

BOARD OF DIRECTORS MEETING

Via Teleconference

Monday, May 22nd, 2023

MEMBERS PRESENT: Judge James Cecile (President & Development Chair), Eric Caballero, Shirley Copes (Planning Chair), Nicholas DeMartino, Paula Freedman, Steven Hodgins, Edward Perry, Erich Shafer, Jason Wallace

MEMBERS EXCUSED: Christopher Montgomery, Robert Tackman (Finance Chair)

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

STAFF PRESENT: Carolyn Brown, Jamie Colucci, Brenda Curinga, Todd Goehle, Mandy King, Nancy Turo

CALL TO ORDER:

The Board of Directors meeting was called to order by President Cecile at 4:50pm.

ROLL CALL:

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

APPROVAL OF MINUTES:

*The President requested a motion to approve the April Board Meeting minutes;
Mr. Steve Hodgins moved to approve the April Board Meeting minutes;
Mr. Nicholas DeMartino seconded the motion;
The motion carried unanimously.*

PRESIDENT'S REPORT:

President Cecile reported that he and Ms. Copes were interviewed by federal representatives during the HS/EHS review that took place during the week of May 8th, to discuss their roles as officers of the Board of Directors and the functional relationship and checks and balances between the Board and the HS/EHS Policy Council.

PLANNING COMMITTEE REPORT:

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

EEO/PERSONNEL COMMITTEE REPORT:

The May EEO/Personnel Committee meeting was cancelled because there was no quorum.

DEVELOPMENT COMMITTEE REPORT:

President Cecile reported that per a CSBG requirement, agency by-laws are being reviewed by attorney Chris Harrigan, and any revisions will be proposed to the Board prior to its June meeting.

President Cecile reported that he awaiting a nomination from Assemblyman Magnarelli for a Board representative to replace Elizabeth Hakanson.

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

FINANCE COMMITTEE REPORT:

President Cecile reported that Michelle Mundy from Bonadio & Co. presented the audited financial statements and reviewed key statistics and events and reporting changes for the fiscal year ending January 31st, 2023, and took questions during the committee meeting and the committee executive session that followed. He reported that Bonadio & Co. issued an unmodified opinion with no material weaknesses or misstatements noted, and that the agency continues to be designated as a low-risk auditee.

Ms. Brown introduced Senior Accountant Brenda Curinga, and asked her to present the monthly financial statistics. Ms. Curinga reported that the net income before depreciation as of April 30th is \$76,830 versus a budget of \$339,214, and that the net income after depreciation is (\$54,253), noting that there have not been many fixed asset purchases to date in the new fiscal year. Ms. Curinga also reported that the current ratio of assets over liabilities is still relatively high at 188.42%, that the net income from normal operations is \$45,593, that the indirect rate is 19.53%, that the in-kind rate looks good, and that the Captive Insurance reserve account is within a reasonable range of the targeted amount.

President Cecile reported that the annual audit report had been distributed to the Board of Directors, and that it will be reviewed for a vote at their Annual Board Meeting on June 26th.

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

EXECUTIVE DIRECTOR'S REPORT:

Ms. Brown reported that the HS/EHS federal review that took place the week of May 8th went well, and that a final report is expected within 45 to 60 days of the review.

Ms. Brown reported that the Merrick, Sumner, and James Street HS/EHS sites have received new playground equipment, and that the Lafayette and Liverpool sites will be next.

Ms. Brown reported that the agency made a request to the county, which has been approved verbally, for an increase in the per-meal reimbursement for the Senior Nutrition Program, to provide for wage increases in the Food Services Division beyond the Cost-Of-Living Adjustment.

Ms. Brown reported that plans are being proposed for repairs at the Eastwood Community Center for the roof, brickwork, and asbestos removal.

Ms. Brown reported that Todd Goehle is working with the Diversity, Equity and Inclusion Committee to explore funding opportunities for staff training.

Ms. Brown reported that the Department of Energy & Housing Services is officially relocating their operations to the recently purchased building at 717 Erie Blvd. West effective June 1st, and that the Board of Directors is planning to hold the June 26th Annual Board Meeting there.

Ms. Brown reported that the Big Brothers Big Sisters Program will be one of two recipients of proceeds from the Taste of Syracuse event on June 2nd and 3rd.

Ms. Brown thanked CFO Kathleen O'Brien and Controller Nancy Turo and the entire fiscal team for all of their efforts toward another clean audit during a period of increased turnover and staffing shortages.

Ms. Brown reported that the agency is coordinating with the county to provide meals-to-go for one expected busload of asylum seekers.

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 review.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

ADJOURNMENT: President Cecile adjourned the Board meeting at 5:08pm to go into an executive session to discuss the annual review of the Executive Director.

Board of Directors Meeting Executive Session Minutes

May 22, 2023

On May 22, 2023, the Board of Directors met for their regularly scheduled monthly meeting. A quorum was present for the meeting. After the regular agenda of the meeting was completed, the staff was excused. At 5:10 p.m. Steve Hodgins made a motion to enter Executive Session, the motion was seconded by Nick DeMartino, the motion was carried and the Board entered Executive Session.

The Directors discussed Carolyn Brown's performance for 2021 and 2022 as well as proposed goals for 2023. The Directors were unanimous in their approval of Carolyn Brown's performance in leading the agency. The Directors also discussed 10 goals for the Executive Director in the coming year. The Directors were unanimous in establishing the following 10 goals for 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 Directors were informed that Carolyn Brown expressed her desire to remain as the Executive Director and made no other requests.

After a very positive 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 give to the P.E.A.C.E. staff. This increase would be retroactive to February 1, 2023. The motion was approved unanimously.

The Directors also discussed establishing an Ad-Hoc Committee to address the compensation and benefits package moving forward for the Executive Director.

At 5:28 p.m. a motion was made by Shirley Copes and seconded by Jason Wallace to exit the Executive Session. The motion was approved unanimously.

At 5:30 p.m. the Board of Directors meeting was adjourned.

It should be noted that the following Directors were present for the Executive Session:

President Jim Cecile
1st Vice President Paula Freedman
2nd Vice President Shirley Copes
Secretary Erich Shafer
Treasurer Robert Tackman
Jason Wallace
Nicholas DeMartino
Steve Hodgins
Eric Caballero
Ed Perry