

BOARD OF DIRECTORS MEETING

Francesca's Cucina

Monday, December 11th, 2023

MEMBERS PRESENT: Judge James Cecile (President & Development Chair), Eric Caballero (via Zoom), Shirley Copes (Planning Chair), Paula Freedman, Steven Hodgins, Pastor Phyllis Lee-Williams (EEO/Personnel Chair), Christopher Montgomery, Robert Tackman (Finance Chair)

EMERITUS PRESENT: David Scharoun

MEMBERS EXCUSED: Nicholas DeMartino, Edward Perry, Erich Shafer, Tonia Thornton, Jason Wallace, DJ Williams

MEMBERS ABSENT: Patricia Usherwood Fitzpatrick

STAFF PRESENT: Carolyn Brown, Maribel Arce, Jamie Colucci, Rebeccah Heberle, Mandy King, Rollin Mincher, Kathleen O'Brien, Beth O'Hara, Nancy Turo

GUESTS PRESENT: Justine Bell, Louis Kriesberg

CALL TO ORDER:

The Board of Directors meeting was called to order by President Cecile at 5:10pm.

ROLL CALL:

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

MOMENT OF SILENCE:

Board members observed a moment of silence.

APPROVAL OF MINUTES:

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

PRESIDENT'S REPORT:

President Cecile reported that the Development Committee interviewed Alison Murray as a prospective Board member to represent Assemblymember Pamela Hunter.

DEVELOPMENT COMMITTEE REPORT:

President Cecile reported that the Development Committee voted unanimously to recommend Alison Murray as a new Board member.

***The President moved to approve the appointment of Ms. Murray as a new member;
Ms. Shirley Copes seconded the motion;
The motion carried unanimously.***

***The President requested a motion to accept the Development Committee report;
Pastor Phyllis Lee-Williams moved to accept the Development Committee report;
Mr. Christopher Montgomery seconded the motion;
The motion carried unanimously.***

PLANNING COMMITTEE REPORT:

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

FINANCE COMMITTEE REPORT:

Chair Robert Tackman asked CFO Kathleen O'Brien to present the monthly financial statistics. Ms. O'Brien reported that the net income before depreciation as of November 30th is \$373,693 versus a budget of \$1,156,802, and that the net income after depreciation is (\$125,508). Ms. O'Brien also reported that the current ratio of assets over liabilities is 146%, and that the net income from normal operations is (\$112,778). Ms. O'Brien also discussed total fundraising revenue, the indirect rate, the analysis of in-kind and Head Start administrative rates, and the captive health reserve account balance.

Ms. O'Brien reviewed the proposed corporate budget for the fiscal year ending 1/31/25 and the accompanying Executive Summary and Memo.

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

EEO/PERSONNEL COMMITTEE REPORT:

President Cecile asked Mr. Montgomery to present the committee report. Mr. Montgomery reported that Ms. King discussed testing for the new payroll system and the creation of an Associate Director position in the Human Resources Department. He reported that the committee also reviewed the monthly applicant pool report.

***The President requested a motion to accept the EEO/Personnel Committee report;
Mr. Robert Tackman moved to accept the EEO/Personnel Committee report;
Ms. Paula Freedman seconded the motion;
The motion carried unanimously.***

FUNDRAISING COMMITTEE REPORT:

Ms. Brown reported that letters are being sent to major sponsors to announce that the agency will hold a fundraising event this spring.

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.

President Cecile reported that the BBBS program held its Holiday Party on December 3rd at Bishop Ludden High School.

EXECUTIVE DIRECTOR'S REPORT:

Ms. Brown reported that Mr. Williams travelled to New Orleans to attend a Head Start convention.

Ms. Brown reported that Peterson Guadagnolo Consulting Engineers has been selected to conduct a facilities assessment for the ten buildings owned by the agency, and that this firm was recommended by Mr. Wallace.

Ms. Brown reported that the HS/EHS program is contracting with a provider for mental health services.

Ms. Brown reported that the new payroll system will be rolled out for the pay period beginning December 25th. She also reported that parallel testing has been conducted using the current and new system; this uncovered some irregularities with deductions for the 401(k) plan, and the agency hired an ERISA attorney to provide guidance on the issues.

Ms. Brown discussed the Give-a-Holiday gift basket donation program, and she reported that holiday Wegmans gift cards have been sent to all staff.

Ms. Brown reported that the annual Board Retreat will held on January 26th and 27th at the newly renovated downtown Best Western, formerly the Jefferson-Clinton Hotel. President Cecile proposed that the Board meeting be held on the morning of the 27th instead of the evening of the 26th.

OLD BUSINESS:

None.

NEW BUSINESS:

Ms. Brown reviewed a proposal to submit a request to the Head Start Regional Office for a retroactive budget amendment of \$1,135,280 for FYE 1/31/23, and to file a 1303 Form, to allow for a construction project at the Sumner site for the roof and windows and parking lot.

The President requested a motion to approve the HS/EHS retroactive budget amendment request for FYE 1/31/23 and the filing of a 1303 Form;

Mr. Robert Tackman moved to approve the HS/EHS retroactive budget amendment request for FYE 1/31/23 and the filing of a 1303 Form;

Ms. Shirley Copes seconded the motion;

The motion carried unanimously.

ADJOURNMENT: President Cecile wished everyone a happy holiday season, and adjourned the Board meeting at 5:35pm.



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Carolyn D. Brown, Executive Director

December 11th, 2023

Stefanie Gordon, Regional Grants Management Officer
Department of Health and Human Services
Administration for Children and Families
26 Federal Plaza
Suite 4114
New York, NY 10278

RE: Grant No. 02CH011394
Approval of Revised Budget Application

Dear Ms. Gordon,

The PEACE, Inc. Board of Directors has reviewed and hereby grants permission to apply for a retro-budget revision for fiscal year ending Jan. 31st, 2023 for \$1,135,280 and supplemental nonfederal match/in-kind waiver, to provide necessary funding for new construction projects for Sumner Building for Early Head Start/Head Start program.

Sincerely,

Honorable James H. Cecile
President
PEACE, Inc.
Board of Directors



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Carolyn D. Brown, Executive Director

December 11th, 2023

Stefanie Gordon, Regional Grants Management Officer
Department of Health and Human Services
Administration for Children and Families
26 Federal Plaza
Suite 4114
New York, NY 10278

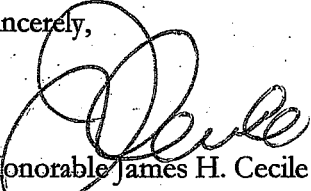
RE: Grant No. 02CH011394
Approval of Revised Budget Application

Dear Ms. Gordon,

The PEACE, Inc. Board of Directors has reviewed and hereby grants permission to fill out 1303 form, which is necessary for doing any major construction. The construction projects which require this 1303 form are the following repairs for Sumner Building located at 215 Bassett St. Syracuse, NY:

- A. New roof and necessary surrounding brick and mortar work
- B. New windows for most of the EHS/HS classrooms
- C. Parking lot repaving and general upgrades

Sincerely,



Honorable James H. Cecile
President
PEACE, Inc.
Board of Directors



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Carolyn D. Brown, Executive Director

December 5th, 2023

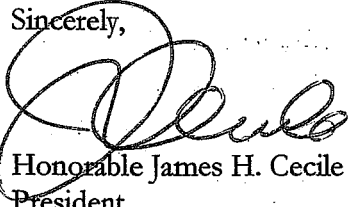
Stefanie Gordon, Regional Grants Management Officer
Department of Health and Human Services
Administration for Children and Families
26 Federal Plaza
Suite 4114
New York, NY 10278

RE: Grant No. 02CH011394
Approval of Revised Budget Application

Dear Ms. Gordon,

The PEACE, Inc. Board of Directors has reviewed and hereby grants permission to apply for a retro-budget-revision for fiscal year ending Jan. 31st, 2023 for \$96,437 and supplemental in-kind waiver application to provide necessary additional funding to buy three new buses for Early Head Start/Head Start program.

Sincerely,



Honorable James H. Cecile
President
PEACE, Inc.
Board of Directors