
BOARD OF DIRECTORS MEETING

DEHS Conference Room, 717 Earle Blvd. West, Syracuse

Monday, June 24th, 2024

MEMBERS PRESENT: Judge James Cecile (President/Development Chair), Eric Caballero (via Zoom), Shirley Copes (Planning Chair) (via Zoom), Nicholas DeMartino (via Zoom), Paula Freedman (via Zoom), Steven Hodgins, Edward Perry (via Zoom), Erich Shafer (via Zoom), Robert Tackman (Finance Chair)

MEMBERS EXCUSED: Pastor Phyllis Lee-Williams (EEO/Personnel Chair), Christopher Montgomery, Patricia Usherwood Fitzpatrick, Jason Wallace, DJ Williams

STAFF PRESENT: Carolyn Brown, Jamie Colucci, Tim Gonya, Mandy King, Kathleen O'Brien, Nancy Turo

CALL TO ORDER:

The Board of Directors meeting was called to order by President Cecile at 4:53pm.

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 May Board Meeting minutes;

Mr. Steve Hodgins moved to approve the May Board Meeting minutes;

Mr. Robert Tackman seconded the motion;

The motion carried unanimously.

REAFFIRMATION OF AGENCY MISSION STATEMENT:

The President requested a motion to reaffirm the agency mission statement:

"Helping people in the community realize their potential for becoming self-sufficient";

Ms. Paula Freedman moved to reaffirm the agency mission statement;

Mr. Eric Caballero seconded the motion;

The motion carried unanimously.



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Mission Statement

*Helping people in the
community realize their
potential for becoming
Self-sufficient*

401(k) PLAN REVIEW UPDATE:

HR Director Mandy King reported that the adjustment to the 401(k) plan is estimated to be approximately \$212,000, and that the forfeiture amount that could be applied to this liability is approximately \$55,000.

EEO/PERSONNEL COMMITTEE REPORT:

The June EEO/Personnel Committee meeting was cancelled because there was no quorum.

PLANNING COMMITTEE REPORT:

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

DEVELOPMENT COMMITTEE REPORT:

President Cecile reported that the committee reviewed and discussed proposed changes to the by-laws, which have been reviewed by an outside counsel.

President Cecile reported that Ms. Brown discussed the possibility of submitting an OpEd piece on poverty to the Post Standard, and that the committee members present indicated their full support.

President Cecile reported that the committee discussed the upcoming Executive Director review process.

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

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

Mr. Nicholas DeMartino seconded the motion;

The motion carried unanimously.

FINANCE COMMITTEE REPORT:

Chair Robert Tackman reported that the CHAR500 report and Form 990 Tax Return for FYE 1/31/24 were unanimously approved by the Finance Committee at its June meeting, and that they were signed by the Executive Director and CFO, filed with the appropriate agencies, and copied to Board members.

Mr. Tackman asked Ms. O'Brien to present the monthly financial statements. Ms. O'Brien reported that the net income before depreciation as of May 31st is (\$273,725) versus a budget of \$86,066, that the net income after depreciation is (\$470,339), and that the net income from normal operations is \$129,971 reflecting timing differences of fixed asset purchases, revenue recognition grants and donation cost centers. Ms. O'Brien also reported that the current ratio of assets over liabilities is 173%, and that the line of credit balance was at \$0.

Ms. O'Brien discussed fundraising revenue, the indirect rate, the in-kind analysis, the administrative rate, the captive health reserve, and changes of recording the revenue of Senior Nutrition Program meals less the expenses as net income for the agency.

Ms. O'Brien reported that a meeting is being scheduled during the summer with Bonadio representatives to discuss how any major changes during this fiscal year will be handled.

Mr. Tackman reviewed the three options that were discussed by the Finance Committee to cover the difference of approximately \$157,000 between the 401(k) plan adjustment and the forfeiture amount:

- Using net proceeds from the sale of 811 E. Washington St. and purchase of 717 Erie Blvd. West
- Using funds in the Capital Improvement account
- Obtaining a mortgage on one of the properties owned by the agency

After some discussion, the consensus was to use funds from the Capital Improvement account.

The President requested a motion to approve the use of Capital Improvement funds to cover the remainder of the 401(k) plan adjustment;

Mr. Robert Tackman to approve the use of Capital Improvement funds to cover the remainder of the 401(k) plan adjustment;

Mr. Steve Hodgins seconded the motion;

The motion carried unanimously.

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

Ms. Shirley Copes moved to accept the Finance Committee report;

Mr. Edward Perry seconded the motion;

The motion carried unanimously.

PRESIDENT'S REPORT:

The Board reviewed a proposal to revise the HS/EHS budget application to carry over \$193,008 from the 2022-23 fiscal year to the current fiscal year, to provide the necessary funding to purchase two new school buses. It was noted that this is a revision to the proposal that was previously approved by the Board to carry over \$289,445 to purchase three new school buses.

The President moved to approve the HS/EHS carryover budget application;

Mr. Eric Caballero seconded the motion;

The motion carried unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Ms. Brown provided an update on the repairs at the Eastwood Community Center, noting that they are funded by the county and by the office of former State Senator John DeFrancisco.

Ms. Brown reported that a Cost Of Living Adjustment (COLA) of 2.35% to staff salaries will occur on September 27th and be made retroactive to the beginning of the current fiscal year.

Ms. Brown reported that the agency received a \$100,000 grant from the Kresge Foundation, which indicates their focus on the Syracuse area.

Ms. Brown reported that the Head Start classrooms are closing for the summer break, and that the eight Early Head Start classrooms will continue to operate through the summer.

PROGRAM 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:

Ms. Brown reported that two of the winners of scholarships from the County West FRC were former classmates at Baldwinsville Head Start.

ADJOURNMENT: President Cecile adjourned the Board meeting at 5:19pm.