

BOARD OF DIRECTORS MEETING

Sumner Head Start

Monday, December 12th, 2022

MEMBERS PRESENT: Judge James Cecile (President & Development Chair), Eric Caballero, Nicholas DeMartino (via Zoom), Paula Freedman (via Zoom), Steven Hodgins, Robert Tackman (Finance Chair), Tonia Thornton, Patricia Usherwood Fitzpatrick (via Zoom), DJ Williams (via Zoom), Jason Wallace

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

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

CALL TO ORDER:

The Board of Directors meeting was called to order by President Cecile at 4:24pm.

ROLL CALL:

President Cecile noted for the record that a quorum was participating either in person or via videoconference.

MOMENT OF SILENCE:

Board members observed a moment of silence.

APPROVAL OF MINUTES:

***The President requested a motion to approve the November Board Meeting minutes;
Mr. Robert Tackman moved to approve the November Board Meeting minutes;
Mr. Eric Caballero seconded the motion;
The motion carried unanimously.***

PROPOSED BUDGET FOR FYE 1/31/24:

President Cecile asked CFO Kathleen O'Brien to review the proposed corporate budget for the fiscal year ending 1/31/24. Ms. O'Brien outlined the information included in the Executive Summary and Memo that was forwarded to all Board members. She stated that the proposed budget will include a 6% vacancy rate and no Cost-of-Living Adjustments.

DEVELOPMENT COMMITTEE REPORT:

President Cecile reported that the committee discussed prospective Board member candidates that had been identified for recruitment, and that he spoke with Charles Garland about the possibility of recommending a prospective Board member as his representative.

President Cecile reported that Ms. Usherwood Fitzpatrick is serving as the representative for County Comptroller Marty Masterpole.

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

FINANCE COMMITTEE REPORT:

Chair Robert Tackman asked that Board members review the proposed budget for a vote at the Board Retreat, and asked CFO Kathleen O'Brien to review the monthly financial statistics. Ms. O'Brien reported that the net income before depreciation as of November 30th is \$155,201 versus a budget of \$2,520,815, 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 143.04%, and that the net income from normal operations is \$125,584 reflecting the timing differences of fixed asset purchases, revenue recognition grants, and donation cost centers.

Ms. O'Brien also reported that as of November 30th the line of credit balance is \$0, and that the indirect rate is 21.7%, 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 \$644,744 for November 2022, is at \$620,562. She noted that a "Captive Holiday" in which there would be no insurance withholdings for employees on the December 16th and December 30th pay dates will reduce the reserve, resulting in a balance closer to the target reserve amount of \$437,646.

Ms. O'Brien reported that auditors from the The Bonadio Group have audited three areas so far.

***The President requested a motion to accept the Finance Committee report;
Ms. Tonia Thornton moved to accept the Finance Committee report;
Mr. Eric Caballero 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 HS/EHS Child Development and Health Services Manager Holly Hastings presented to the committee the Fall 2022 *Teaching Strategies GOLD* child outcomes assessment reports and summarized the analysis of its results, which will be used as a baseline to evaluate the winter and spring assessments of the current program year.

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

EEO/PERSONNEL COMMITTEE REPORT:

President Cecile reported that the November EEO/Personnel Committee meeting was not held because a quorum was not participating.

SPECIAL EXECUTIVE COMMITTEE MEETING:

President Cecile reported that a special Executive Committee meeting was held on November 28th via email, in which an application was unanimously approved for funding from the City of Syracuse CDBG in the amount of \$46,956.44, to support the agency's Let Me Be Great summer youth program at the Eastside FRC, which provides low-income children residing in Syracuse with access to local educational, recreational, and financial enrichment opportunities, special events, and eligibility for stipends.

EXECUTIVE DIRECTOR'S REPORT:

Ms. Brown reported on an altercation between two volunteers outside the Eastside FRC during which one was injured.

Ms. Brown reported that the sale of 811 East Washington Street may close in December, and that renovations will begin at the new site at 717 Erie Blvd. West once the permits are obtained.

Ms. Brown reported due to HS/EHS staff shortages, the regional office has recommended cutting slots and increasing wages if possible.

Ms. Brown reported that the new Human Resources Director Mandy King started on November 28th and is settling into her new role.

Ms. Brown reported that the annual Board Retreat on January 27th and 28th will be held at the Marriott Courtyard, due to renovations at the Jefferson-Clinton Hotel.

Ms. Brown reported that an anonymous gift of shares of stock was donated through Ameriprise to the Senior Nutrition Program.

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 December 12th Board meeting at 4:59pm.