

BOARD OF DIRECTORS MEETING

Via Teleconference

Monday, November 16th, 2020

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

MEMBERS EXCUSED: Edward Perry, Tonia Thornton

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

CALL TO ORDER:

The Board of Directors meeting was called to order by President Scharoun at 4:07pm.

ROLL CALL:

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

MOMENT OF SILENCE:

Board members observed a moment of silence.

APPROVAL OF OCTOBER MINUTES:

*The President requested a motion to approve the October Board Meeting minutes;
Judge James Cecile moved to approve the October Board Meeting minutes;
Ms. Shirley Copes seconded the motion;
The motion carried unanimously.*

PRESIDENT'S REPORT:

President Scharoun reported that over two dozen resumes have been received for the Executive Director position, along with one internal bid, and that all resumes will be sent to the search committee members with ratings sheets to select candidates for interviews.

EEO/PERSONNEL COMMITTEE REPORT:

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

PLANNING COMMITTEE REPORT:

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

FINANCE COMMITTEE REPORT:

Chair Robert Tackman reported that preparations for the annual audit are underway, and that a pre-audit meeting was held with Michelle Mundy from The Bonadio Group to review the audit schedule.

Mr. Tackman asked CFO Kathleen O'Brien to review the monthly financial statement. Ms. O'Brien reported that the net income before depreciation as of the end of October is \$332,567 versus the budget of \$120,199, and that the net income from normal operations is \$56,069 which reflects the timing differences of fixed asset purchases, revenue recognition, and donations. She also reported that the current ratio was 136.10% and that the line of credit was at \$0, and she discussed the indirect rate.

Ms. O'Brien reiterated that the fiscal department is preparing for the annual audit, and stated that she is currently working on the Paycheck Protection Program loan forgiveness application and the agency budget for FY 2/1/2021 – 1/31/2022.

The President requested a motion to accept the Finance Committee report;

Mr. Erich Shafer moved to accept the Finance Committee report;

Mr. Eric Caballero seconded the motion;

The motion carried unanimously.

DEVELOPMENT COMMITTEE REPORT:

Chair James Cecile reported that the committee conducted an interview which had been rescheduled from the spring due to COVID restrictions, for Charles Garland who had been recommended as a Board member candidate representing the Low-Income Sector. Judge Cecile reported that the committee members present voted unanimously to recommend Mr. Garland for Board membership. President Scharoun noted that he was impressed with how engaged the candidate was during the meeting, as he demonstrated by taking notes and asking questions.

The President requested a motion to approve the appointment of Charles Garland to a three-year term as a Board member;

Judge James Cecile moved to approve the appointment of Charles Garland to a three-year term as a Board member;

Mr. Robert Tackman seconded the motion;

The motion carried unanimously.

Mr. Tackman asked that the committee meeting minutes be corrected to note that President Scharoun seconded the motions to approve the prior meeting minutes and the appointment of Charles Garland.

The President requested a motion to accept the Development Committee report;

Ms. Paula Freedman moved to accept the Development Committee report;

Ms. Elizabeth Hakanson seconded the motion;

The motion carried unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Mr. O'Hara reported that the HHS Office of Head Start has scheduled a remote review for the week of December 14th, which will focus on Program Design and Governance, including education, health services and family services. He reported that further details will be sent to Board members.

Mr. O'Hara presented an update on the possible participation of our Energy & Housing property at 811 East Washington Street in the Onondaga County "Save the Rain" initiative, noting that there will be a further update when the application process is completed.

Mr. O'Hara presented an update on our Energy & Housing property at 811 East Washington Street, and recommended that the property not be sold at this time because operations are expanding and the location meets program and staff needs.

Mr. O'Hara reported on the upcoming annual holiday direct main appeal for donations, noting that a newsletter will be sent by the end of November.

Mr. O'Hara informed the Board on the status of capital improvements at the DeFrancisco Community Center. He noted that the parking lot will be paved in the spring, and that there would be additional regulatory hurdles before replacing the windows because the building is a historical landmark.

Mr. O'Hara presented an update on the DSRIP Value Based Payment Readiness grant award of \$590,880. The stated portion will be used to help low-income households be more proactive in their healthcare by possibly facilitating regular contact with providers, such as through telehealth sessions at our FRCs.

Mr. O'Hara reported on the Financially Fragile Partner Payments, which at this time total \$247,000 and will be used to assist programs such as Foster Grandparents affected by the COVID-19 crisis.

Mr. O'Hara presented an update on the CARES Act funding of \$2.1 million, noting that the Department of State has approved PEACE, Inc. two year spending strategies.

Mr. O'Hara presented a report on the annual United Way campaign. He informed the Board that BBBS will receive \$16,150 as they did in the previous round, and that the Tax Services program will receive \$110,000 up from the \$61,750 received last year.

Mr. O'Hara briefed the Board on the initiative with the City of Syracuse to help the agency provide internet technology and services to Syracuse children enrolled in BBBS through a sponsorship with Spectrum.

Mr. O'Hara concluded his presentation explaining the contingency plans that have been developed should the agency need to close due to a "second wave" of the corona virus. This would include plans for returning all staff to using a hybrid approach of remote work and/or alternative work assignments. He also reported that an employee at James Street Head Start had been exposed to a family member who tested positive for COVID-19, and that the site was subsequently closed for one week.

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:

None.

ADJOURNMENT:

The President requested a motion to adjourn the November 16th, 2020, Board meeting;

Mr. Steve Hodgins moved to adjourn the November 16th, 2020, Board meeting;

Mr. Xander Hope seconded the motion;

The motion carried unanimously.

The November 16th, 2020, Board Meeting adjourned at 4:37pm.