

BOARD OF DIRECTORS MEETING

Via Teleconference

Monday, November 15th, 2021

MEMBERS PRESENT: David A. Scharoun, Eric Caballero, Judge James Cecile (Development Chair), Nicholas DeMartino, Paula Freedman, Steven Hodgins, Xander Hope, Edward Perry, Erich Shafer, Robert Tackman (Finance Chair), Patricia Usherwood Fitzpatrick, Jason Wallace

MEMBERS EXCUSED: Elizabeth Hakanson

MEMBERS ABSENT: Shirley Copes (Planning Chair), Charles Garland, Pastor Phyllis Lee-Williams (EEO/Personnel Chair), Tonia Thornton

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

CALL TO ORDER:

The Board of Directors meeting was called to order by President Scharoun at 4:48pm.

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.

APPROVAL OF MINUTES:

*The President requested a motion to approve the October Board Meeting minutes;
Mr. Robert Tackman moved to approve the October Board Meeting minutes;
Mr. Erich Shafer seconded the motion;
The motion carried unanimously.*

PRESIDENT'S REPORT:

President Scharoun reported that the Executive Committee held a special session via email, to consider a CDBG funding application for the 2022 "Dunk Your Junk" program through the City of Syracuse Department of Neighborhood and Business Development ahead of the application deadline. President Scharoun noted that a motion authorizing the application was passed unanimously, and asked that it be reaffirmed by the full Board.

The President requested a motion to authorize the 2022 CDBG funding application;

Mr. Erich Shafer moved to authorize the 2022 CDBG funding application;

Mr. Eric Caballero seconded the motion;

The motion carried unanimously.

President Scharoun reported on the recent passing of Emma Johnston, who was instrumental in the founding of PEACE, Inc. and a long-time Board member who remained very active in the community.

President Scharoun reported that the January Board Retreat is being planned, and asked Board members for any suggestions. Judge Cecile suggested that the Retreat could be held virtually, and that the presentations could be spread over several days and recorded for later viewing.

ACTION ITEM:

Ms. Brown reported that the budget portion of the HS/EHS program refunding application needed to be resent with revisions to reflect the recently announced increase in the state minimum wage.

The President requested a motion to approve the revised HS/EHS Refunding Application;

Mr. Nicholas DeMartino moved to approve the revised HS/EHS Refunding Application;

Ms. Paula Freedman seconded the motion;

The motion carried unanimously.

ACTION ITEM:

Ms. Harris discussed the revisions to the employee handbook of policies which were recently reviewed and recommended by the EEO/Personnel Committee. The added language pertains to Personal Identifiable Information, the NYS HERO Act, reproductive rights, paycheck distribution and electronic timekeeping, new mandates for sick leave and paid family leave and leaves of absence, and the new Juneteenth paid holiday. Ms. Harris also noted that the section regarding tuition assistance will be removed, because that benefit cannot continue to be consistently applied across all programs due to differences in funding.

***The President requested a motion to approve the revised Employee Handbook policies;
Mr. Steve Hodgins moved to approve the revised Employee Handbook policies;
Mr. Xander Hope 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 October 31st is \$37,742 versus a budget of (\$145,556), and noted that the net income from normal operations is \$1,591 which reflects the timing differences of fixed asset purchases, revenue recognition grants, and donation cost centers. Ms. O'Brien also reported that as of October 31st the current ratio of assets over liabilities is 166.3%, the line of credit balance is \$0, and the indirect rate is 23.49% and is projected to be at 23.35% as of January 1st, noting that the agency is approved for an indirect rate of 24%. Ms. O'Brien also discussed fundraising revenue, the in-kind analysis, weatherization fee-for-service programs, the projection of the self-insurance reserve, and preparations for the annual audit.

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

DEVELOPMENT COMMITTEE REPORT:

The November Development Committee meeting was cancelled because there were no action items or presentations scheduled.

EEO/PERSONNEL COMMITTEE REPORT:

President Scharoun asked Mr. Wallace to present the committee report. Mr. Wallace reviewed the committee meeting minutes, noting that the rate of employment applications is increasing due to recent initiatives in advertising and recruitment. Ms. Harris noted that all employers are being affected by "The Great Resignation", and that the full effect of the agency COVID-19 vaccination requirement on retention is yet to be determined.

***The President requested a motion to accept the EEO/Personnel Committee report;
Judge James Cecile moved to accept the EEO/Personnel Committee report;
Mr. Robert Tackman seconded the motion;
The motion carried unanimously.***

PLANNING COMMITTEE REPORT:

President Scharoun asked Ms. Freedman to present the committee report. Ms. Freedman reported that Community Engagement Director Todd Goehle presented an update on the upcoming Community Needs Assessment, which included key recommendations, steps for sharing and releasing the final document, and ways to use the assessment to improve agency services.

Ms. Freedman reported that Mr. Goehle presented the Grant Summary Report for the committee.

***The President requested a motion to accept the Planning Committee report;
Mr. Jason Wallace moved to accept the Planning Committee report;
Mr. Erich Shafer seconded the motion;
The motion carried unanimously.***

EXECUTIVE DIRECTOR'S REPORT:

Ms. Brown referred to a message from President Scharoun honoring Emma Johnston and reflecting on her importance to the agency and her impact on the community.

Ms. Brown reported that there has been a slow and steady decrease in the number of vacant positions over the prior three months.

Ms. Brown discussed the virtual programming option that has been utilized by HS/EHS, noting that classroom operations are still taking place whenever it is deemed safe.

Ms. Brown reported that two agency-wide virtual trainings are being held for all staff on the topics of workplace harassment and diversity/inclusion, which were made possible with CARES Act funding.

Ms. Brown reported that a racial discrimination case has been filed against the agency, for which an attorney has been retained, and that updates will be forthcoming.

Ms. Brown reported that the Free Tax Prep program will receive increased funding from United Way and a grant from the Co-Op Fund.

Ms. Brown reported that repairs will be performed on the Eastwood Community Center hose tower to mitigate the hazard from brickwork crumbling due to water damage.

Ms. Brown reported that the agency has met the threshold of spending down 45% of the CARES Act funding, which triggers the release of additional funding.

Ms. Brown reported that the agency received a Violence Prevention Grant from OCC to fund Family Resource Center programming which will combat gun violence.

Ms. Brown reported that the December Board meeting and holiday party will be held in the conference room at the Free Tax Prep site at 1201 East Fayette Street. She noted that food will be catered and served by staff, and that there will be a Zoom option.

Ms. Brown reported that the agency by-laws were sent by mail and email to the Board members, and are being reviewed by attorneys as is required every five years.

Ms. Brown reported that attorney approval of the Executive Director contract is pending, which will formalize an effective date of September 1, 2021.

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.

ADJOURNMENT:

The President requested a motion to adjourn the November 15th, 2021, Board meeting;

Mr. Eric Caballero moved to adjourn the November 15th, 2021, Board meeting;

Mr. Nicholas DeMartino seconded the motion;

The motion carried unanimously.

The November 15th, 2021, Board Meeting adjourned at 5:33pm.