie Forman
Elizabeth Falco
Christiane Hoffman
Michael Cohen
Frank Raia
Dr. Sara Kalambur
Charlene Green

Ray Narvaez, Jr.
Carey Brown
George Schorr
Kenneth O'Neill
Suzanne Hetman
Florence Amato
Sharon Ramphir

Motion unanimously passed.

VIII. Events:

- Invite Board Members to participate in the 4th of July Parade in Plainfield, NJ

- IX. **Adjournment:** Frank Raia adjourned the meeting at 7:32 p.m. Motion was made by Michael Cohen and seconded by Florence Amato. The motion was passed unanimously.

X. Enclosures:

1. Minutes from May 15th , 2017 Meeting
2. Board Meeting Agenda for June 26th, 2017
3. Program/HR/Fiscal/Facilities Reports
4. Resolution-2017/2018 HS COLA – Hoboken/Plainfield/Somerset
5. Resolution-2017/2018 HS Slot Conversion Application
6. HOPES CAP, Inc. Annual Report
7. HOPES CAP, Inc. Succession Plan
8. Minutes from Meeting with Tanesha Bevans from Region II – June 16th , 2017
9. July Calendars for Hoboken/Plainfield/Somerset



10. Announcement of Region II Head Start Association Conference / Caribe Hilton, San Juan, Puerto Rico

Board Meeting: Monday, July 24th, 2017 at 6:00pm

**Board of Directors Meeting
Agenda
Monday, July 24th, 2017**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda for July 24th, 2017**
- IV. Approval of Minutes from June 26th, 2017**
- V. Standing Agenda Items:**
 - A. Reports:**
 - 1. Program
 - 2. HR
 - 3. Fiscal
 - 4. Facilities
 - B. Fundraising**
 - 1. 4th Annual Fundraiser Planning – Thursday, October 26th, 2017
 - C. Communications from Funding Sources**
 - D. Monitoring Reviews/Corrective Plans**
 - 1. Sandy Grants Monitoring Outcome
 - 2. CSBG Monitoring Outcome
 - E. Grant Awards**
 - F. Grant Applications**
 - G. Legal Items**
 - H. Policy Updates**
 - I. Resolutions**
 - 1. Somerset Slot Conversion Grant Application Approval
- VI. Old Business:**
- VII. New Business:**
- VIII. Events:**
 - Agency Professional Week / Monday, August 28th – Thursday, August 31st, 2017
- XII. Adjournment**
- XIII. Enclosures:**
 - 1. Minutes from June 26th, 2017 Meeting
 - 2. Board Meeting Agenda for July 24th, 2017
 - 3. Program/HR/Fiscal/Facilities Reports
 - 4. August Calendars for Hoboken/Plainfield/Somerset

Next Board Meeting: Monday, September 25th, 2017 @ 6:00p.m.

Board Meeting Minutes
July 24th, 2017

Board Members in Attendance: Susan Costomiris, Hovie Forman, Suzanne Hetman, Christiane B. Hoffman, Dr. Sara Kalambur, Kenneth O'Neill, Carmencita Pile, Frank Raia, George Schorr,

Board Members Absent: Florence Amato, Carey Brown, Ray Narvaez Jr, Michael Cohen, Elizabeth Falco, Sharon Ramphir, Charlene Green

Staff: Ora Welch, Joselyn Estevez-Vargas

- I. **Call to Order:** Frank Raia called the meeting to order at 6:06pm.
- II. **Roll Call** – A quorum was in attendance.
- III. **Approval of Agenda for July 24th, 2017:** The motion to approve the agenda was made by Suzanne Hetman and seconded by Dr. Sara. The motion was passed unanimously.
- IV. **Approval of Minutes from June 26th, 2017:** The motion to approve the minutes was made by George Schorr, seconded by Suzanne Hetman. The motion was passed unanimously.
- V. **Standing Agenda Items:**
 - A. **Reports:**
 1. **Program** – The June 2017 Community Programs and Early Childhood Program Report were presented to the Board. Early Childhood Program (ECP) – Special Needs Enrollment in Hoboken and Plainfield have exceeded their goal of 10%. ECP - Daily Attendance remains low in Hoboken and Plainfield.
 2. **Fiscal** – Report was presented for all Agency Programs.
 3. **HR** – Dashboard/Report through June 30th, 2017. HOPES total number of Full-time positions is 288. There are 30 Part Time positions and 33 non-substitute vacancies. There are 3 New Hires, 3 Separations. Total number of positions is 318.
 4. **Facilities:**
 - a. **Annex:** Renovations are in progress and will be completed by the end of August. Glass Façade to be installed and classroom(s) furniture will be delivered by mid-August. The Ribbon Cutting Ceremony is scheduled on Wednesday, September 6th, 2017 at 11am-2pm.
 - b. **Armory:** Construction Permits are pending.
 - B. **Fundraising:** HOPES 4th Annual Fundraiser had decided to have honorees: Chief of Police; Fire Chief of Hoboken and Mayor Mapp of Plainfield to attract additional sponsorship and vendors' participation. It was recommended that Assemblyman Green from Plainfield be considered as an honoree instead of Mayor Mapp.
 - C. **Monitoring Reviews:** Sandy Grants Monitoring and CSBG Grants completed their audit in half day instead of the 2 days allocated for the task. The auditing teams representing both grants were extremely pleased with the integrity of HOPES accounting system and Internal Audit and found HOPES to be in full compliance. Board very interested in recognizing the HR and Finance team during Preservice.
 - D. **Communication from Funding Sources:** None to report.
 - E. **Grant Awards:** None to report.
 - F. **Grant Applications:** None to report.
 - G. **Legal Items:** None to report.
 - H. **Policy Updates:** None to report.
 - I. **Resolution(s):** None to report.

VI. Old Business: None to report.

VII. New Business: None to report.

VIII. Events:

- Agency Professional Week / Monday, August 28th – Friday, September 1st, 2017

IX. Adjournment: Frank Raia adjourned the meeting at 7:11 p.m. Motion was made by George Schorr and seconded by Kenneth O'Neill. The motion was passed unanimously.

X. Enclosures:

1. Minutes from June 26th, 2017 Meeting
2. Board Meeting Agenda for July 24th, 2017
3. Program/HR/Fiscal/Facilities Reports
4. August Calendars for Hoboken/Plainfield/Somerset

Board Meeting: Monday, September 25th, 2017 at 6:00pm

**Board of Directors Meeting
Agenda
Monday, September 25th, 2017**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda for September 25th, 2017**
- IV. Approval of Minutes from July 24th, 2017**
- V. Standing Agenda Items:**
 - A. Reports:**
 - 1. Program
 - 2. HR
 - 3. Fiscal
 - 4. Facilities
 - B. Fundraising**
 - C. Communications from Funding Sources**
 - D. Monitoring Reviews/Corrective Plans**
 - E. Grant Awards**
 - F. Grant Applications**
 - G. Legal Items**
 - H. Policy Updates**
 - 1. Review and approve changes to Personnel Policies
 - I. Resolutions**
 - 1. Somerset Slot Conversion Grant Application Approval
- VI. Old Business:**
 - A. Review/Approve Community Assessments
- VII. New Business:**
 - A. Review/Approve CSBG Grant Application
 - B. Review and approve agency Self-Assessment Report
 - C. Review Agency's Strategic Plan Update
 - D. Update Board Files (Code of Conduct/ Contract Administration/ Conflict of Interest/ Confidentiality Statements/ Whistleblower)
- VIII. Events:**
 - A. Region II Head Start Association Annual Professional Development Conference / Caribe Hilton, San Juan, Puerto Rico / Monday, October 30th – Thursday, November 2nd, 2017
- IX. Adjournment**
- X. Enclosures:**
 - 1. Minutes from July 24th, 2017 Meeting
 - 2. Board Meeting Agenda for September 25th, 2017
 - 3. Program/HR/Fiscal/Facilities Reports
 - 4. October Calendars for Hoboken/Plainfield/Somerset
 - 5. Strategic Plan Update (Sent via e-mail 9/22/17)
 - 6. Community Needs Assessments (Sent via e-mail 9/19/17)
 - 7. Agency Self-Assessment Report (Sent via e-mail 9/22/17)
 - 8. Personnel Policies Updates (Sent via e-mail 9/22/17)
 - 9. Code of Conduct/ Contract Administration/Conflict of Interest/Confidentiality Statements/ Whistleblower
 - 10. Board Self-Assessment Summary Report
 - 11. Hoboken Reporter Article / HOPES Annex Ribbon Cutting Ceremony / September 6th, 2017



Next Board Meeting: Monday, October 23rd, 2017 @ 6:00p.m.

Board Meeting Minutes September 25th, 2017

Board Members in Attendance: Florence Amato, Michael Cohen, Susan Costomiris Elizabeth Falco, Hovie Forman, Suzanne Hetman, Christiane B. Hoffman, Dr. Sara Kalambur, Kenneth O'Neill, Sharon Ramphir, George Schorr,

Board Members Absent: Carey Brown, Ray Narvaez Jr., Carmencita Pile, Frank Raia, Charlene Green

Staff: Ora Welch, Jessica Palencia

I. Call to Order: Dr. Sara Kalambur called the meeting to order at 6:03pm.

II. Roll Call – A quorum was in attendance.

III. Approval of Agenda for September 25th, 2017: The motion to approve the agenda was made by Kenneth O'Neill and seconded by Sharon Ramphir. The motion was passed unanimously.

IV. Approval of Minutes from July 24th, 2017: The motion to approve the minutes was made by Christiane B. Hoffman, seconded by Suzanne Costomiris. The motion was passed unanimously.

V. Standing Agenda Items:

A. Reports:

1. **Program** – None to report.
2. **Fiscal** – None to report.
3. **HR** – Dashboard/Report through August 31st, 2017. HOPES total number of Full-time positions is 299. There are 22 Part Time positions and 30 non-substitute vacancies. There are 12 New Hires, 14 Separations. YTD (Year to Date) Voluntary Separation – 37.67% /Involuntary Separation – 18.33% /Total number of positions is 321.
4. **Facilities:**
5. **Annex:** The Ribbon Cutting Ceremony was held on Wednesday, September 6th, 2017. The new addition will serve 45 Head Start children in 3 classrooms and administrative offices.
6. **Armory:** Awaiting documentation from City officials.

B. Fundraising: HOPES 4th Annual Fundraiser has been postponed until spring.

C. Communication from Funding Sources: None to report.

D. Monitoring Reviews: None to report.

E. Grant Awards: None to report.

F. Grant Applications: None to report.

G. Legal Items: None to report.

H. Policy Updates:

1. Approval of Changes to Personnel Policies (Sent to BOD for review via e-mail 9/22/17)
Motion was made by Michael Cohen and seconded by Susan Costomiris.

I. Resolution(s): Board acknowledge approval of:

1. Head Start Grant for Somerset Home-Based Option /12 Slot Conversion – 2017/2018 – Administration for Children and Families in the amount of \$3,012.011

Motion was made by George Schorr and seconded by Kenneth O'Neill

2. HOPES applied for funding through CSBG (Community Services Block Grant) for the amount of \$192,317.66

Motion was made by Florence Amato and seconded by Michael Cohen

VI. Old Business:

- A. Approval of Community Assessments - (Sent to BOD for review via e-mail 9/19/17)

Motion was made by George Schorr and seconded by Hovie Forman.

Roll Call Vote:

Florence Amato
Susan Costomiris
Hovie Forman
Christiane B. Hoffman
Kenneth O'Neill
George Schorr

Michael Cohen
Elizabeth Falco
Suzanne Hetman
Dr. Sara Kalambur
Sharon Ramphir

The Motion(s) and Resolution were approved.

VII. New Business:

- A. Review/Approve CSBG Grant Application
- B. Review and approve agency Self-Assessment Report – Self-Assessment Summary Report was reviewed. Motion to approve was made by George Schorr, seconded by Suzanne Hetman. Motion unanimously passed.
- C. Review Agency's Strategic Plan – Strategic Plan Updates were reviewed, including progress made during past year and priorities for this year.
- D. Update Board Files -Data Update Sheet, Code of Conduct/ Contract Administration/ Conflict of Interest/ Confidentiality Statements/ Whistleblower Forms were reviewed and signed by each Board Member.
- E. Board Self-Assessment –BOD Self-Assessment Summary was reviewed.

VIII. Events:

- A. Region II Head Start Association Annual Professional Development Conference / Caribe Hilton, San Juan, Puerto Rico / Monday, October 30th – Thursday, November 2nd, 2017 / Possible cancelation due to Hurricane Maria.

Adjournment: Dr. Sara Kalambur adjourned the meeting at 7:21 p.m. Motion was made by Kenneth O'Neill and seconded by Michael Cohen. The motion was passed unanimously.

Enclosures:

- 1. Minutes from July 24th, 2017 Meeting
- 2. Board Meeting Agenda for September 25th, 2017
- 3. Program/HR/Fiscal/Facilities Reports
- 4. October Calendars for Hoboken/Plainfield/Somerset
- 5. Strategic Plan Update (Sent via e-mail 9/22/17)
- 6. Community Needs Assessments (Sent via e-mail 9/19/17)
- 7. Agency Self-Assessment Report (Sent via e-mail 9/22/17)
- 8. Personnel Policies (Sent via e-mail 9/22/17)
- 9. Code of Conduct/Contract Administration/Conflict of Interest/Confidentiality Statements/ Whistleblower
- 10. Board Self-Assessment
- 11. Hoboken Reporter Article /HOPES Annex Ribbon Cutting Ceremony / September 6th, 2017

Next Board Meeting: Monday, October 23rd, 2017 @ 6:00p.m.

**Board of Directors Meeting
Agenda
Monday, October 23rd, 2017**

I. Call to Order

II. Roll Call

III. Approval of Agenda for October 23rd, 2017

IV. Approval of Minutes from September 25th, 2017

V. Standing Agenda Items:

A. Reports:

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

B. Fundraising

C. Communications from Funding Sources

1. Communication from Danya International regarding Federal Review

D. Monitoring Reviews/Corrective Plans

E. Grant Awards

F. Grant Applications

G. Legal Items

H. Policy Updates

I. Resolutions

VI. Old Business:

VII. New Business:

- A. Debrief on Read for the Record/ Volunteers from Pearson / Thursday, October 19th, 2017
- B. Debrief on Board Meeting with Tanesha Bevans, Region II Program Specialist / Monday, October 23rd, 2017
- C. Distribution of FYE 2017 Audit Report
- D. Program Information Report (PIR)
- E. Board Participation / Policy Council Meetings / 2017-2018

VIII. Events:

- A. Community Game Night /Hoboken Housing Authority/Wednesday, October 25th, 2017 / 6:00pm-9:00pm
- B. Hoboken Chamber of Commerce Awards Dinner / Elk's Club / Thursday, November 9th, 2017 / 6:00pm – 9:00pm (Sent via e-mail 10/2/17)

Adjournment

Enclosures:

1. Minutes from September 25th, 2017 Meeting
2. Board Meeting Agenda for October 23rd, 2017
3. Program/HR/Fiscal/Facilities Reports
4. November Calendars for Hoboken/Plainfield/Somerset
5. Policy Council Meeting Dates / 2017-2018
6. FYE 2017 Audit Report
7. Program Information Report (PIR)
8. Information: Branding/Communications and year-end fundraisers
9. Federal Review Schedule
10. Community Ed Flyers



Next Board Meeting: Monday, November 27th, 2017 @ 6:00p.m.

Board Meeting Minutes October 23rd, 2017

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

Board Members Absent: Ray Narvaez Jr., Carmencita Pile, Charlene Green

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

I. Call to Order: Frank Raia called the meeting to order at 6:10pm.

II. Roll Call – A quorum was in attendance.

III. Approval of Agenda for October 23rd, 2017: The motion to approve the agenda made by George Schorr and seconded by Florence Amato. The motion was passed unanimously.

IV. Approval of Minutes from September 25th, 2017: The motion to approve the minutes was made by Suzanne Hetman, seconded by Kenneth O'Neill and Frank Raia abstained. The motion was passed.

V. Standing Agenda Items:

A. Reports:

1. **Program** – The September 2017 Community Programs and Early Childhood Program Report presented to the Board.

2. **HR** – Dashboard/Report through September 30th, 2017.

3. **Fiscal** – Report presented to the Board for all Agency Programs.

4. **Facilities:**

a. **Rue:** Structural damage to the façade/3rd party assessment contracted.

b. **Annex:** Parapets on the roof are in need to be reinforced/ repaired.

c. **Armory:** Construction Permits remain pending. Letter of Credit is in progress.

B. Fundraising: Branding and Communications Planner was presented.

A. #Giving Tuesday Campaign / Tuesday, November 28th, 2017 / Informal Reception @ Rue Gym / 6:00pm

B. Holiday /International Market / Saturday, December 16th, 2017 / Rue Gym / 1:00-6:00pm

C. Communication from Funding Sources: Danya International Federal Review -rescheduled until October 2018.

D. Monitoring Reviews: None to report.

E. Grant Application /Awards: Status report presented to the Board.

F. Legal Items: None to report.

G. Policy Updates: None to report.

H. Resolution(s): None to report.

VI. Old Business: None to report.

VII. New Business:

A. Annual Read for the Record Campaign / Thursday, October 19th, 2017 / Susan Costomiris coordinated volunteers from Pearson to purchase Books for children to read.

B. Visit by Tanesha Bevans, Region II Program Specialist / Monday, October 23rd, 2017 / She met with HOPES Management Staff, Policy council, Board members and visited all the Sites at Hoboken.

C. FYE 2017 Audit Report(s) – Distributed to the Board for review.

D. Program Information Report (PIR)-Distributed and reviewed with Board.

E. 2017-2018 Policy Council Meetings dates presented to the Board for participation.

VIII. Event Announcements :

- A. Community Game Night /Hoboken Housing Authority/ Wednesday, October 25th, 2017
/6:00pm-9:00pm
- B. Hoboken Chamber of Commerce Awards Dinner / Elk's Club / Thursday, November 9th, 2017
/ 6:00pm – 9:00pm (Sent via e-mail 10/2/17)

Adjournment: Frank Raia adjourned the meeting at 7:22 p.m. Motion made by Kenneth O'Neill and seconded by Michael Cohen. The motion was passed unanimously.

Enclosures:

- 1. Minutes from September 25th, 2017 Meeting
- 2. Board Meeting Agenda for October 23rd, 2017
- 3. Program/HR/Fiscal/Facilities Reports
- 4. November Calendars for Hoboken/Plainfield/Somerset
- 5. Policy Council Meeting Dates / 2017-2018
- 6. Program Information Report (PIR)
- 7. FYE 2017 Audit Report
- 8. Branding/Communications and year-end Fundraisers Planner
- 9. Federal Review Schedule
- 10. Community Ed Flyers

Next Board Meeting: Monday, November 27th, 2017 @ 6:00p.m.

**Board of Directors
Meeting Agenda
Monday, November 20th, 2017**

I. Call to Order

II. Roll Call

III. Approval of Agenda for November 20th, 2017

IV. Approval of Minutes from October 23rd, 2017 meeting

V. Review of Audit Report – Frank Glien, CPA

VI. Standing Agenda Items:

A. Reports (*provided for Board Review*):

1. Program
2. HR
3. Fiscal
4. Facilities
5. Grants Applications Submissions/Awards

B. Fundraising

C. Communications from Funding Sources/Monitoring Reviews

D. Legal Items/Policy Updates

E. Resolutions

1. Head Start/Early Head Start Applications for Hoboken/Plainfield and Somerset
2. In-Kind waiver for Somerset

VII. Old Business:

- A. Debrief on CSBG Programs and Sandy Fiscal Review (*postponed to January 22, 2018*)

VIII. New Business:

- A. Health and Safety Screeners Review/Approval

- B. Schedule Board Members to visit all sites in Hoboken, Plainfield & Somerset (*postponed to January 22, 2018*)

- C. Review Agency Organizational Structure Chart (*postponed to January 22, 2018*)

IX. Event Announcements (*provided for Board Review*):

- a. **HOPES Annual Winter Celebration** /Friday, December 8th, 2017/8:00p.m. – 12:00a.m.
Double Tree by Hilton /128 Frontage Road /Newark NJ/\$25.00 per staff - \$50.00 per guest
- b. **#Giving Tuesday Campaign** / Tuesday, November 28th, 2017/ Informal Reception @ Rue Gym / 6:00pm
- c. **Winter Market** / Saturday, December 16th, 2017 / Rue Gym 1:00-6:00pm

X. Closed Session

XIV. Adjournment

Enclosures:

- A. Minutes from October 23rd, 2017 Meeting
- B. Board Meeting Agenda for November 20th, 2017
- C. HOPES FYE 2017 Audit Report/990 Form (Sent via e-mail 11/06/17)
- D. Program/HR/Fiscal/Facilities/Grants Reports
- E. December Calendars/Flyers for Hoboken/Plainfield/Somerset (All programs)

Next Board Meeting: Monday, January 22nd, 2018 @ 6:00p.m.

Board Meeting Minutes

November 20th, 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, George Schorr

Board Members Absent: Michael Cohen, Sharon Ramphir, Charlene Green

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

I. Call to Order: Frank Raia called the meeting to order at 6:00pm.

II. Roll Call – A quorum was in attendance.

III. Approval of Agenda for November 20, 2017: The motion to approve the agenda made by Florence Amato and seconded by George Schorr. The motion passed unanimously.

IV. Approval of Minutes from October 23, 2017: The motion to approve the minutes was made by Hovie Forman, seconded by Kenneth O'Neill. The motion passed unanimously.

V. Standing Agenda Items:

A. Reports:

1. **Program** – The October 2017 Community Programs and Early Childhood Program Report presented to the Board.
2. **HR** – Dashboard/Report through October 31, 2017.
3. **Fiscal** – Report presented to the Board for all Agency Programs.
4. **Facilities:** - Postponed to Next Meeting.

B. **Fundraising:**

- A. #Giving Tuesday Campaign / Tuesday, November 28th, 2017 / Conference Room/
6:00pm -7:00pm

C. **Communication from Funding Sources:** Postponed to Next Meeting.

D. **Monitoring Reviews:** Postponed to Next Meeting.

E. **Grant Application /Awards:** Postponed to Next Meeting.

F. **Legal Items:** Postponed to Next Meeting.

G. **Policy Updates:** Postponed to Next Meeting.

H. **Resolution(s):** Board acknowledge approval of:

1. Head Start Grant for Somerset - 2018/2019 /Administration for Children and Families for \$3,041,848 to serve 112 HS children and 92 EHS children.

Motion was made by George Schorr and seconded by Florence Amato

2. Head Start Grant for Hoboken/Plainfield – 2018-2019 /Administration for Children and Families for \$6,057,120 to serve 360 HS children and 146 EHS children.

Motion was made by Dr. Sara and seconded by Suzanne Hetman

3. In-Kind Waiver for Somerset – 2017/2018 / Administration for Children and Families in the amount of \$760,462 to remove the Non Federal Share requirement from the Head Start/Early Head Operating Award.

Motion was made by Hovie Forman and seconded by Kenneth O'Neill

Roll Call Vote:

Carey Brown
Kenneth O'Neill
Christiane B. Hoffman
Elizabeth Falco

Susan Costomiris
Suzanne Hetman
Florence Amato
Hovie Forman

Dr. Sara Kalambur
Carmencita Pile

George Schorr
Frank Raia

Resolution(s) were approved.

VI. Old Business:

- A. Debrief on CSBG Programs and Sandy Fiscal Review (*postponed to January 22, 2018*).

VII. New Business:

- A. Health and Safety Screeners report submitted to the Board for review and approval. The motion to approve made by Kenneth O'Neill and seconded by George Schorr.
- B. HOPES FYE 2017 Audit Report /990 Form Auditor - Frank Glien presented his report to the Board for review and approval. There were no finding reported. The motion to approve made by Kenneth O'Neill and seconded by Dr. Sara.

Roll Call Vote:

Carey Brown
Kenneth O'Neill
Christiane B. Hoffman
Elizabeth Falco
Dr. Sara Kalambur
Carmencita Pile

Susan Costomiris
Suzanne Hetman
Florence Amato
Hovie Forman
George Schorr
Frank Raia

The motions were passed unanimously.

- C. Schedule Board Members to visit all sites in Hoboken, Plainfield & Somerset (*postponed to January 22, 2018*).
- D. Review Agency Organizational Structure Chart (*postponed to January 22, 2018*).

VIII. Events:

- HOPES Annual Winter Celebration / Friday, December 8, 2017 / 8:00p.m. – 12:00a.m. / Double Tree by Hilton/ 128 Frontage Road /Newark, NJ / \$25 per staff - \$50 per guest
- Winter Market / Saturday, December 16, 2017/ Rue Gym/ 1:00p.m. - 6:00pm

IX. Closed Session

Adjournment:

Enclosures:

1. Minutes from October 23rd, 2017 Meeting
2. Board Meeting Agenda for November 20th, 2017
3. HOPES FYE 2017 Audit Report/ 990 Form (Sent via e-mail 11/06/17)
4. Program/HR/Fiscal/Facilities/Grant Reports
5. December Calendars/Flyers for Hoboken/Plainfield/Somerset (All Programs)

Next Board Meeting: Monday, January 22, 2018