
Planning Committee Meeting

@PEACE, Inc., 217 S. Salina St., 2nd Flr.
(zoom option is available)

Wednesday, December 3, 2025

MEMBERS PRESENT: Paula Freedman, Steve Hodgens, Tysha Martin

MEMBERS EXCUSED: Shirley Copes

MEMBERS ABSENT: None

STAFF PRESENT: Carolyn Brown, Todd Goehle, Emily Thompson

CALL TO ORDER:

The December 3, 2025 Planning Committee meeting was called to order at 4:48 PM by Steve Hodgens. It was noted for the record that a quorum was present.

APPROVAL OF PREVIOUS MINUTES

Paula Freedman made a motion to approve the November 2025 minutes, seconded by Tysha Martin. The motion carried.

PRESENTATION:

Head Start – ERSEA Overview

Emily Thompson gave a brief overview on what ERSEA is (Eligibility, recruitment, selection, enrollment, attendance). See the attached documents. She explained how Head Start determines eligibility, prioritizes families needs and situations, and maintains full enrollment. It covered age and income requirements, categorical eligibility, and site recruitment plans. She discussed what goes into selection criteria and some of the main topics Head Start discusses with families at intake. Finally, She addressed federal requirements for maintaining enrollment and ensuring consistent attendance—including safety checks for absent children and efforts to re engage families when attendance drops below the program’s 85% goal.

Tysha Martin moved to approve the ERSEA Overview report. Paula Freedman seconded. The motion carried.

COMMUNITY ENGAGEMENT UPDATES:

Vice President of Operations and Strategy Todd Goehle presented progress on a number of Community Engagement Initiatives, including community conversations with Syracuse Onondaga Food Systems Alliance (SOFSA) around food security/access as well as convenings with FOCUS Greater Syracuse around building community resilience.

CURRENT GRANT SUMMARY REPORT:

Todd Goehle also discussed recent grant applications and a new platform for tracking them. See the attached grant summary report.

OLD BUSINESS:

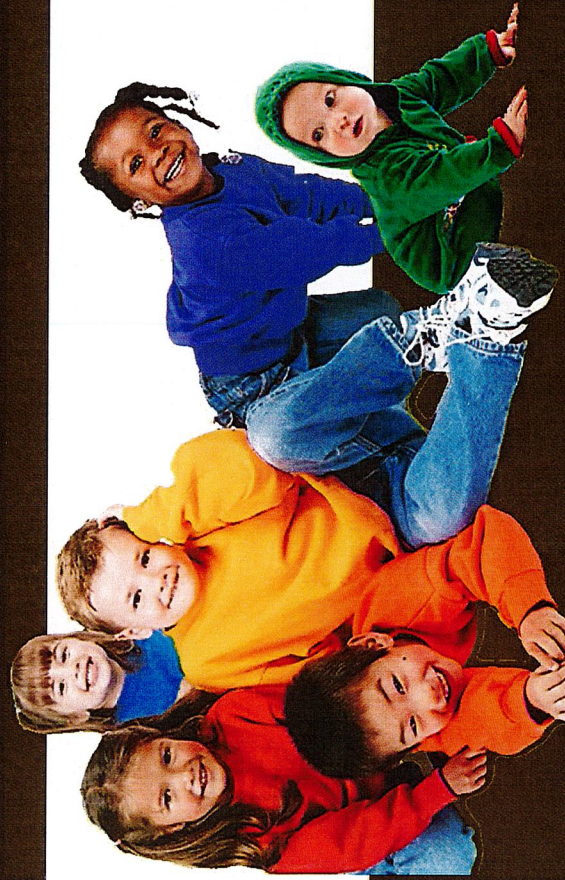
Holiday Board Meeting and dinner will be held on December 15, 2025 @4:45PM, at PEACE, Inc. Energy & Housing Department, 717 Erie Blvd. West.

NEW BUSINESS:

Executive Director Carolyn Brown reported on changes to United Way funding and plans to address the situation.

ADJOURNMENT

The meeting was adjourned at 5:35 PM.



ERSEA OVERVIEW

ERSEA OVERVIEW

Coordinator : Katy Hollins

ELIGIBILITY

- Age
 - HS a child must be three to attend, priority given to four year olds
 - This year four year olds were born 2021 or Dec 2 – 30th of 2020
 - EHS serves pregnant woman and zero to three year olds
- Income
 - Families must be at or below the poverty guidelines (90%)
 - Families may be slightly over the federal guidelines 130% (35%)
 - Families over the guidelines maybe considered when in need (10%)
 - Children with disabilities should be considered (10%)

CATEGORICALLY ELIGIBLE

- Homeless families
- Foster care
- TANF and Food stamps recipients
- SSI recipients
- These families must provide us with proof of receiving these services.

The 2025 poverty guidelines are in effect as of January 16, 2025. 2025 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES For families / households with more than 8 persons, add \$5,500 for each additional person.	
Persons in family / household	Poverty Guideline
1	\$15,650
2	\$21,150
3	\$26,650
4	\$32,150
5	\$37,650
6	\$43,150
7	\$48,650
8	\$54,150

RECRUITMENT

- In order to reach those in need of Head Start services, each individual site or option must develop and implement their own recruitment plan
- An overall global plan is created to address how we will secure applicants in general
- The best recruiter is our families
- We solicit double the need, current enrollment 918, which means we may process up to 1836 applicants (This allows for us to select the neediest of the community)

SELECTION

- Selection based on need, not first come first serve (Ranked Waiting List)
- Selection Criteria
 - A program must annually establish selection criteria that weigh the prioritization of selection of participants, based on community needs identified in the community needs assessment.
- ERSEA Committee determined no changes were needed this year.

Other Benefits of Child Selection Criteria

1. It's a process not a person
2. Family Worker's guide to services needed
3. A resource

CRITERIA FROM THE COMMUNITY ASSESSMENT

OTHER FACTORS:	Child Abuse History	Cultural barriers	Domestic Violence
Mental Health	Language	Drug Abuse History	Health
Transportation	Nutrition/ Food Insecurity	Housing Insecurity	Worker experience ETC.

1302.15 ENROLLMENT

- A program must maintain its funded enrollment level and fill any vacancy as soon as possible
- A program must make efforts to maintain enrollment of eligible children for the following year.
- If a program serves homeless children or children in foster care, it must make efforts to maintain the child's enrollment regardless of whether the family or child moves to a different service area, or transition the child to a program in a different service area.

1305.16 ATTENDANCE

- A program must implement a process to ensure children are safe when they do not arrive at school. If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the program must attempt to contact the parent to ensure the child's well-being.
- If a child ceases to attend, the program must make appropriate efforts to reengage the family to resume attendance.
- If the child's attendance does not resume, then the program must consider that slot vacant.
- 85% attendance is the goal

2025 Grants Spreadsheet

Name	Funding Source	Program	Status	Submission Date	Award Date	Request Amount	Grant Amount	Grant Year Start	Grant Year End
FGP Operations	State Assemblyman William B. Magnarelli	FGP	Working on it	7/20/2024	7/29/2025	\$ 40,000	\$ 40,000		
Let Me Be Great PY52	City of Syracuse NBD - CDBG	FRC	Working on it	12/4/2025		\$ 32,929			
Strengthening Whole Families	Office of Children and Family Services	FRC, HS/EHS	Working on it	12/12/2025		\$ 1,500,000			
Eastwood Capital Repairs	State Senator Rachel May	Eastwood	Pre-Approved		8/11/2023	\$ 150,000			
DASNY						\$ 1,722,929	\$ 40,000		

Grants Submitted or In Process of Formal Contracting

Name	Funding Source	Program	Status	Submission Date	Award Date	Request Amount	Grant Amount	Grant Year Start	Grant Year End
ECCPP Micron Technology - Green Chips Act	Micron Technology - Green Chips Act	Family Services	LOI Submitted	1/15/2025		\$ 200,000			
BBBS Events & Passes (youth under 12)	Jim and Juli Boeheim Foundation	BBBS	Submitted	10/17/2025		\$ 5,000			
BBBS Operations	United Way of CNY	BBBS	Submitted	9/25/2025		\$ 15,000		11/2026	12/31/2027
FTP Operations	United Way of CNY	FTP	Submitted	9/25/2025		\$ 100,000		11/2026	12/31/2027
BBBS 2026 Oswego School Based Progra6	Oswego County - Youth Bureau	BBBS	Awarded	8/21/2025	9/30/2025	\$ 10,000	\$ 10,000	11/2026	9/30/2026
EISEP at County West	Onondaga County - Department of Adult & Long Term Services	FRC, FGP	Awarded	3/27/2024	5/10/2024	\$ 164,000	\$ 164,000	4/1/2024	3/31/2025
BBBS Program Assistant & other	Onondaga County - Youth Bureau	BBBS	Awarded	8/1/2025	10/16/2025	\$ 50,000	\$ 50,000		
Free Tax Prep 2025-2026	Dorothy & Marshall Reisman Foundation	FTP	Submitted	11/24/2025		\$ 10,000			
Free Tax Prep 2025-2026	Berkshire Hathaway Bank Foundation	FTP	Submitted	11/14/2025		\$ 5,000			
						\$ 559,000	\$ 224,000		

Active Grants with Fully Executed Contracts

Name	Funding Source	Program	Status	Submission Date	Award Date	Request Amount	Grant Amount	Grant Year Start	Grant Year End
FGP Literacy Training	Literacy Coalition of CNY	FGP	Closing out	2/14/2025	3/1/2025	\$ 3,000	\$ 3,000	3/13/2025	12/1/2025
SSFRC - Save the Rain Program	Onondaga County - Dept of Water Environment Protection	Facilities	Awarded	12/17/2021	3/28/2023	\$ 82,676	\$ 50,800	5/1/2023	4/30/2033
FTP Tech upgrades	Allyn Foundation	FTP	Awarded	8/20/2025	9/22/2025	\$ 50,000	\$ 50,000	10/1/2025	9/30/2026
Homes & Health	National Grid	DEHS, FRC	Awarded	3/26/2025	4/1/2025	\$ 50,000	\$ 50,000	9/1/2025	8/30/2026
Overcoming									
Weatherization Barriers	City of Syracuse NBD - CDBG	DEHS	Awarded	10/25/2024	6/12/2025	\$ 159,971	\$ 63,352	5/1/2025	4/30/2026
CDBG PY51									
BBBS Operations	United Way of CNY	BBBS	Awarded	8/11/2023	12/31/2024	\$ 11,000	\$ 11,000	1/1/2025	12/31/2026
FTP Operations	United Way of CNY	Free Tax Prep	Awarded	8/11/2023	12/31/2024	\$ 101,800	\$ 101,800	1/1/2025	12/31/2026
Project Connections at ESFRC 2024 - 2028	OPWDD	ESFRC	Awarded	9/8/2023	9/8/2023	\$ 448,871	\$ 448,871	1/1/2024	12/31/2028
Alternative Learning Site at ESFRC 2023-2026	Syracuse City School District	Family Services	Awarded	8/11/2023	10/3/2023	\$ 100,000	\$ 384,341	9/1/2023	6/30/2026
Free Tax Prep 2025-2026	Key Bank Foundation	Free Tax Prep	Awarded	5/7/2025	6/13/2025	\$ 18,000	\$ 20,000	7/1/2025	6/30/2026
BBBS Mentor Managers & Supplies	Broadview Federal Credit Union	BBBS	Awarded	7/14/2025	7/31/2025	\$ 10,000	\$ 10,000	10/1/2025	9/30/2026
BBBS Onondaga County	Lockheed Martin Employees Federated Fund	BBBS	Awarded	5/19/2025	7/7/2025	\$ 3,500	\$ 3,500	7/1/2025	6/30/2026
DOT Foods Thanksgiving meals	DOT Foods	Family Services	Awarded	9/25/2025	10/1/2025	\$ 2,100	\$ 2,100	10/3/2025	8/29/2026
Champions of Diversity Event Sponsorship	DOT Foods	Community Engagement	Awarded	3/1/2025	4/23/2025	\$ 2,500	\$ 2,500	4/23/2025	4/22/2026
Community Conversations	SOFSA	Community Engagement	Closing out	8/1/2025	8/6/2025	\$ 2,000	\$ 2,100	8/6/2025	11/15/2025
Snow Foundation Memorial Trust	Snow Foundation Memorial Trust	Facilities	Awarded	1/31/2025	6/21/2025	\$ 20,000	\$ 20,000	6/21/2025	9/1/2026
FRC Food Pantries	Food Bank of CNY - HPNAP	Family Services	Awarded	6/13/2025	7/14/2025	\$ 91,639	\$ 30,600	7/1/2025	5/31/2026
WSFRC Capital Improvement	DASNY - NICIP	Maintenance	Awarded	12/15/2023	7/8/2024	\$ 434,000	\$ 410,000	1/13/2025	12/1/2026
Vehicles through DASNY-CREST	State Senator John W. Mannion	Nutrition, Maintenance	Awarded	7/21/2023	11/26/2024	\$ 250,000	\$ 249,675	4/24/2025	12/5/2026
Reentry Program Y2 2024-2026	Mother Cabrini Health Foundation	Family Services	Awarded	4/19/2024	9/25/2024	\$ 150,000	\$ 150,000	10/1/2025	9/30/2026
OCFS TM12133 - Free Tax Prep	Assemblymember Pamela J. Hunter	Free Tax Prep	Awarded	2/1/2024	7/31/2024	\$ 25,000	\$ 25,000	10/1/2025	9/30/2026
Early Childhood Career Pathways	Micron Technology	Family Services	Awarded	1/2/2024	1/1/2024	\$ 200,000	\$ 200,000	4/1/2024	12/31/2025
			Closing out			\$ 2,216,057	\$ 2,288,639		

11/24/2025

Name	Funding Source	Program	Status	Submission Date	Award Date	Request Amount	Grant Amount	Grant Year Start	Grant Year End
Renew Americas NonProfits - GJCNY	GJCNY	Facilities	Closed out	3/15/2025		\$ 2,500	\$ 2,500		
Early Childhood Career Pathways - AEI	Onondaga County - AEI	Family Services	Closed out	2/15/2024	4/18/2024	\$ 84,878	\$ 84,878	6/1/2024	5/31/2025
Canal Day Dicks Sporting Goods	Dicks sport	BBBS	Declined	1/27/2025		\$ 1,500			
Vera House Collaboration	OVW	Family Services	Closed out	4/1/2022	9/23/2022	\$ 120,003	\$ 120,003	10/1/2022	9/30/2025
Office of Head Start - HS Nutrition One Time Funding	DHHS	HS/EHS & Nutrition	Declined	8/18/2025		\$ 110,000			
BBBS Oswego 2025 School Based Program	Oswego County - Youth Bureau	BBBS	Closed out	9/6/2024	10/20/2024	\$ 10,000	\$ 10,000	1/1/2025	9/30/2026
NYS Fair Cares for FRC	NYS Fair Care Program	FRC & FTP	Closed out	6/24/2025	7/30/2025	\$ 40	\$ 40	9/1/2025	1/1/2025
ESFRC Capital Improvement	Micron Technology - Green Chips Act	Facilities	Declined	1/27/2025		\$ 200,000			
ESFRC Health Fair	Central New York Community Foundation	Family Services	Closed out	5/5/2025	5/8/2024	\$ 500	\$ 500	5/1/2025	11/1/2025
Early Childhood Career Pathways	Central New York Community Foundation	Family Services	Closed out	3/8/2024	7/8/2024	\$ 55,000	\$ 55,000	7/1/2024	1/1/2025
Free Tax Prep Super Saturday 2025	Key Bank Foundation	Free Tax Prep	Closed out	2/4/2025	2/21/2025	\$ 3,000	\$ 3,000	2/1/2025	6/30/2025
Free Tax Prep Super Saturday 2024	Key Bank Foundation	Free Tax Prep	Closed out	1/17/2024	1/18/2024	\$ 2,500	\$ 2,500	1/18/2024	6/30/2024
Free Tax Prep 2023	Key Bank Foundation	Free Tax Prep	Closed out	8/13/2023	9/28/2023	\$ 20,000	\$ 20,000	1/1/2024	1/1/2025
Free Tax Prep operations 2024-2025	Dorothy & Marshall Reisman Foundation	Free Tax Prep	Closed out	10/25/2024	12/4/2024	\$ 25,000	\$ 25,000	11/1/2024	10/31/2025
Free Tax Prep	Berkshire Hathaway Bank Foundation	Free Tax Prep	Closed out	10/15/2024	11/4/2024	\$ 5,000	\$ 3,000	11/1/2024	10/31/2025
Whole Family Summit	FOCUS Greater Syracuse	Community Engagement	Closed out	9/29/2024	9/30/2024	\$ 12,825	\$ 12,825	9/9/2024	1/30/2025
Back Pack Giveaway 2025 WSFRC	M&T Bank Charitable Foundation	Family Services	Closed out	6/11/2025	6/20/2024	\$ 2,500	\$ 2,500	6/24/2025	1/1/2025
Food Bank CNY	Food Bank of CNY - HPNAP	Family Services	Closed out	5/31/2024		\$ 68,337	\$ 27,551	7/1/2024	
Fatherhood Initiative	Gifford Foundation	Family Services	Closed out	2/26/2024	4/12/2024	\$ 10,000	\$ 9,079	4/12/2024	6/30/2025
Let Me Be Great CDBG2 PY51	City of Syracuse NBD - CDBG	Family Services	Closed out	2/6/2025	6/12/2025	\$ 32,929	\$ 31,091	5/1/2025	1/1/2025
OCFIS TM 12132 - Agency IT Upgrades	State Assemblyman William B. Magnarelli	IT/AgencyWide	Closed out	2/1/2024	7/31/2024	\$ 25,000	\$ 25,000	10/1/2024	9/30/2025

OCFS TM 11426 - Free Tax Prep	State Assemblyman William B. Magnarelli	Free Tax Prep	Closed out	5/18/2023	4/24/2024	\$	25,000	\$	25,000	10/1/2024	9/30/2025
BBBS Mentor Managers	Atty's - Inspire Brand Foundation	BBBS	Closed out	5/1/2025	7/10/2025	\$	25,000	\$	25,000	7/1/2025	11/30/2025
Eastwood Facility Improvements	Onondaga County - Department of Adult & Long Term Services	Facilities	Closed out	5/18/2025	7/28/2025	\$	11,957	\$	11,957	8/1/2025	10/31/2025
Reentry Program Y1 2024-2026	Mother Cabrini Health Foundation	Family Services	Closed out	4/19/2024	9/25/2024	\$	150,000	\$	150,000	10/1/2024	9/30/2025
Agency Capacity Building	Kresge Foundation	Agencywide	Closed out	7/8/2024	9/3/2024	\$	100,000	\$	100,000	7/1/2024	9/30/2025
Whole Family Community Conversations	FOCUS Greater Syracuse	Community Engagement	Closed out	5/22/2024	7/11/2025	\$	6,940	\$	6,500	1/1/2025	1/1/2026
						\$	1,110,409	\$	752,924		