

BOARD OF DIRECTORS MEETING

Courtyard Marriott at Armory Square

Friday, January 27th, 2023

MEMBERS PRESENT: Judge James Cecile (President & Development Chair), Eric Caballero, Shirley Copes (Planning Chair), Paula Freedman (via Zoom), Steven Hodgins (via Zoom), Pastor Phyllis Lee-Williams (EEO/Personnel Chair), Edward Perry (via Zoom), Erich Shafer (via Zoom), Robert Tackman (Finance Chair), Tonia Thornton, Patricia Usherwood Fitzpatrick (via Zoom), DJ Williams, Jason Wallace (via Zoom)

MEMBERS EXCUSED: Nicholas DeMartino

MEMBERS ABSENT: Charles Garland, Elizabeth Hakanson

STAFF PRESENT: Carolyn Brown, Jamie Colucci, Todd Goehle, Kathleen O'Brien, Arielle Kaigler-Hall, Eddy Luce, Lucy Totino

CALL TO ORDER:

The Board of Directors meeting was called to order by President Cecile at 4:09pm.

ROLL CALL:

President Cecile noted for the record that a quorum was participating either in person or via Zoom.

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.*

PRESIDENT'S REPORT:

President Cecile reviewed a HS/EHS budget amendment request to reprogram American Rescue Plan and CRRSA funds to provide HS/EHS staff with two \$1,000 incentive payments by March 31st, according to the Early Child Care Stabilization Incentive Pay Policy approved on August 30th.

***The President requested a motion to approve the HS/EHS budget amendment request;
Ms. Paula Freedman moved to approve the HS/EHS budget amendment request;
Ms. Tonia Thornton seconded the motion;
The motion carried unanimously.***

President Cecile asked CFO Kathleen O'Brien to review the proposed revisions to the Fiscal Policies and Procedures Manual. Ms. O'Brien highlighted five major revisions, which all deal with purchasing and procurement and the thresholds for obtaining quotes from vendors.

***The President requested a motion to approve the proposed revisions to the Fiscal Policies and Procedures Manual;
Pastor Phyllis Lee-Williams moved to approve the proposed revisions to the Fiscal Policies and Procedures Manual;
Ms. Shirley Copes seconded the motion;
The motion carried unanimously.***

President Cecile asked that approval of the proposed revisions to the Employee Handbook be tabled until the next monthly Board meeting.

PLANNING COMMITTEE REPORT:

The January Planning Committee meeting was cancelled because there were no action items or presentations scheduled.

DEVELOPMENT COMMITTEE REPORT:

President Cecile asked Mr. Tackman to present the committee report. Mr. Tackman reported that the committee discussed plans for the Board Retreat and reviewed a list of prospective Board member candidates.

***The President requested a motion to accept the Development Committee report;
Mr. DJ Williams moved to accept the Development Committee report;
Ms. Paula Freedman seconded the motion;
The motion carried unanimously.***

EEO/PERSONNEL COMMITTEE REPORT:

President Cecile asked Ms. Thornton to present the committee report. Ms. Thornton reported that HR Director Mandy King reviewed with the committee proposed revisions to policies in the Employee Handbook pertaining to paid sick time and family medical leave.

***The President requested a motion to accept the EEO/Personnel Committee report;
Mr. Jason Wallace moved to accept the EEO/Personnel Committee report;
Mr. Steve Hodgins seconded the motion;
The motion carried unanimously.***

PROPOSED BUDGET FOR FY 2/1/2023 – 1/31/24:

President Cecile asked CFO Kathleen O'Brien to review the proposed corporate budget for the fiscal year ending 1/31/24. Ms. O'Brien outlined the information included in the Executive Summary and Memo that was forwarded to all Board members.

***The President requested a motion to approve the budget for FY 2/1/23 – 1/31/24;
Mr. Erich Shafer moved to approve the budget for FY 2/1/23 – 1/31/24;
Ms. Patricia Usherwood Fitzpatrick 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 \$231,763 versus a budget of \$2,554,718, noting that fixed asset purchases for Head Start had been budgeted but have not yet occurred. She reported that the current ratio of assets over liabilities is 147.68%, and that the net income from normal operations is \$147,962 reflecting 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 line of credit balance is \$0, and that the indirect rate is 21.8%, noting that the agency is approved for an indirect rate of 24%.

Ms. O'Brien discussed the analysis of self-insurance reserve, which compared the projected balance for December 2022 of \$664,645 to the actual balance of \$464,984. She noted that a two payrolls in December in which health premiums were not withheld nor posted as expenses to cost centers resulted as intended in bringing the reserve balance closer to the target of \$437,646.

***The President requested a motion to accept the Finance Committee report;
Mr. Edward Perry moved to accept the Finance Committee report;
Ms. Shirley Copes seconded the motion;
The motion carried unanimously.***

EXECUTIVE DIRECTOR'S REPORT:

Ms. Brown reported on a Food Services collaboration that began with the Salvation Army in mid-December to provide meals for 56 daycare classrooms and 27 senior lunch sites, and noted that the collaboration may continue on a contractual basis.

Ms. Brown commented on the anticipated impact of the approved incentive payments for the retention of HS/EHS staff.

Ms. Brown reported that a set of new Human Resources initiatives will be proposed to the Board prompted by input from the new HR Director, Mandy King.

Ms. Brown reported that the agency gave the required 120-day notice on January 11th of its intent to terminate the Call-a-Bus program collaboration with Centro.

Ms. Brown commented on the updates on the Strategic Plan that were provided during the Retreat.

Ms. Brown reported that the relocation of DEHS operations from 811 East Washington Street to 717 Erie Blvd. West continues to progress steadily, noting that the former sold for approximately \$2.2 million and the latter was purchased for approximately \$800,000. Ms. Brown noted that subsequent buildout and moving costs will be reviewed by the Finance and Executive Committees.

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 review.

OLD BUSINESS:

None.

NEW BUSINESS:

Mr. Tackman gave an update on the Eastside FRC fatherhood program.

Pastor Phyllis Lee-Williams reported on the positive developments and progress at the Southside FRC since their new coordinator was hired. She reported that much work remains to be done to make the adjacent senior center fully operational.

ADJOURNMENT: President Cecile adjourned the January 27th Board meeting at 4:36pm.