



Where Learning Comes to Life

**Minutes of the August 24th, 2021, EASTCONN Executive Committee Meeting
ZOOM MEETING**

Present: Roll Call of Board Members:

Terry Cote, Eastford

Rod Perry, Scotland

Maryellen Donnelly, Hampton

Valerie May, Pomfret

Herb Arico, Willington

Joan Trivella, Woodstock Academy

Michael Morrill, Putnam

Lydia Rivera-Abrams, Killingly

Sonia Greene, Woodstock

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