

BOARD OF DIRECTORS MEETING

Kitty Hoynes

Tuesday, September 29th, 2020

MEMBERS PRESENT: David A. Scharoun, Judge James Cecile (Development Chair - via telephone), Eric Caballero (via Zoom), Nicholas DeMartino (via telephone), Elizabeth Hakanson, Steven Hodgins, Xander Hope, Tonia Thornton (via Zoom), Patricia Usherwood Fitzpatrick (via Zoom), Jason Wallace

MEMBERS EXCUSED: Pastor Phyllis Lee-Williams (EEO/Personnel Chair), Edward Perry, Robert Tackman (Finance Chair)

MEMBERS ABSENT: Shirley Copes (Planning Chair), Paula Freedman, Erich Shafer

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

CALL TO ORDER:

The Board of Directors meeting was called to order by President Scharoun at 4:11pm.

ROLL CALL:

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

MOMENT OF SILENCE:

Board members observed a moment of silence.

APPROVAL OF JUNE MINUTES:

The President requested a motion to approve the June Board Meeting minutes;

Mr. Jason Wallace moved to approve the June Board Meeting minutes;

Mr. Steve Hodgins seconded the motion;

The motion carried unanimously.

OPWDD COLA INCREASE:

Mr. O'Hara requested approval of a 2% Cost-Of-Living Adjustment (COLA) increase for three employees under the OPWDD grant. These employees were not included at the time of the initial 2% increase for all other staff.

The President requested a motion to approve the 2% COLA increase;
Mr. Xander Hope moved to approve the 2% COLA increase;
Ms. Tonia Thornton seconded the motion;
The motion carried unanimously.

PRESIDENT'S REPORT:

President Scharoun reported that the Executive Committee convened via teleconference on July 30th to conduct the annual evaluation of the Executive Director, which had been tabled from the cancelled March Board meeting due to the coronavirus "shelter in place" mandate. He reported that the ten goals which had been mutually agreed upon by the Board and Mr. O'Hara for 2019 were determined by the committee to have either been met or exceeded and that no concerns regarding Mr. O'Hara's performance were noted. President Scharoun noted that discussion of a salary increase was tabled until the full Board could convene.

President Scharoun also reported that the Executive Committee convened via email on August 18th to approve the purchase of two school buses for the Head Start / Early Head Start program, which had previously been approved by the HS/EHS Policy Council.

FINANCE COMMITTEE REPORT:

President Scharoun 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 August is \$(87,051) versus the budget of \$68,823, that the current ratio is 121.15%, and that the captive health insurance savings since inception reached \$6,049,385.

Ms. O'Brien briefly discussed the indirect rate, in-kind analysis, COVID funding, and Paycheck Protection Program loan forgiveness.

The President requested a motion to accept the Finance Committee report;
Mr. Eric Caballero moved to accept the Finance Committee report;
Ms. Elizabeth Hakanson seconded the motion;
The motion carried unanimously.

EEO/PERSONNEL COMMITTEE REPORT:

President Scharoun asked Mr. Wallace to present the EEO/Personnel Committee report. Mr. Wallace reported that the committee discussed the review of proposals for a new time and monitoring system, expansions to federal Family & Medical Leave and NYS sick leave, and the ongoing implementation of COVID-19 procedures.

Mr. Wallace noted that Ms. Harris reported that the CARES Act would allow the deferment of deposit and payment of Social Security taxes, but that the agency will opt out in order to avoid the shortfall from taxes that would have been paid by employees who leave the agency.

President Scharoun congratulated Mr. Wallace for his new position as Director of Facilities at Colgate University.

***The President requested a motion to accept the EEO/Personnel Committee report;
Ms. Tonia Thornton to accept the EEO/Personnel Committee report;
Mr. Xander Hope seconded the motion;
The motion carried unanimously.***

DEVELOPMENT COMMITTEE REPORT:

The September Development Committee meeting was cancelled because there were no action items to be discussed.

PLANNING COMMITTEE REPORT:

President Scharoun asked Mr. Hodgins to present the Planning Committee report. Mr. Hodgins reported that Ms. Turo presented the bi-annual *Risk Assessment Report and Risk Assessment Executive Summary* required under CSBG.

Mr. Hodgins reported that the committee also discussed CARES Act funding, and the shared responsibility that has been promoted among staff to create a "culture of continuous cleaning".

***The President requested a motion to accept the Planning Committee report;
Mr. Jason Wallace moved to accept the Planning Committee report;
Ms. Patricia Usherwood Fitzpatrick seconded the motion;
The motion carried unanimously.***

EXECUTIVE DIRECTOR'S REPORT:

Mr. O'Hara thanked the Board for their continuing support, and presented an update on the status of reopening within each of the agency's nine programs. He noted that because of the Board's support, no one employed by the agency throughout the COVID-19 crisis has missed a paycheck and everyone has retained full employee benefits.

Mr. O'Hara presented a year-over-year comparison of Senior Nutrition Meals and Contributions.

Mr. O'Hara discussed the purchase of 14 Clorox Total 360 Electrostatic Sprayers, which will be used to sanitize sites weekly and common rooms and classrooms daily. He also discussed the hiring of Alba Rivas into a newly created Custodian Crew Leader position, whose duties will include ensuring that custodians and other site staff are trained on the operation of the sprayers and other COVID-19 cleaning protocols.

Mr. O'Hara reported on a collaboration with the city and county on lead paint initiatives.

Mr. O'Hara reported that Board members will receive "Welcome Back" anecdotal accounts from HS/EHS of staff as children return to the classroom sites.

Mr. O'Hara reported on a program by Price Chopper and the Food Bank through which 1,000 coupons valued at \$15.00 each will be provided to FRC clients.

Mr. O'Hara reported on the Syracuse/Kresge Foundation Boost program focusing on education initiatives, with PEACE, Inc., JobsPlus, OnPoint For College, and Onondaga County as collaborative partners.

Mr. O'Hara presented an update on the initiatives established for \$2,100,000 in CARES funding which the agency is receiving over a period of two years.

Mr. O'Hara reported that agency employees participated in a public services announcement on Channel 9 regarding the 2020 Census.

Mr. O'Hara informed the Board that the 2% COLA wage increases became effective on the September 11th pay date, and that separate checks for the pay differential retroactive to February 1st were provided to staff on September 18th.

Mr. O'Hara reported that there will be a health insurance "October Holiday" in which employees will not have to pay their health care premiums for the month of October.

Mr. O'Hara reported that morale continues to be high among staff, and that they feel valued and appreciated not missing any paychecks during the months that they were restricted from being at their worksites while working remotely.

Mr. O'Hara thanked the Board for its continued support, and announced that he is planning to retire on January 29th, 2021, pending the hire of a new Executive Director. President Scharoun reported that a search committee will be assembled, and commended Mr. O'Hara for his leadership and a "job well done".

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:

It was noted that Emeritus Board member Emma Johnston is still convalescing.

ADJOURNMENT:

The President requested a motion to adjourn the September 29th, 2020, Board meeting;

Mr. Steve Hodgins moved to adjourn the September 29th, 2020, Board meeting;

Mr. Xander Hope seconded the motion;

The motion carried unanimously.

The September 29th, 2020, Board Meeting adjourned at 4:53pm.