



**Minutes of the August 24<sup>th</sup>, 2021, EASTCONN Executive Committee Meeting  
ZOOM MEETING**

**Present: Roll Call of Board Members:**

Terry Cote, Eastford	Joan Trivella, Woodstock Academy
Rod Perry, Scotland	Michael Morrill, Putnam
Maryellen Donnelly, Hampton	Lydia Rivera-Abrams, Killingly
Valerie May, Pomfret	Sonia Greene, Woodstock
Herb Arico, Willington	

**EASTCONN Staff Present:** Kim Mansfield, Melanie Marcaccio, Joni Weglein, Ed Martin, Heather Plourde, Shawn Brodeur, Gary Mala, Carol Klemyk, Dona Prindle, Elizabeth Grimm, Emily Melnick, Mike Hamad, Rich Tariff, Diane Dugas

**The Board Meeting was called to order at 5:30 pm by Board Chair, Joan Trivella**

**Approval of minutes:**

**MOTION:** Herb Arico motioned to approve the minutes of the May 2021 meeting as presented  
**SECOND:** Rod Perry  
**VOTE:** Unanimous  
**ABSTENTIONS:** None

**Approval of minutes:**

**MOTION:** Terry Cote motioned to approve the minutes of the June 2021 meeting as amended and as presented  
**SECOND:** Rod Perry  
**VOTE:** Unanimous  
**ABSTENTIONS:** None

**Approval of minutes:**

**MOTION:** Rod Perry motioned to approve the minutes of the July 2021 meeting as presented  
**SECOND:** Maryellen Donnelly  
**VOTE:** Unanimous  
**ABSTENTIONS:** None

**Additions to Agenda:**

None

**Audience with Citizens:**

None

**EARLY CHILDHOOD COMMUNITY ASSESSMENT PRESENTATION – KIM MANSFIELD:**

Discussion followed around transportation and enrollment

ALSO Child Care Options – working on creative ways to bring services directly to the facilities for Head Start families

Windham site does collaborate with EASTCONN Adult Ed

Discussion around recruitment for the non-English speaking individuals

**COMMITTEE REPORTS:****Policy:**

- The Sub-Committee finalized review of the By-Laws
- Mailed them to EASTCONN districts (30-day notice) per Article in By-Laws
- Will complete the 6000 Series of Policies at next Sub-Committee Meeting

**Finance:**

- The Sub-Committee met last Thursday - reviewed the financials - and cash balance - \$650k in the bank

**Facilities:**

- The Sub-Committee met last week at QMC
- David Brown, the new principal, gave the group a tour and the group discussed where the program is at and thoughts about the facility moving forward
- QVCC has been very responsive to EASTCONN's needs

**Introduction of Shawn Brodeur, the new Director of Facilities**

General discussion about NRP and also the status of the cafeteria at QVCC

- Signed a five-year agreement for NRP – all issues have been resolved – will actively look to relocate in the future
- EASTCONN Food service is operating out of QVCC at this time – actively working with the President of QVCC on a Memorandum of Understanding for full use of the facility

**HEAD START UPDATES:**

- First day of school for EC schools is 8/30.
- New location for the Head Start Program in Plainfield – this facility also houses the senior center which will allow for multi-generational opportunities. There will be an open house – look for Save the Date
- Putnam moved to bigger classroom
- Enrollment - is low right now - 53% enrolled in programs
- Doing a lot of recruitment

## **NEW BUSINESS:**

### **Enrollment summary:**

- QVC down 11
- Others up a little
- Will monitor the enrollment through August – anticipate receiving more students as the year progresses

### Discussion around LEAP and WAC closing:

- LEAP students went back to their home districts
- WAC students have been absorbed at NRP – expanded NRP to accommodate the students – the EXCELS program
- Temporary wait list until they recruit and hire additional staff

## **EXECUTIVE DIRECTOR'S REPORT:**

- Discussion around the May and June reports
- Will provide the July report at the September 2021 meeting. Discussion around the status of the ESSER funds, the Health Care Bid and the GEER Project
- NAEYC Accreditation began in January of 2021
- Discussion around the recruitment process to hire candidates in all divisions
- Also discussed raising the wage rate to be more competitive – but then revenue becomes an issue
- Transportation also discussed
- We are holding our own at this time – but the lack of qualified drivers will have an impact on all the programs
- Different Licenses for different transportation vehicles
- The first day of school has been pushed to 8/27 – due to the closing of EASTCONN on 8/23 due to the inclement weather
- Hampton was closed due to no power and issues with the main server
- Working to comply with vaccine mandates for ALL staff – all staff falls into the group that MUST be vaccinated. Working with CAPSS and Legal about rolling this out to all staff and what will qualify for exemptions
- For the opening all staff and students will be wearing masks
- Shawn Brodeur has capital plan that he obtained from Mike Akana. EASTCONN will put a group together to look at capital plan as it exists now - will amend it moving forward
- A Board member asked about the power outages and generators. Discussion ensued. Hampton has a small generator – not sufficient to power the whole building. This will be part of the capital plan moving forward

## **FINANCE REPORT:**

- Review the statements provided
- YTD financials for July - one major point - YTD actual new income 1.87 million number - number is important as we look at YOY financials

- Great start to the year – due to the summer programs and invoicing processes
  - As you look at YOY financials see 1.57 million - comparison to last year at this time at the end of July
  - Last year net income of \$300k - drop in expenses in month of July due to staffing
  - \$650k in bank after week of payroll - strong standpoint for summer months
  - Also have amounts for ESSER 2 and ESSER 3 funds which are due into the Agency shortly
  - ESSER 2 budget was approved today
  - Diane Dugas is working on ESSER 3 funds
  - Discussion around using funds for retention bonuses
  - What to do related to the unions
- **HUMAN RESOURCES REPORT:**  
The personnel report shows the changes for July – will report on turnovers in August report
  - Doing creative things with regard to recruiting:
    - WINY Radio
    - FACEBOOK
    - INDEED
  - We should start to see an increase in candidates at the end of September when the COBRA benefits start to expire
  - EASTCONN offers a very competitive benefits package to applicants
  - Compensation committee is meeting and addressing rates and compensation levels for the critical areas
  - Discussion around the agency closing on 8/23 and the impact of paying personnel

**Approval of Corporate Resolution for 2021-2022:**

**MOTION:** Maryellen Donnelly motioned to approve the Corporate Resolution for 2021-2022 as presented

**SECOND:** Terry Cote

**VOTE:** Unanimous

**ABSTENTIONS:** None

**Motion to Adjourn:**

**MOTION:** Lydia Rivera-Abrams motioned to adjourn the meeting at 6:18 pm

**SECOND:** Herb Arico

**VOTE:** Unanimous

**ABSTENTIONS:** None

Respectfully Submitted

Carol Klemyk