

Executive Committee Meeting Minutes **April 20, 2023**

The Executive Committee meeting was called to order at 12:05 p.m. James Cecile, Robert Tackman and Carolyn Brown were present in the PEACE, Inc. conference room. Paula Freedman, Shirley Copes and Erich Shafer joined via Zoom conference. Pastor Phyllis Lee Williams was excused.

James Cecile noted that there was a quorum and that the purpose of the meeting was to conduct the annual review of the Executive Director, Carolyn Brown. For the record, it was noted that this was the first review of Ms. Brown since she assumed the duties of Executive Director in Fall of 2021. The entire board will receive a copy of the minutes from this meeting and the Executive Director's evaluation will be discussed at the May, 2023 Board meeting.

Ms. Brown provided a list of her accomplishments in 2021 and 2022 as well as her goals for 2023 (see attached memorandum dated March 27, 2023). The committee had a lively discussion with Carolyn concerning her accomplishments and goals for 2023. After the discussion, Carolyn excused herself from the meeting.

At 12:23 p.m. Paula Freedman made a motion to enter Executive Session, the motion was seconded by Bob Tackman and unanimously approved. The Executive Committee discussed Carolyn Brown's performance for 2021 and 2022 as well as proposed goals for 2023. The Executive Committee was unanimous in their approval of Carolyn Brown's performance as the Executive Director.

Goals for 2023

1. The Executive Director will continue to closely monitor the captive health insurance program and attempt to manage the plan such that the employee's contributions will be minimized.
2. The Executive Director will work to ensure PEACE, Inc. maintains its status as a Low- Risk Auditee.
3. The Executive Director will work to develop a succession plan for the Executive level of the agency.
4. The Executive Director will engage with 4 to 6 Elected Officials to build awareness of PEACE, Inc. to explore opportunities for new funding regarding capital projects.

5. The Executive Director will attend one national conference to learn new approaches for programming regarding low-income individuals.
6. The Executive Director will work with staff and the Board of Directors to finalize a 3-year strategic plan using an inclusive strategic design method by the Fall of 2023.
7. The Executive Director will continue to oversee and facilitate the renovation of the newly purchased Department of Energy and Housing building at 717 Erie Blvd West for move in by June 2023
8. The Executive Director will work with the Board of Directors and the PEACE, Inc. C.F.O. to develop a plan for the best use of the proceeds from the sale of the building at 811 E. Washington Street.
9. The Executive Director will continue to support the growth and development of PEACE, Inc. programs in accordance with community needs such as Lead Abatement, Systemic Racism, Fatherhood, Reentry and Poverty.
10. The Executive Director will monitor changes, approval, and implantation of the proposed 1115 Medicaid Waiver Reform. Prepare the agency to be an active leader within the approved Social Determinate of Health Network and the CNY provider landscape.

The Executive Committee noted that Carolyn Brown expressed her desire to remain as the Executive Director and made no other requests.

After some discussion concerning Carolyn's performance and compensation, a motion was made by Paula Freeman and seconded by Bob Tackman to recommend to the Board of Directors that Carolyn's base salary be increased by 5.6% which is same percentage raise given to the PEACE, Inc. staff. This increase would be retroactive to February 1, 2023. The motion was approved unanimously.

At 12:40 p.m. a motion was made by Erich Shafer and seconded by Bob Tackman to exit the Executive Session. The motion was approved unanimously.

At 12:43 p.m. the Executive Session was adjourned.

Memorandum

To: Hon. James Cecile

From: Carolyn D. Brown

Date: March 27, 2023

Re: Executive Director Review

In preparation for my annual review, I am providing a list of my accomplishments over the past year and goals for the next year.

Accomplishments 2021- 2022

Transitioned successfully to a my new role as Executive Director

- Met with staff, advisory council members, and community leaders to introduce myself and share my vision for the agency.
- Established a system of weekly/bi-weekly meetings with program directors to foster communication.
- Engaged with local funders to discuss strategic vision for PEACE, Inc.
- Participated in a New Executive Director Affinity Group.
- Identified another local Executive Director to meet for discussion, advice, and support.
- Met monthly with previous PEACE, Inc. Executive Director for mentoring.

Recruited, Hired, and On-boarded a new Human Resources Director

- Led a small selection committee of key agency staff.
- Researched, selected, and utilized a local Executive Search firm.
- Selected Mandy King as our choice for Human Resources Director after a rigorous interview process.
- Supported the new HR Director as she learned about the agency and developed bonds with staff, which are integral to her success in the new role.

Along with the Board of Directors, executed the sale of 811 East Washington and the purchase of a new building at 717 Erie Blvd West

- Responded to and negotiated initial inquiry from Upstate Hospital Foundation.
- Hired and monitored experienced local real estate attorney.
- Identified new office space that meets a specific set of criteria required by the Department of Energy and Housing Services Program.
- Managed staff expectations and interests in relocating.
- Established multi-functional agency committee to foster internal cooperation and communication.

Increased Awareness of PEACE, Inc. in the Community

- Served in leadership positions with community organizations including Human Services Leadership Council, Early Childhood Alliance, Hiscock Legal Aid, Onondaga County Two-Gen Initiative, and New York State Community Action Association (NYSCAA) Social Justice Committee.
- Fostered community participation among agency leadership staff resulting in an increased PEACE, Inc., presence in Childcare Solutions, Greater Syracuse Works, Inclusive Alliance, NYSCAA Finance and Strategic Planning Committees.
- Interviewed for the Syracuse.com Leadership Column, which appeared in Sunday paper as well as online and provided remarks for several other news outlets.
- Represented PEACE, Inc. at local events including NAACP Gala, Catholic Charities House of Providence Event, Inner-City Rotary Gala, and Hiscock Legal Aid Justice for All.

Goals for 2023

Investigate and plan a signature event(s) for PEACE, Inc. to combine the goals of awareness, community building, and fund raising to be held within the next 12 months.

Facilitate efforts to renovate the newly purchased Department of Energy and Housing building at 717 Erie Blvd West and complete the move by June 1, 2023.

Meet with 4 to 6 Elected Public Officials to build awareness of PEACE, Inc. and explore opportunities for new funding especially regarding capital projects.

Continue to support growth and development of PEACE, Inc. programs in accordance with community needs and identified gaps in services, including Lead Abatement, Systemic Racism, Fatherhood, and Reentry.

Work with staff and Board of Directors to finalize the 3-year strategic plan using an inclusive strategic design method by fall of 2023.

Work with PEACE, Inc. CFO and Board of Directors to plan for the utilization of the proceeds of the sale of our building at 811 East Washington Avenue, including consideration of the creation of an endowment or other investment vehicle.

Attend one national conference to learn new and different approaches to programming for people with low incomes.