

BOARD OF DIRECTORS MEETING

Via Teleconference

Monday, December 14th, 2020

MEMBERS PRESENT: David A. Scharoun, Judge James Cecile (Development Chair), Shirley Copes (Planning Chair), Nicholas DeMartino, Paula Freedman, Charles Garland, Elizabeth Hakanson, Steven Hodgins, Xander Hope, Pastor Phyllis Lee-Williams (EEO/Personnel Chair), Robert Tackman (Finance Chair), Tonia Thornton, Patricia Usherwood Fitzpatrick, Jason Wallace

MEMBERS EXCUSED: Eric Caballero, Edward Perry, Erich Shafer

STAFF PRESENT: Joseph O'Hara, Carolyn Brown, Todd Goehle, Catherine Green Harris, Kathleen O'Brien, Nancy Turo, Jamie Colucci

CALL TO ORDER:

The Board of Directors meeting was called to order by President Scharoun at 4:03pm.

ROLL CALL:

President Scharoun noted for the record that a quorum was participating remotely.

MOMENT OF SILENCE:

Board members observed a moment of silence.

APPROVAL OF NOVEMBER MINUTES:

*The President requested a motion to approve the November Board Meeting minutes;
Ms. Shirley Copes moved to approve the November Board Meeting minutes;
Mr. Robert Tackman seconded the motion;
The motion carried unanimously.*

PRESIDENT'S REPORT:

President Scharoun reported that each Board committee will have discussions regarding their members' preferences for meeting times.

President Scharoun reported that the Executive Director search committee convened on December 8th to select three external candidates to interview via Zoom, one of whom will then be selected to participate in a final interview in addition to the internal candidate.

President Scharoun reported that the Executive Committee convened on December 9th to discuss the Executive Director retirement plans, as the current contract is through August 31, 2021.

EEO/PERSONNEL COMMITTEE REPORT:

The December EEO/Personnel Committee meeting was cancelled because there were no action items to be discussed.

PLANNING COMMITTEE REPORT:

The December Planning Committee meeting was cancelled because there were no action items to be discussed.

FINANCE COMMITTEE REPORT:

Chair Robert Tackman reported that CFO Kathleen O'Brien presented and discussed the proposed changes to the Fiscal Policies and Procedures manual and the proposed agency budget for 2/1/2021 through 1/31/2022. He noted that both will be submitted to the Board for their review prior to the Board meeting in January.

Mr. Tackman asked Ms. O'Brien to review the monthly financial statement. Ms. O'Brien reported that the net income before depreciation as of the end of November is \$725,015 versus the budget of \$122,026 and that the net income from normal operations is \$52,252 which reflects the timing differences of fixed asset purchases, revenue recognition, and donation accounts.

Ms. O'Brien reported that the current ratio was 154.95% and that the line of credit remained at \$0, and she discussed the indirect rate, in-kind, and the impact on fundraising revenue of cancelling events due to COVID-19.

Ms. O'Brien noted that the agency is in its best financial position ever, in terms of cash-on-hand, budget, and current ratio.

Ms. O'Brien explained how the proposed budget is aligned with items grouped for each program or cost center. She reviewed the projected year-over-year increase for total revenue and normal operating income. She also noted that the proposed budget includes an approved indirect rate of 24% and a provision for a 2% Cost-Of-Living Adjustment increase to salaries for staff.

Ms. O'Brien reviewed the proposed revisions to the Fiscal Policies and Procedures manual that are due to the pandemic.

Ms. O'Brien reported that the annual audit process is "going smoothly" and that auditors from The Bonadio Group were at the office on December 17th.

***The President requested a motion to accept the Finance Committee report;
Mr. Steve Hodgins moved to accept the Finance Committee report;
Mr. Charles Garland seconded the motion;
The motion carried unanimously.***

DEVELOPMENT COMMITTEE REPORT:

Chair James Cecile reported that the committee voted unanimously to recommend Pastor Phyllis Lee-Williams to be reappointed to a new three-year term as a Board member, subsequent to her current term which ends on December 31st, pending the receipt of a recommendation letter from Ms. Emma Johnston, former Board member and Chair of the SSFRC NAC.

Judge Cecile reported that the committee voted unanimously to recommend Tonia Thornton to be reappointed to a new three-year term as a Board member, subsequent to her current term which ends on December 31st, pending the receipt of a recommendation letter from Rev. Larry Crinnin, Chair of the Foster Grandparent Program NAC.

***The President requested a motion to approve the re-appointment of Pastor Phyllis Lee-Williams and Tonia Thornton to new terms as Board members;
Judge James Cecile moved to approve the re-appointment of Pastor Phyllis Lee-Williams and Tonia Thornton to new terms as Board members;
Ms. Tonia Thornton seconded the motion;
The motion carried unanimously.***

Judge Cecile reported that Patricia Usherwood Fitzpatrick submitted the resume of Dana Natale as a prospective Board member for the remaining seat within the Elected Official sector, and that the Development Committee will be scheduling an interview with Ms. Natale.

***The President requested a motion to accept the Development Committee report;
Ms. Patricia Usherwood Fitzpatrick moved to accept the Development Committee report;
Pastor Phyllis Lee-Williams seconded the motion;
The motion carried unanimously.***

EXECUTIVE DIRECTOR'S REPORT:

Mr. O'Hara reported that Syracuse Mayor Ben Walsh and the BBBS program distributed Chromebooks to 25 BBBS families at the Sumner building on December 5th through a sponsorship with Spectrum. Mr. O'Hara reported that Spectrum also donated \$5,000 to the agency home delivery meals program.

Mr. O'Hara noted that the Foster Grandparent program held a drive-through holiday party at the DeFrancisco Community Center on December 10th.

Mr. O'Hara reported that the BBBS program held a walk-through holiday party at the Sumner building on December 12th, and received a \$12,000 donation from Arby's.

Mr. O'Hara stated that that minutes of the December Finance Committee meeting were not able to be included in the packets mailed to Board members, because the December Board meeting was scheduled two weeks earlier than usual due to the holiday.

Mr. O'Hara presented an update on the funding allocation of the DSRIP Value Based Payment Readiness grant award of \$640,000 and the Financially Fragile Partner Payments totaling \$247,994. Mr. O'Hara also noted that no agency employees have lost pay or benefits during the pandemic, and that the agency has been creative and flexible in designing hybrid (remote and onsite) work plans for staff.

Mr. O'Hara reported that the HHS Office of Head Start began its scheduled remote review for the week of December 14th. He noted that the review is going well, and that Ms. Freedman is participating as a representative of the Board.

Mr. O'Hara presented an update on current contingency plans that have been developed should the agency need to close due to a resurgence of the coronavirus, including a hybrid approach of remote work and alternative work assignments. He reported that the Merrick, Sumner and Jordan Head Start sites will be operating remotely from December 15th until January 11th as a precaution due to potential exposures, and noted that the HS/EHS program is developing additional ways to achieve its in-kind goals.

Mr. O'Hara reported that the tax services program will have a virtual kickoff event on January 29th for its new location at 1701 South Ave. in Syracuse.

Mr. O'Hara presented an update on the allocation of the CARES Act funding of \$2.1 million.

Mr. O'Hara reported that legislation that could provide \$1.7 billion for emergency COVID relief is still pending.

Mr. O'Hara reported that agency fundraising efforts are still going strong.

Mr. O'Hara reported that the Sumner building had a recent annual inspection by the Fire Department and will be having a new fire door installed.

Mr. O'Hara wished everyone a happy and hopeful holiday season.

CENTER REPORTS:

Monthly program updates for Big Brothers Big Sisters, Family Resource Centers, Senior Services, and Head Start / Early Head Start were distributed to all Board members in meeting packets for their review.

OLD BUSINESS:

None.

NEW BUSINESS:

Mr. Wallace reported that he is recovering well from a recent vehicle accident, and thanked the agency for sending a food tray.

Judge Cecile announced that former employee Mary Alice Smothers passed away on December 6th. Mr. Garland offered to donate a flower arrangement from his shop for her funeral.

Ms. Thornton reported that former employee Rasheada Caldwell has applied for the vacant seat on the Syracuse Common Council.

ADJOURNMENT:

The President requested a motion to adjourn the December 14th, 2020, Board meeting;

Mr. Jason Wallace moved to adjourn the December 14th, 2020, Board meeting;

Mr. Nicholas DeMartino seconded the motion;

The motion carried unanimously.

The December 14th, 2020, Board Meeting adjourned at 4:45pm.