

BOARD OF DIRECTORS MEETING

Via Teleconference

Monday, January 24th, 2022

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

MEMBERS ABSENT: Charles Garland, Elizabeth Hakanson, Erich Shafer, Tonia Thornton

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

GUEST PRESENT: DJ Williams – HS/EHS Policy Council President

CALL TO ORDER:

The Board of Directors meeting was called to order by President Scharoun at 4:47pm.

ROLL CALL:

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

MOMENT OF SILENCE:

Board members observed a moment of silence.

DEVELOPMENT COMMITTEE REPORT:

Chair James Cecile reported that the committee met with the newly elected HS/EHS Policy Council President, Darryl (DJ) Williams, to discuss roles and responsibilities as a prospective member of the Board of Directors and one of its standing committees. Judge Cecile reported that the committee voted unanimously to appoint Mr. Williams to the Board as the HS/EHS Policy Council representative.

The President requested a motion to appoint DJ Williams as a Board member;

Judge James Cecile moved to appoint DJ Williams as a Board member;

Ms. Shirley Copes seconded the motion;

The motion carried unanimously.

President Scharoun noted that Mr. Tackman's designation as a Board member has been changed from the Elected Sector to the Low-Income Sector representing the Eastside FRC following the end of his term as East Syracuse Mayor, and that Mr. Garland's designation has been changed from the Low-Income Sector representing the Eastside FRC to the Elected Sector following his election to the county legislature.

The President requested a motion to accept the Development Committee report;
Mr. Robert Tackman moved to accept the Development Committee report;
Mr. Eric Caballero seconded the motion;
The motion carried unanimously.

PRESIDENT'S REPORT:

President Scharoun noted that because the Board will not have an annual in-person Retreat this year, some of the planned presentations are being added to the agenda of the January and February monthly Board meetings.

ACTION ITEM #1:

Ms. Brown reviewed the proposed HS/EHS Referral Incentive Policy which was recently approved by the HS/EHS Policy Council and distributed to Board members for their review. She noted that under this policy, an active employee would receive a payment of \$500 after taxes, once an employee that they referred in writing prior to receiving an employment offer successfully completes 180 days of service.

The President requested a motion to approve the HS/EHS Referral Incentive Policy;
Ms. Paula Freedman moved to approve the HS/EHS Referral Incentive Policy;
Mr. Steve Hodgins seconded the motion;
The motion carried unanimously.

ACTION ITEM #2:

Ms. Brown reviewed the proposed Hazard Pay Policy and Budget Revision, in the form of a one-time payment subject to tax and based on years of service, which would serve as a retention incentive for all employees who are on payroll through April 13, 2022, as a reward for increased workplace risks or additional responsibilities.

The President requested a motion to approve the Hazard Pay Policy & Budget Revision;
Ms. Patricia Usherwood Fitzpatrick moved to approve the Hazard Pay Policy & Budget Revision;
Mr. Jason Wallace seconded the motion;
The motion carried unanimously.

PLANNING COMMITTEE REPORT:

Chair Shirley Copes asked Mr. Goehle to review a PowerPoint presentation which outlined community needs identified for 2022 and the utilization of CARES Act funding and new agency initiatives to respond to those needs.

Ms. Brown noted that the Planning Committee unanimously approved a motion to extend the current Strategic Plan for one more year.

The President requested a motion to extend the 2018-2021 Strategic Plan through 2022;

Ms. Shirley Copes moved to extend the 2018-2021 Strategic Plan through 2022;

Mr. DJ Williams seconded the motion;

The motion carried unanimously.

Ms. Copes reported that the committee and Ms. Brown discussed having program directors give updates at the monthly Planning Committee meetings.

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

Mr. Robert Tackman moved to accept the Planning Committee report;

Mr. Eric Caballero seconded the motion;

The motion carried unanimously.

FINANCE COMMITTEE REPORT:

Chair Robert Tackman asked CFO Kathleen O'Brien to review the monthly financial statistics. Ms. O'Brien reported that the net income before depreciation as of December 31st is \$97,013 versus a budget of (\$205,744), and noted that the net income from normal operations is (\$17,488) which reflects the timing differences of fixed asset purchases, revenue recognition grants, and donation cost centers. Ms. O'Brien also reported that as of December 31st the current ratio of assets over liabilities is 142.52%, the line of credit balance is \$0, and the indirect rate is 23.32%, noting that the agency is approved for an indirect rate of 24%. Ms. O'Brien also discussed fundraising revenue, the indirect rate, and the analysis of in-kind and Head Start administrative rates.

Ms. O'Brien noted that the proposed revisions to the Fiscal Policies and Procedures manual had been distributed to all Board members for their review, and indicated that most of the revisions reflected the adoption of the electronic timekeeping system.

Ms. O'Brien noted that the proposed agency budget for 2/1/2022 through 1/31/2023 had been distributed to all Board members for their review, and highlighted the projected increase in total income reflecting increases in the Head Start and HCR grants.

Ms. O'Brien reported that she discussed with the committee the procedures to update the designation of signers for the four Key Bank accounts and one M&T Bank account, and the proposal to replace Joseph O'Hara with Carolyn Brown as Executive Director on the accounts and to add Controller Nancy Turo as a signer to the Key operating account.

The President requested a motion to approve the revisions to the Fiscal Policies & Procedures Manual, the proposed agency budget for 2/1/22 – 1/31/23, and the proposed changes of signers to the bank accounts;

Mr. Robert Tackman moved to approve the revisions to the Fiscal Policies & Procedures Manual, the proposed agency budget for 2/1/22 – 1/31/23, and the proposed changes of signers to the bank accounts;

Mr. Steve Hodgins seconded the motion;

The motion carried unanimously.

Ms. O'Brien reported that work on the annual audit is progressing smoothly.

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

Mr. Jason Wallace moved to accept the Finance Committee report;

Mr. DJ Williams seconded the motion;

The motion carried unanimously.

EEO/PERSONNEL COMMITTEE REPORT:

President Scharoun reviewed the minutes of the January EEO/Personnel Committee meeting, which focused on the employee COVID-19 vaccination policy, an upcoming independent analysis of the 401(k) plan, and staffing updates within the Human Resources Department.

The President requested a motion to accept the EEO/Personnel Committee report;

Judge James Cecile moved to accept the EEO/Personnel Committee report;

Ms. Shirley Copes seconded the motion;

The motion carried unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Ms. Brown reported that recently there have been numerous temporary classroom and site closures within the Head Start / Early Head Start program due to COVID-19 exposures and positive cases.

Ms. Brown reported that analyst Theresa Walsh from the Department of State will visit the agency to conduct the upcoming CSBG Review.

Ms. Brown reported on several recent print, on-line and television interviews given by senior staff members to raise public awareness of agency activities.

Ms. Brown reported that the Foster Grandparent and Senior Nutrition programs both recently had successful reviews by funders in which they were highly complimented.

Ms. Brown briefly discussed the PAVE violence-prevention initiative and the FRC fatherhood initiatives.

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.

APPROVAL OF MINUTES:

*The President requested a motion to approve the December Board Meeting minutes;
Mr. Robert Tackman moved to approve the December Board Meeting minutes;
Mr. Eric Caballero seconded the motion;
The motion carried unanimously.*

ADJOURNMENT:

*The President requested a motion to adjourn the January 24th, 2022, Board meeting;
Mr. Steve Hodgins moved to adjourn the January 24th, 2022, Board meeting;
Mr. Jason Wallace seconded the motion;
The motion carried unanimously.
The January 24th, 2022, Board Meeting adjourned at 5:37pm.*

Hazard Pay Policy

Purpose

The intent of Hazard pay is to reward employees who have committed to the work of the agency during a time of high staffing shortages and pandemic crisis; have been exposed to increased risk or additional responsibilities in their normal job duties and functions; have adapted to agency safety protocols; and/or have helped the Agency to accomplish its mission and goals during unusual conditions.

Rationale

Hazard Pay will be provided to eligible employees on payroll at the time the reward is issued. With unpredictable yet frequent high incidences of COVID-19 and its variances, all staff in agency programs have an increased risk of exposure to COVID and have taken on additional responsibilities to cover for staff shortages due to higher rates of job vacancies and/or absences due to staff that either have the virus or have been potentially exposed to the virus.

Criteria

- Employees who have worked from the date of Board Approval of this policy through the April 13, 2022, will be eligible for hazard pay.
- Hazard pay amounts will vary based on service years for eligible employees.
- Award amounts will not exceed \$1500.
- Employees will have to be on payroll at the time the hazard pay is given.
- Hazard pay will be subject to taxation, (local, state and federal).

****Under circumstances where employees are exposed to increased risk or additional responsibilities to their normal job duties and functions, additional pay may be granted within the availability, provisions and approval of funding, and as approved by the Executive Director, CFO, and Board of Directors.**

Referral Incentive Policy For Head Start/Early Head Start

In our efforts to recruit qualified applicants, we are encouraging employees to refer candidates who embody the agency's culture and mission. An incentive will be paid to employees who refer qualified candidates under the following terms:

- Neither Human Resources or executive management personnel are eligible for the incentive.
- A written correspondence from the referring employee must be submitted to the Supervisor, Program Director, or HR Recruiter prior to an offer of employment to the candidate
- Referring employees will receive Five Hundred Dollars - \$ 500 (net) after the candidate have successfully completed 180 days of service. (The referring employee must be actively employed at the time of payment. This policy applies only to new hires and will not apply to re-hires.)
- The incentive does not apply for temporary or substitute classroom staff.

(Note: this policy is subject to change at any time based on program funding and staffing.)

Process

- Notification must be given to the Recruiter from the referring employee prior to an offer of employment to the candidate.
- The Program Director (or Alternate) will submit a Referral Incentive form to HR and Fiscal to process.
- The referred candidate must remain employed and not under notice of termination on any relevant bonus payment date.
- Differentials will be processed through payroll. Taxes will be covered by the agency for employees to receive the net amount of the bonus.



**REFERRAL INCENTIVE PAY FORM
FOR HEAD START/EARLY HEAD START**

DATE: _____

EMPLOYEE NAME: _____

DEPARTMENT: _____

NAME OF REFERRAL: _____

RELATION TO THE REFERRAL: _____

WHEN WAS THE CANDIDATE REFERRED: _____

DATE THE CANDIDATE BEGAN EMPLOYMENT: _____

DEPARTMENT THE CANDIDATE IS WORKING IN: _____

For Office Purposes Only:

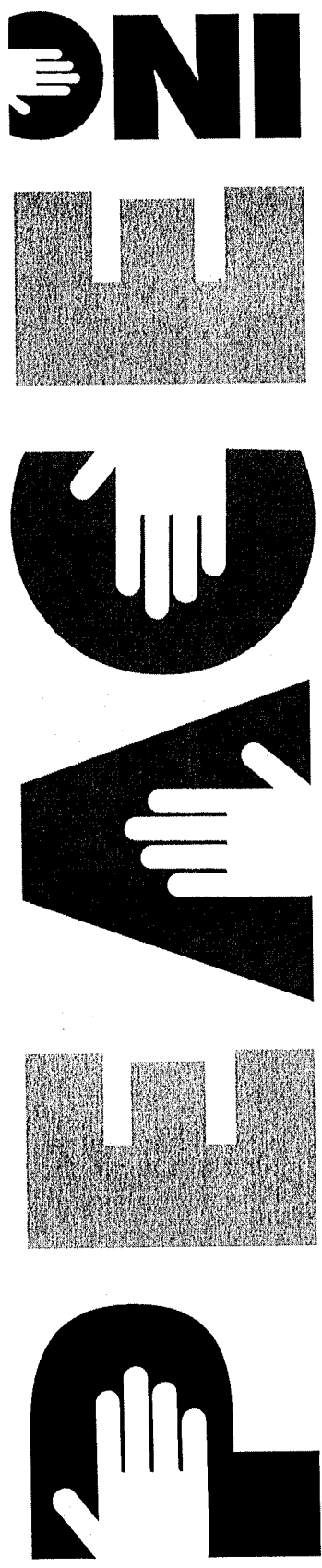
Date Employee successfully completed 180 days (6 months) employment: _____

The Referred employee is not on any Performance Improvement Plan: _____

The Referring Employee is still actively employed with PEACE, Inc. _____

Signature Program Director

Date



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Board Presentation January 2022

Community Needs for the Upcoming Year

Responding to Community Need: Cares Act

Building Capacity to Meet Community Need: Strategic Plan Updates

Identified Community Needs for 2022 (Part 1)

Youth

To create and/or to expand programs, services, and supports for youth, especially in-person when possible.

Communication and Access

To increase Social Capital and to connect already resilient communities more effectively with resources and/or other residents in need.

Whole Family Supports

To advocate for multiple family structures and to increase a variety of whole family supports.

Identified Community Needs for 2022 (Part 2)

Neighborhood Development

To pursue neighborhood projects that advance local improvements and broader systems change.

Money and Finances

To strengthen opportunities wherein low-income residents can access greater financial assets.

Equity

To champion initiatives that are racially equitable, accessible, and welcoming for all.

Vehicles

5 New Total (2 DEHS, 1 FRC Van, 1 Maintenance Van, 1 Box Truck); 2 Repaired Vehicles

Home Delivered Meals Program

13,364 Meals Prepared and Delivered (Apr 20 to Oct 21)

Staffing

20 FT/PT Employees across 7 Departments;
Hiring and Recruitment Campaign

Information Technology

89 New Computers, Tablets, and Chromebooks
4 New Servers; 11 New Firewalls; Main Office
Virtual Conference Room; Remote Court and
Telehealth Capabilities

Health and Safety

COVID Signage and PPE Supplies; Air
Purifiers; 4 Clorox 360 Machines; Security
Systems

Clothing

\$4,371,607 of In-Kind Clothing
gained through "Delivering Good"

Free Tax Prep Program

48% of Program Costs Covered
(Jan 22 to Sept 22)

Training

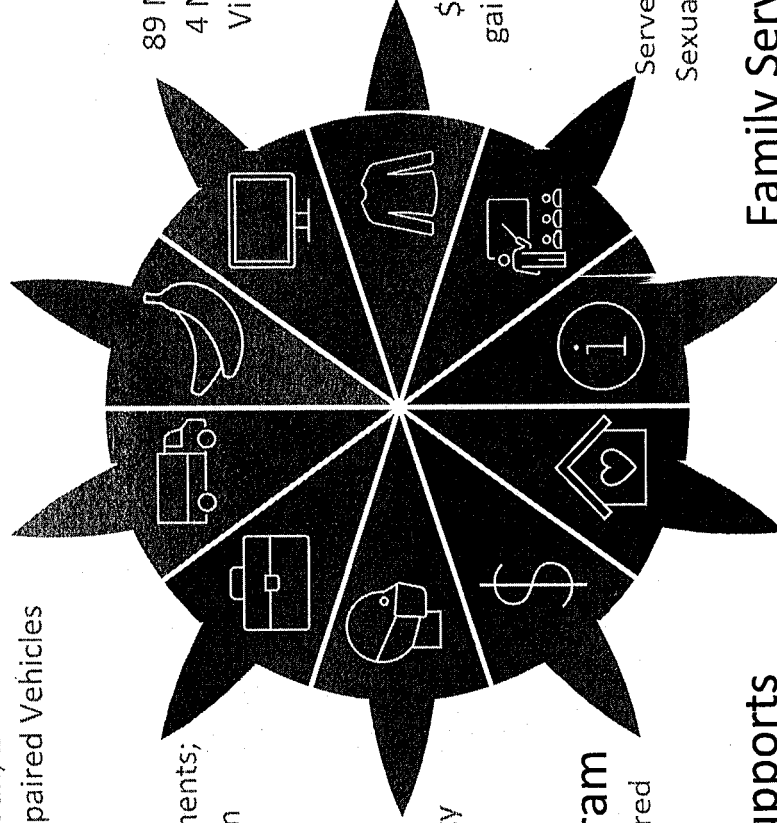
Servers, IT New Horizons; Data-Driven Decisions;
Sexual Harassment; Trauma-Informed; DEI/Equity

Housing Supports

Tenant Eviction Support Program with
Volunteer Lawyers Project; 2 FRC Housing Fairs

Family Services

Girls Circle Curriculums, 2 Housing Fairs, IDs and Driving Instruction, TRAC
Phones, Lock Boxes, Continued Funding for Early Childhood Careers and
Re-Entry Services



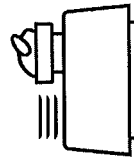
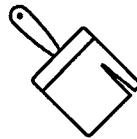
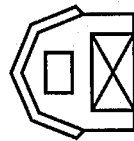
CSBG CARES ACT INVESTMENTS

EASTWOOD COMMUNITY CENTER

Air Purifiers; Kitchen repairs/updates; Added to security camera system

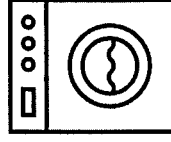
SOUTHSIDE FRC

Ramp, Shed, Funds to develop vacant lots on Alexander Street - property survey



EASTSIDE FAMILY RESOURCE CENTER

Sidewalk Repair; Washer and Dryer



WESTSIDE FAMILY RESOURCE CENTER

Blinds, Laminate Flooring, Pots & Pans, Diaper locker/storage, Gas Stove, Gutters, Awning, Ramp, Shed, HVAC/Condenser Unit

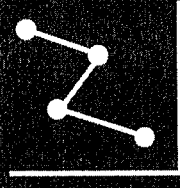
COUNTY SOUTH FAMILY RESOURCE CENTER

New security camera system; Flooring (Carpet); Painting; Ramp Extension; Driveway repair

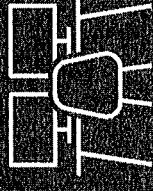
REPAIRING THE PEACE, INC. HOUSE: CSBG CARES ACT FACILITY INVESTMENTS

Strategic Plan Updates

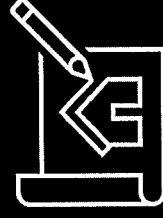
Goal 1: Align programs with community needs and resources



Goal 2: Recruit and retain high quality, committed staff



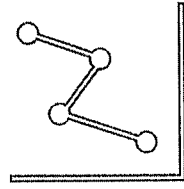
Goal 3: Strengthen Information Technology (IT) and Facilities



Goal 4: Enhance existing safety and security measures for all staff and clients

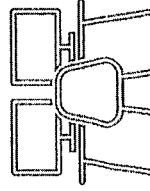


Notable Strategic Plan Accomplishments 2021: Part 1



Data: 2 Cohorts; 20 Staff Undergo Data-Driven Decisions Training
Communication: Expanded Webpage, Social Media Presences, Texting Capabilities

Reporting: “Community Conversations: Returning to Work in 2021”



Hiring: Human Resource Specialist

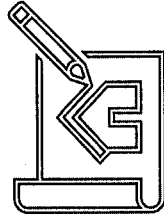
Processes: Electronic Time and Attendance System

Recruitment: Social Media, Billboard, Bus Placard Campaigns

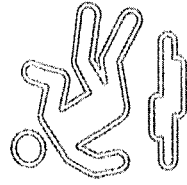
Training: DEI, Sexual Harassment; Supervisor Training

COVID-19: Creating and adopting policies to COVID-19 Realities and Regulations (Testing, Vaccination Mandate); Hazard Pay

Notable Strategic Plan Accomplishments 2021: Part 2



Assessments: IT nearly complete; Facilities ongoing
Coordination: IT Committee Formed and Meeting Monthly
Capacity Building: Building Improvements and IT Upgrades;
Remote Capabilities Expanded



Resources: Increases in Cleaning Staff, COVID-19 Supplies
Security: Security Camera Upgrades and Installations
Policy: COVID-19 Testing; Mandatory Vaccination Policy
Created and Implemented