

BOARD OF DIRECTORS MEETING

Via Teleconference

Monday, March 28th, 2022

MEMBERS PRESENT: David A. Scharoun, Eric Caballero, Judge James Cecile (Development Chair), Shirley Copes (Planning Chair), Nicholas DeMartino, Steven Hodgins, Robert Tackman (Finance Chair), Patricia Usherwood Fitzpatrick, Jason Wallace, DJ Williams

MEMBERS EXCUSED: Tonia Thornton

MEMBERS ABSENT: Paula Freedman, Charles Garland, Elizabeth Hakanson, Pastor Phyllis Lee-Williams (EEO/Personnel Chair), Edward Perry, Erich Shafer

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 4:45pm.

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 February Board Meeting minutes;
Mr. DJ Williams moved to approve the February Board Meeting minutes;
Mr. Jason Wallace seconded the motion;
The motion carried unanimously.*

PRESIDENT'S REPORT:

President Scharoun reported that Mr. Williams has completed his orientation and rotation of committee meetings as a new Board member, and has been assigned to the EEO/Personnel Committee.

President Scharoun reported that a proposed one-time stipend payment to all staff for additional duties or hazards during the pandemic has been approved by the Head Start Regional Office. The proposal would call for four tiers of stipend amounts based on number of years of service.

***The President requested a motion to approve the one-time stipend proposal;
Ms. Patricia Usherwood Fitzpatrick moved to approve the one-time stipend proposal;
Mr. Steve Hodgins 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 noted that the books are still open for completion of the year-end closing, and that there has recently been a high amount of fixed asset purchases for HS/EHS.

Ms. O'Brien reported that the net income before depreciation as of February 28th is \$23,638 versus a budget of \$210,376, and noted that the net income from normal operations is \$27,466, which reflects the timing differences of fixed asset purchases, revenue recognition grants, and donation cost centers.

Ms. O'Brien reported that as of February 28th the line of credit balance is \$0, and discussed fundraising revenue. She also reported that the annual audit is progressing as planned and that no issues have been raised.

***The President requested a motion to accept the Finance Committee report;
Mr. Nicholas DeMartino moved to accept the Finance Committee report;
Mr. Eric Caballero seconded the motion;
The motion carried unanimously.***

PLANNING COMMITTEE REPORT:

Chair Shirley Copes reported that Community Engagement Director Todd Goehle provided an update to the committee about progress made toward Strategic Plan Priority #3: strengthening Information Technology and Facilities to support agency operations. She noted that the presentation included an overview of the Information Technology Assessment conducted for the agency by FoxPointe Solutions.

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

DEVELOPMENT COMMITTEE REPORT:

Chair James Cecile reported that the three-year term for Mr. DeMartino expires at the end of March, and that the Development Committee unanimously voted to reappoint him for a new term.

***The President requested a motion to approve the reappointment of Nicholas DeMartino;
Judge James Cecile moved to approve the reappointment of Nicholas DeMartino;
Ms. Shirley Copes seconded the motion;
The motion carried unanimously.***

Judge Cecile reported that Ms. Hakanson agreed to serve as the Board representative to the HS/EHS Policy Council.

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

EEO/PERSONNEL COMMITTEE REPORT:

The March EEO/Personnel Committee meeting was cancelled because there were no action items or presentations scheduled.

EXECUTIVE DIRECTOR'S REPORT:

Ms. Brown reported that a meeting was held on March 24th to kickoff a five-county Fatherhood Initiative, for which PEACE, Inc. is serving as the lead agency. She noted that Mr. Tackman led one of the breakout sessions.

Ms. Brown reported that PEACE, Inc. will receive a \$100,000 grant for the Department of Energy & Housing Services to conduct safety audits and perform minor repairs in order to help senior citizens continue to live in their homes.

Ms. Brown reported that a meeting was held with a representative from Upstate Hospital regarding a renewed interest in purchasing the agency property at 811 East Washington Street, due to the impact of the reconstruction of I-81.

Ms. Brown reported that some employees have been temporarily reassigned to assist the Senior Nutrition Program due to staff shortages.

Ms. Brown reported that Mr. Goehle gave two news interviews to give perspective on Census statistics showing that 48% of children in Syracuse live in poverty.

Ms. Brown reported that several new vehicles will be purchased with CARES Act funds for Energy & Housing, Maintenance, Eastwood Community Center, Food Services, and one Family Resource Center.

Ms. Brown reported that the agency received an Excellence in Service award from the Kappa Xi Zeta Chapter of the Zeta Phi Beta Sorority.

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 March 28th, 2022, Board meeting;

Mr. Steve Hodgins moved to adjourn the March 28th, 2022, Board meeting;

Mr. Nicholas DeMartino seconded the motion;

The motion carried unanimously.

The March 28th, 2022, Board Meeting adjourned at 5:09pm.