

BOARD OF DIRECTORS MEETING

Via Videoconference

Monday, September 26th, 2022

MEMBERS PRESENT: Judge James Cecile (President & Development Chair), Eric Caballero, Nicholas DeMartino, Steven Hodgins, Pastor Phyllis Lee-Williams (EEO/Personnel Chair), Erich Shafer, Robert Tackman (Finance Chair), Tonia Thornton, Patricia Usherwood Fitzpatrick, Jason Wallace, DJ Williams

MEMBERS EXCUSED: Shirley Copes (Planning Chair), Paula Freedman

MEMBERS ABSENT: Charles Garland, Elizabeth Hakanson, Edward Perry

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

CALL TO ORDER:

The Board of Directors meeting was called to order by President Cecile at 4:49pm.

ROLL CALL:

President Cecile 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 June Board Meeting minutes;
Mr. Erich Shafer moved to approve the June Board Meeting minutes;
Mr. Eric Caballero seconded the motion;
The motion carried unanimously.*

PRESIDENT'S REPORT:

President Cecile reported that the Executive Committee was convened via email on six separate occasions during the summer to review and vote on urgent action items, each of which was unanimously approved by a quorum of members:

July 6: Approval of the Contract of Sale of agency property at 811 East Washington Street to Upstate Properties Development, Inc.

July 11: Approval of revisions to the Fiscal Policies and Procedures Manual.

August 3: Approval for agency to purchase property at 717 Erie Blvd. West.

August 19: Approval to amend the purchase and sale agreement for property at 717 Erie Blvd. West.

August 30: Approvals for a Head Start budget amendment to purchase a rooftop air conditioning unit and to repair rear entrance doors at the Merrick building, and for the Head Start Early Childcare Stabilization Incentive Pay Policy and Procedure.

September 14: Approval for HS/EHS program improvement one-time funding for a replacement school bus, gymnasium air conditioning at Merrick, and roof and other repairs at Merrick and Sumner.

President Cecile noted that the times for regularly scheduled committee meetings for some committees may soon be adjusted to better accommodate Board members' schedules.

EEO/PERSONNEL COMMITTEE REPORT:

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

DEVELOPMENT COMMITTEE REPORT:

Chair James Cecile reported that the committee unanimously approved a motion to nominate former Board President David Scharoun for the position of Board Member Emeritus.

***The President moved to confer the title of Board Member Emeritus upon David Scharoun;
Ms. Tonia Thornton seconded the motion;
The motion carried unanimously.***

***The President requested a motion to accept the Development Committee report;
Ms. Patricia Usherwood Fitzpatrick moved to accept the Development Committee report;
Mr. Jason Wallace 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 August 31st is (\$57,436) versus a budget of \$1,863,331, noting that fixed asset purchases for Head Start had been budgeted but have not received final approval. She reported that the net income from normal operations is \$31,438, which reflects the timing differences of fixed asset purchases, revenue recognition grants, and donation cost centers.

Ms. O'Brien reported that as of August 31st the line of credit balance is \$0, the current ratio of assets over liabilities is 139.65%, and the indirect rate is 22.16%, noting that the agency is approved for an indirect rate of 24%.

Ms. O'Brien discussed the total fundraising revenue, the analysis of in-kind rates, and the self-insurance reserve.

Ms. O'Brien reported that the Fiscal Department is gearing up for the fiscal year end process.

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

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

Ms. Patricia Usherwood Fitzpatrick seconded the motion;

The motion carried unanimously.

PLANNING COMMITTEE REPORT:

President Cecile asked Mr. Hodgins to present the Planning Committee report. Mr. Hodgins reported that Executive Director Carolyn Brown and Community Engagement Director Todd Goehle discussed a contract with M.S. Hall and Associates to facilitate the agency strategic planning process. Mr. Goehle provided additional details.

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

Mr. Steve Hodgins moved to accept the Planning Committee report;

Pastor Phyllis Lee-Williams seconded the motion;

The motion carried unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Ms. Brown welcomed Judge Cecile as the new President of the Board of Directors.

Ms. Brown reported that the sale of 811 East Washington Street is expected to close in October, and that the purchase of 717 Erie Blvd. West is expected to close December 1, 2022, with an anticipated date of January 31, 2023 to move operations to the new location following some necessary renovations.

Ms. Brown reported that the Head Start program is still struggling to recruit and retain employees, and that five classrooms remain unopened due to staffing shortages of the kind that have continued to occur throughout the program nationally.

Ms. Brown reported that operations for the Jordan Head Start classroom have been temporarily relocated to an available classroom at the Genesee site due to an infestation of bats.

Ms. Brown recapped the budget amendments and one-time funding request that were recently approved for Head Start building improvement projects and repairs and a replacement school bus.

Ms. Brown reported that Foster Grandparent Program volunteers are returning to assignments at the Syracuse City School District.

Ms. Brown reported that approximately 100 youths participated in successful summer camp programs in 2022 at our Family Resource Centers or in partnering locations including the home of Joe Hucko.

Ms. Brown reported that the Free Tax Prep program is receiving additional funding and has been converted from a seasonal program to operating year-round.

Ms. Brown recapped the Friends of PEACE, Inc. event at Ryder Park in East Syracuse on September 13th which was attended by members of the Board of Directors, HS/EHS Policy Council, and other program advisory boards.

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:

President Cecile reiterated the need to discuss possible changes to committee meeting times to facilitate attendance, and to recruit additional Board members.

ADJOURNMENT:

Noting that a motion is not required to adjourn a Board meeting, and that all items on the meeting agenda had been addressed, President Cecile adjourned the September 26th Board meeting at 5:14pm.