

BOARD OF DIRECTORS MEETING

Via Videoconference

Monday, May 23rd, 2022

MEMBERS PRESENT: David A. Scharoun, Eric Caballero, Judge James Cecile (Development Chair), Nicholas DeMartino, Paula Freedman, Steven Hodgins, Edward Perry, Robert Tackman (Finance Chair), Tonia Thornton, Jason Wallace

MEMBERS EXCUSED: Shirley Copes (Planning Chair), Erich Shafer, DJ Williams

MEMBERS ABSENT: Charles Garland, Elizabeth Hakanson, Pastor Phyllis Lee-Williams (EEO/Personnel Chair), Patricia Usherwood Fitzpatrick

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

CALL TO ORDER:

The Board of Directors meeting was called to order by President Scharoun at 4:52pm.

ROLL CALL:

President Scharoun noted for the record that a quorum was participating via videoconference.

MOMENT OF SILENCE:

Board members observed a moment of silence.

APPROVAL OF MINUTES:

*The President requested a motion to approve the April Board Meeting minutes;
Judge James Cecile moved to approve the April Board Meeting minutes;
Mr. Robert Tackman seconded the motion;
The motion carried unanimously.*

ACTION ITEM #1:

President Scharoun reported that a budget revision proposal for HS/EHS was distributed to all Board members for their review, to use American Rescue Plan funds to cover all costs associated with providing additional summer programming at three sites.

***The President requested a motion to approve the HS/EHS budget revision proposal;
Mr. Eric Caballero moved to approve the HS/EHS budget revision proposal;
Ms. Paula Freedman seconded the motion;
The motion carried unanimously.***

ACTION ITEM #2:

President Scharoun reported that an application to apply for a 2.28% Cost of Living Adjustment (COLA) for HS/EHS salaries was distributed to all Board members for their review. Ms. Brown noted that other agency programs are exploring ways to provide a matching increase in salaries.

***The President requested a motion to approve the 2.28% COLA for HS/EHS;
Mr. Steve Hodgins moved to approve the 2.28% COLA for HS/EHS;
Mr. Edward Perry seconded the motion;
The motion carried unanimously.***

PRESIDENT'S REPORT:

President Scharoun reported that a special Executive Committee meeting was held via email and telephone on May 10th, to review a request from Ms. Brown to authorize attorney Heather Sunser to pursue the potential sale of the property at 811 East Washington Street to Upstate Medical Center for \$2.2 million. President Scharoun reported that the Executive Committee approved the request unanimously, noting that acceptance of a purchase offer and signing of a real estate contract shall be contingent upon a final approval of the Board.

President Scharoun reported that he intends to resign from the Board following the Annual Board Meeting in June, having served as a Board member since 1999 and as President since 2002. (Although his last Board meeting will be in June, he and the rest of the current officers will continue to serve until the new officers' terms start on September 1, 2022.)

Ms. Brown praised President Scharoun's leadership style, his calm and welcoming demeanor, and his diligent preparation for Board meetings, and noted how these qualities have contributed to the improved functioning of the agency during his tenure.

DEVELOPMENT COMMITTEE REPORT:

Chair James Cecile reported that the three-year terms for Mr. Wallace and Ms. Hakanson and himself expire at the end of August, and that the Development Committee received letters recommending reappointment for Mr. Wallace from his employer and for Ms. Hakanson from Assemblyman Magnarelli.

Since Judge Cecile is an elected public official, he represents himself. Judge Cecile reported that the Development Committee unanimously approved reappointment to a new three-year term for him and Mr. Wallace and Ms. Hakanson.

The President requested a motion to approve the reappointment of Judge Cecile, Mr. Wallace and Ms. Hakanson to new three-year terms;

Judge James Cecile moved to approve the reappointment of Judge Cecile, Mr. Wallace and Ms. Hakanson to new three-year terms;

Ms. Tonia Thornton seconded the motion;

The motion carried unanimously.

Judge Cecile reported that the Election of Board Officers is scheduled for June 27th at the Annual Board Meeting, and that nomination forms have been sent to all Board members. He noted that he will run for the office of President, and that Ms. Copes, Mr. Tackman and Mr. Shafer will run to be re-elected to their current offices. He encouraged other Board members to nominate others or themselves for any Board offices, including President.

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

Mr. Nicholas DeMartino moved to accept the Development Committee report;

Mr. Jason Wallace seconded the motion;

The motion carried unanimously.

FINANCE COMMITTEE REPORT:

Chair Robert Tackman reported that Michelle Mundy from the Bonadio Group presented to the Finance Committee the unaudited financial statements for the fiscal year ending 1/31/22. The highlights of the presentation were that no audit adjustments were made, no internal weaknesses were found, there were no findings with regard to federal funding regulatory compliance, an unmodified opinion will be issued with no management letter, and PEACE, Inc. is once again classified as a low-risk auditee.

Mr. Tackman asked CFO Kathleen O'Brien to review the monthly financial statistics. Ms. O'Brien reported that the net income before depreciation as of April 30th is \$42,778 versus a budget of \$82,672, and noted that the net income from normal operations is \$60,256, which reflects the timing differences of fixed asset purchases, revenue recognition grants, and donation cost centers.

Ms. O'Brien reported that as of April 30th the line of credit balance is \$0, and the current ratio of assets over liabilities is 160.3%. She also discussed the total fundraising revenue and the indirect rate.

President Scharoun added that Ms. Mundy encouraged the Board to continue to be watchful for any external changes that could impact funding or finances.

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

PLANNING COMMITTEE REPORT:

President Scharoun asked Mr. Hodgins to present the Planning Committee report. Mr. Hodgins reported that Community Engagement Director Todd Goehle discussed with the committee an ongoing self-assessment, facilitated by consultant Clair Minson from the Aspen Institute, to examine the agency's racial equity policies and practices by considering issues related to training, data, clients, workforce and community partners.

***The President requested a motion to accept the Planning Committee report;
Mr. Eric Caballero moved to accept the Planning Committee report;
Ms. Paula Freedman seconded the motion;
The motion carried unanimously.***

EEO/PERSONNEL COMMITTEE REPORT:

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

EXECUTIVE DIRECTOR'S REPORT:

Ms. Brown reported that 32 of our 85 Foster Grandparent Volunteers will be reinstated within SCSD classrooms for the remainder of the current school year, and that others will return at the beginning of the next school year.

Ms. Brown reported that the prospective asking price of \$2.2 million for the property at 811 East Washington Street is being seriously considered by Upstate Medical Center.

Ms. Brown reported on a BBBS fishing and boat tour event that took place at the Erie Canal Park in Camillus on May 21st, and an upcoming BBBS field days event in June.

Ms. Brown reported on continuing conversations with the Baldwinsville school district to convert our double-session Head Start classroom in Baldwinsville into a full-day UPK classroom for 16 students.

Ms. Brown reported that CFO Kathleen O'Brien and Board President Dave Scharoun were asked to participate on a monthly call with Early Head Start officials, regarding what appears to be an innocuous question regarding Medicaid billing.

Ms. Brown thanked Ms. O'Brien and Controller Nancy Turo and the fiscal team for continuing to set a high bar in their performance and for easing the work of the auditors.

Ms. Brown reported that the Annual Board Meeting will be held on Monday, June 27th at 4:00pm at Dinosaur BBQ with dinner to follow. She noted that former Executive Director Joseph O'Hara has been invited to attend.

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:

Mr. DeMartino reported that he participated in a recent virtual seminar in which Tai Shaw, President of the Vietnamese Community of Syracuse, discussed a need in the community for volunteer legal services. Mr. DeMartino asked if he could approach Mr. Shaw on behalf of the Board to discuss options, and President Scharoun agreed.

Mr. Caballero inquired about the determination of the \$2.2 million asking price for Upstate Medical to purchase the property at 811 East Washington Street. President Scharoun stated that the figure was based on a previous appraisal of the property.

Ms. Thornton informed the Board that she had taken a position with a new employer.

ADJOURNMENT:

The President requested a motion to adjourn the May 23rd, 2022, Board meeting;

Mr. Steve Hodgins moved to adjourn the May 23rd, 2022, Board meeting;

Mr. Edward Perry seconded the motion;

The motion carried unanimously.

The May 23rd, 2022, Board Meeting adjourned at 5:20pm.



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Carolyn D. Brown, Executive Director

May 23, 2022

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

RE: Grant No. 02HE000125
Approval of American Rescue Plan Budget Revision

Dear Ms. Gordon:

The Board of Directors of PEACE, Inc. has reviewed and approved the proposed the budget revision for the Head Start / Early Head Start program's American Rescue Plan funds.

Sincerely,

David A. Scharoun
President
PEACE, Inc.
Board of Directors

American Rescue Plan Budget Revision

Our Head Start program will offer summer programming in 2022. We use our American Rescue Plan (ARP) funds to cover all cost associated with providing summer programming. The initial ARP budget did not account for providing summer programming in 2022 because when we submitted the budget we did not know how much it would cost to provide summer programming.

We will need to adjust the following budget categories:

\$230,000 – to increase personnel budget category

\$20,700 – to increase fringe benefit budget category

\$55,200 – to increase indirect budget category

(\$100,000) – to decrease supplies budget category

(\$205,900) – to decrease “other” budget category (building maintenance supplies)

Details:

Summer programming will be offered from Monday June 27th to Friday August 12th for 60 Head Start children. Summer programming will be held at our Merrick, Sumner and James St sites. Staff will receive an additional \$300 per week during the summer program. Transportation will be provided.

Budget Overview

<u>Object Class Categories</u>	<u>Current Budget</u>	Adjustment needed for 2022 Summer Programming	Budget Revision for 2022 Summer Programming
a. Personnel	315,000.00	230,000.00	545,000.00
b. Fringe Benefits	35,380.00	20,700.00	56,080.00
c. Travel	-		-
d. Equipment			-
e. Supplies	290,293.00	(100,000.00)	190,293.00
f. Contractual	35,000.00		35,000.00
g. Construction	-		-
h. Other	496,677.00	(205,900.00)	290,777.00
i. Total Direct Charges (sum of a-h)	1,172,350.00	(55,200.00)	1,117,150.00
j. Indirect Charges	75,600.00	55,200.00	130,800.00
k. TOTALS (sum of i and j)	\$ 1,247,950.00	-	\$ 1,247,950.00



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Carolyn D. Brown, Executive Director

May 23, 2022

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

RE: Grant No. 02CH011394
Approval of HS/EHS Cost of Living Adjustment

Dear Ms. Gordon:

The Board of Directors of PEACE, Inc. has reviewed and approved the proposed application to apply for the 2.28% Cost of Living Adjustment (COLA) for the Head Start / Early Head Start program.

Sincerely,

David A. Scharoun
President
PEACE, Inc.
Board of Directors

2022 COLA and QI summary

Head Start issued a cost-of-living-adjustment (COLA) for 2.28% to increase the pay scale for staff, including vacant positions, fringe benefits and to offset higher operating costs. Quality Improvement (QI) funds were issued to improve the compensation (including benefits) of personnel.

We have the following funds available:

\$290,958 - COLA, and

\$60,160 – Quality Improvement (QI);

\$351,118 Grand Total

The funds will used to:

\$265,391 – total cost to increase salaries by 2.28%

\$25,567 – total COLA remaining after issuing 2.28% salary increase

- I. Remaining COLA will be used to increase salaries due to wage compression cause by the minimum wage increase in 2021, and provide salary increases to direct service staff – family workers and other direct service staff

\$60,160 – The QI funds will be used to provide salary increases to nurses, aides, and assistants.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

April 20, 2022

Grant No. 02CH011394

Dear Head Start Grant Recipient:

The Consolidated Appropriations Act, 2022, contains an increase for Head Start of approximately \$289 million over the Fiscal Year (FY) 2021 level. This includes a cost-of-living adjustment (COLA) of \$234 million and a \$52 million Quality Improvement investment. The COLA supports a 2.28 percent adjustment above FY 2021 funding levels to increase the pay scales of Head Start and Early Head Start staff, including vacant positions, fringe benefits, and to offset higher operating costs. Quality Improvement funds are allocated proportionately based on federal funded enrollment levels, with additional adjustments given to smaller grant recipients to allow for a meaningful investment, as permitted by the Act.

The following table reflects the COLA and Quality Improvement increases available for FY 2022.

Funding Type	Head Start	Early Head Start
Cost-of-Living Adjustment (COLA)	\$216,803	\$74,155
Quality Improvement (QI)	\$43,144	\$17,016
Total Funding		\$351,118

Please note, these permanent increases are effective at the start of the FY 2022 budget period and are retroactive if this period has already commenced. Allocations are subject to adjustment if changes are made to annual funding/enrollment levels. Applicable to recipients operating both a Head Start and Early Head Start program, allocations for each funding type by program must be budgeted accordingly in application submissions.

Application Submission Requirements

The supplemental application is due **June 1, 2022** and must be submitted in the Head Start Enterprise System (HSES). To apply, please select the **Financials** tab, **Grant Application** tab, **Fiscal Year 2022**, and add the **'Supplement – COLA and Quality Improvement'** amendment type. No other application type for these funds will be accepted. For additional information on the allowable uses of COLA and Quality Improvement funding, refer to Program Instruction ACF-PI-HS-22-02.

Content of 'Supplement – COLA and Quality Improvement' Application

Applications must include separate project narratives and detailed budget justifications for each funding type, COLA and Quality Improvement, and by program, Head Start and/or Early Head Start. Each narrative must use 12-point font, and not exceed 10 pages. All narratives, budget justifications, and other supporting documentation must be uploaded into respective folders within the **Documents** tab of the application.

For COLA, the following must be demonstrated:

- A permanent increase of no less than the required 2.28 percent adjustment to the pay scale for each Head Start/Early Head Start position, including current employees and unfilled vacancies subject to the provisions of Sections 653 and 640(j) of the Head Start Act;

- A rationale and supporting documentation detailing agency policies and procedures if a position is receiving less than the required COLA percentage or differential COLA increases;
- The provision of a no less than 2.28 percent increase to all delegate agencies and partners or justification if less than the required percentage or differential increases are provided to delegate agencies and partners;
- Written confirmation that increases will be applied retroactively to the start of the FY 2022 budget period with a description of how funds will be distributed to affected employees, if applicable;
- The planned uses for any portion of the COLA funds to offset higher operating costs, once the 2.28 percent increase is provided to all staff, delegates and partners.

For Quality Improvement, the following must be demonstrated:

- Investments are consistent with Sec. 640(a)(5) of the Act (except programs are not bound by the requirements that at least 50 percent of the funds be used for staff compensation or that no more than 10 percent of funds be used on transportation. For more information on allowable activities as outlined in the Act, please see Attachment A);
- Investments made in Quality Improvement should be ongoing; description and written confirmation that funds will be used for ongoing purposes consistent with Section 640(a)(5) of the Act;
- If funds are used for staff wages, written confirmation that increases will be applied retroactively to the start of the FY 2022 budget period with a description of how funds will be distributed to all affected employees.
- If funds are used for one-time activities in the FY 2022 budget period, describe plans for how the funds will be allocated in the subsequent budget period.

Recipients are strongly encouraged to commit to sustained quality improvement investments, such as further increasing wages of Head Start/Early Head Start educational staff. However, grant recipients have the flexibility to use these funds to support the greatest local needs, consistent with Section 640(a)(5) of the Act.

Application's Budget Tab Requirements

The data entered on the Budget tab within the application populates the SF-424A. Grantees are required to include funds for both COLA and Quality Improvement, and within the appropriate program, Head Start or Early Head Start.

Non-Federal Match

The budget and detailed budget justification must include each source of non-federal match, including estimated amount per source and the valuation methodology. Flexibilities continue for waiver requests of the non-federal match requirement through the public health emergency due to the COVID-19 pandemic. If a non-federal match waiver is being request, a value of \$0 must be entered in Section C of the SF-424A of the application. No additional justification is required, and the issuance of a notice of award constitutes approval of the request.

Supporting Documents

Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group's participation in the development and approval of the application must be provided. Through the public health emergency, at a minimum a statement confirming approval by Governing Body and Policy Council members available for contact will be accepted.

The application must be submitted on behalf of the Authorizing Official registered in the HSES. **Incomplete applications will not be processed.**

Please ensure the application contains all of the required information. If you have any questions or need assistance, please contact Gabrielle Grant, Head Start Program Specialist, at 646-905-8091 or gabrielle.grant@acf.hhs.gov or Nekeya O'Connor, Grants Management Specialist, at 202-838-3321 or nekeya.o'connor@acf.hhs.gov.

Program Improvement (One-Time) Requests

Grant recipients encountering program improvement needs that cannot be supported by the agency budget are invited to apply for one-time funding. This funding must be applied for separately through the appropriate amendment in HSES. Program Improvement requests are prioritized and subject to funding availability. For questions regarding program improvement needs and requests, please contact the regional office.

For technical assistance in preparing the application, please contact the HSES Help Desk at help@hsesinfo.org or 1-866-771-4737.

Sincerely,
The Office of Head Start

Attachment A

Allowable Uses of Quality Improvement Funds as Specified in the Head Start Act

1. To improve the compensation (including benefits) of educational personnel, family service workers, and child counselors, as described in Sections 644(a) and 653 of the Head Start Act, in the manner determined by the Head Start agencies (including Early Head Start agencies) involved, to support the following —
 - ensure that compensation is adequate to attract and retain qualified staff for the programs involved in order to enhance program quality;
 - improve staff qualifications and assist with the implementation of career development programs for staff that support ongoing improvement of their skills and expertise; and
 - provide education and professional development to enable teachers to be fully competent to meet the professional standards established under Sec. 648A(a)(1) of the Act, including—
 - providing assistance to complete postsecondary course work;
 - improving the qualifications and skills of educational personnel to become certified and licensed as bilingual education teachers, or as teachers of English as a second language; and
 - improving the qualifications and skills of educational personnel to teach and provide services to children with disabilities
2. To support staff training, child counseling, and other services necessary to address the challenges of children from immigrant, refugee, and asylee families; homeless children; children in foster care; children with limited English proficiency; children of migrant or seasonal farmworker families; children from families in crisis; children referred to Head Start programs (including Early Head Start programs) by child welfare agencies; and children who are exposed to chronic violence or substance abuse.
3. To ensure that the physical environments of Head Start programs are conducive to providing effective program services to children and families, and are accessible to children with disabilities and other individuals with disabilities.

4. To employ additional qualified classroom staff to reduce the child-to-teacher ratio in the classroom and additional qualified family service workers to reduce the family-to-staff ratio for those workers.
5. To ensure that Head Start programs have qualified staff that promote the language skills and literacy growth of children and that provide children with a variety of skills that have been identified, through scientifically based reading research, as predictive of later reading achievement.
6. To increase hours of program operation, including the following —
 - conversion of part-day programs to full-working day programs; and
 - increasing the number of weeks of operation in a calendar year.
7. To improve community wide strategic planning and needs assessments for Head Start programs and collaboration efforts for such programs, including outreach to children described in no. 2 above.
8. To transport children in Head Start programs safely.
9. To improve the compensation and benefits of staff of Head Start agencies, in order to improve the quality of Head Start programs.