

BOARD OF DIRECTORS MEETING

Via Videoconference

Monday, November 14th, 2022

MEMBERS PRESENT: Judge James Cecile (President & Development Chair), Eric Caballero, Nicholas DeMartino, Steven Hodgens, Erich Shafer, Robert Tackman (Finance Chair), Patricia Usherwood Fitzpatrick, DJ Williams

MEMBERS EXCUSED: Jason Wallace

MEMBERS ABSENT: Shirley Copes (Planning Chair), Paula Freedman, Charles Garland, Elizabeth Hakanson, Pastor Phyllis Lee-Williams (EEO/Personnel Chair), Edward Perry, Tonia Thornton

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

CALL TO ORDER:

The Board of Directors meeting was called to order by President Cecile at 4:55pm.

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 October Board Meeting minutes;
Mr. DJ Williams moved to approve the October Board Meeting minutes;
Mr. Steve Hodgens seconded the motion;
The motion carried unanimously.*

FINANCE COMMITTEE REPORT:

Chair Robert Tackman reported that Michelle Mundy from The Bonadio Group held a planning conference with committee members for the upcoming annual audit, covering the scope of services and developments such as the DEHS move to its new building.

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 October 31st is (\$49,941) versus a budget of \$2,506,561, noting that fixed asset purchases for Head Start had been budgeted but have not yet occurred. She reported that the current ratio of assets over liabilities is 138.27%, and that the net income from normal operations is \$84,262 reflecting 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 line of credit balance is \$0, and that the indirect rate is 21.45%, noting that the agency is approved for an indirect rate of 24%.

Ms. O'Brien reported that balance for the self-insurance reserve, which was projected to be at \$624,842 for October 2022, is at \$610,258, and that a "Captive Holiday" is being discussed for which there would be no insurance withholdings for employees on the December 16th and December 30th pay dates in order to reduce the captive balance.

Ms. O'Brien also discussed the total fundraising revenue, the in-kind rate, and the Weatherization fee-for-service programs.

Ms. O'Brien reported that a draft of the new annual budget will be distributed to the Finance Committee members for their review prior to their December meeting.

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

DEVELOPMENT COMMITTEE REPORT:

President Cecile reported that the committee discussed prospective Board member candidates that had been identified for recruitment.

President Cecile reported that Ms. Brown announced the results of the Board survey in which all respondents opted to have an in-person annual retreat. He reported that Ms. Brown also provided an update on the sale of the 811 East Washington Street property.

***The President requested a motion to accept the Development Committee report;
Mr. Eric Caballero moved to accept the Development Committee report;
Mr. Erich Shafer seconded the motion;
The motion carried unanimously.***

PLANNING COMMITTEE REPORT:

President Cecile reported that the November Planning Committee meeting was cancelled because there were no action items or presentations scheduled.

EEO/PERSONNEL COMMITTEE REPORT:

President Cecile reported that the November EEO/Personnel Committee meeting was cancelled because there were no action items or presentations scheduled.

EXECUTIVE DIRECTOR'S REPORT:

Ms. Brown reported that the annual Board Retreat will be held on January 27th and 28th covering topics to include the Strategic Plan, and will begin with some site visits prior to convening at a main venue to be determined.

Ms. Brown reported building inspections are going forward for the sale of 811 East Washington Street.

Ms. Brown reported that six Head Start classrooms are currently closed due to staff shortages: two at Merrick, one at Sumner, and one at Genesee.

Ms. Brown reported that the agency has allocated the remainder of its CARES Act funding, which over the span of two years provided for vehicle purchases, building repairs, technology enhancements, additional staff, and approximately \$228,000 in meal deliveries.

Ms. Brown announced the hiring of the new Human Resources Director, Mandy King, who was in the Human Resources Director role at ARC of Onondaga for eight years.

Ms. Brown reported that several staff members were among those invited to attend the announcement of the new Micron project, and noted that the person introduced as the first hire is a current Big Brother volunteer.

Ms. Brown reported that the Board meeting on December 12th will be catered at an agency location to be determined.

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: President Cecile adjourned the November 14th Board meeting at 5:12pm.