

BOARD OF DIRECTORS MEETING

Via Teleconference

Monday, September 25th, 2023

MEMBERS PRESENT: Judge James Cecile (President & Development Chair), Eric Caballero, Nicholas DeMartino, Paula Freedman, Steven Hodgins, Edward Perry, Erich Shafer, Robert Tackman (Finance Chair), Patricia Usherwood Fitzpatrick, Jason Wallace, DJ Williams

MEMBERS EXCUSED: Shirley Copes (Planning Chair), Christopher Montgomery

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

STAFF PRESENT: Carolyn Brown, Jamie Colucci, Todd Goehle, Mandy King, Kathleen O'Brien

CALL TO ORDER:

The Board of Directors meeting was called to order by President Cecile at 4:51pm.

ROLL CALL:

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

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;

Ms. Paula Freedman moved to approve the June Board Meeting minutes;

Mr. Robert Tackman seconded the motion;

The motion carried unanimously.

HS/EHS CHANGE OF SCOPE REDUCTION ADJUSTMENT

President Cecile reported that the Executive Committee convened via email on September 7th, and that they unanimously approved an adjustment of a previously approved Change of Scope reduction prior to the submission of the 2024-25 Head Start Grant reapplication, which would reduce the total number of slots for children by 11.98% rather than 29.3%. Ms. Brown noted that following the previous Change of Scope proposal, the program determined that among other things it would add back 157 SCSD collaboration slots and 24 home-based slots.

Further, President Cecile reviewed the annual HS/EHS Reapplication for 2/1/2014 through 1/31/2025.

The President requested a motion to approve the HS/EHS Change of Scope adjustment and Refunding Application;

Mr. Erich Shafer moved to approve the HS/EHS Change of Scope adjustment and Refunding Application;

Mr. Eric Caballero seconded the motion;

The motion carried unanimously.

PRESIDENT'S REPORT:

President Cecile reported that he has reached out to the office of Assemblyman Magnarelli to nominate a representative to the Board to replace Elizabeth Hakanson.

PLANNING COMMITTEE REPORT:

President Cecile asked Mr. Hodgins to present the committee report. Mr. Hodgins reported that the committee reviewed the qualifications and credentials of the agency's new Director of Grants and Planning, Maribel Arce. Mr. Hodgins reported that the committee also discussed the agency's strategic design work and recent grant submissions.

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

Mr. Nicholas DeMartino moved to accept the Planning Committee report;

Ms. Patricia Usherwood Fitzpatrick seconded the motion;

The motion carried unanimously.

DEVELOPMENT COMMITTEE REPORT:

President Cecile reported that the committee unanimously approved the re-appointment of Ms. Fitzpatrick to a new three-year term as a Board member representing the office of County Comptroller Martin Masterpole.

The President moved to approve the re-appointment of Ms. Fitzpatrick to a new term;

Mr. DJ Williams seconded the motion;

The motion carried unanimously.

President Cecile reported that the committee discussed creating a Board member survey to collect their demographic information required by funders.

President Cecile reported that the committee also discussed the implementation of the new payroll system, the proposed revisions to the by-laws, and the need to consider a replacement for Mr. Garland whose term will soon expire.

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

EEO/PERSONNEL COMMITTEE REPORT:

President Cecile asked Mr. Wallace to review the committee meeting minutes. Mr. Wallace reported that the committee discussed the rollout of the new payroll system, the implementation of the annual Cost of Living Adjustments, the staff appreciation event to be held September 29th, and the monthly summary of hiring activity.

***The President requested a motion to accept the EEO/Personnel Committee report;
Ms. Paula Freedman moved to accept the EEO/Personnel Committee report;
Ms. Patricia Usherwood Fitzpatrick seconded the motion;
The motion carried unanimously.***

FINANCE COMMITTEE REPORT:

Chair Robert Tackman asked CFO Kathleen O'Brien to present the monthly financial statistics. Ms. O'Brien reported that the net income before depreciation as of August 31st is \$193,278 versus a budget of \$800,491, and that the net income after depreciation is (\$128,101), noting that there have not been many fixed asset purchases to date in the current fiscal year. Ms. O'Brien also reported that the current ratio of assets over liabilities is 157%, that the net income from normal operations is (\$93,110), and that the line of credit balance is \$0. Ms. O'Brien also discussed the total fundraising revenue and the Captive Insurance reserve account.

Ms. O'Brien noted that the committee discussed how the Executive Committee might determine how best to utilize excess funds from the sale of 811 East Washington Street and the purchase of 717 Erie Blvd. West, and that it was suggested that outside organizations could be invited to make proposals.

Ms. O'Brien reported on the work of the fiscal staff on the agency budget and in preparation for the annual audit.

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

EXECUTIVE DIRECTOR'S REPORT:

Ms. Brown reported that the grand opening event for the new building at 717 Erie Blvd. West took place on September 15th, and that attendees included President Cecile and Mr. Tackman, attorney

Frank Price, former DEHS Director Ray Yehle, and former PEACE Executive Directors Joe O'Hara and Lou Clark.

Ms. Brown reported that senior staff and several Board members are discussing the possibility of moving the annual agency fundraising event from Fall to Spring.

Ms. Brown discussed the need for a consultant to conduct a facilities assessment of six of the ten buildings owned by the agency, noting that three buildings fall under Head Start capital improvement funding and one is newly purchased and renovated. Mr. Wallace offered to recommend some structural engineering firms.

Ms. Brown announced the recent promotions of Nancy Turo and Todd Goehle to the respective positions of Vice President of Finance and Vice President of Operations and Strategy.

Ms. Brown gave an update on the staffing difficulties within the HS/EHS program, noting that four classrooms remain closed due to vacancies.

Ms. Brown reported on the recent NYSCAA/NYSWDA annual conference, which covered topics including leadership development, internal promotions, promoting an organizational culture of inclusiveness, and data analysis innovations.

Ms. Brown reported that the agency will hold a Staff Appreciation Day event at The Spinning Wheel on September 29th.

Ms. Brown reported that the 5.6% Cost Of Living Adjustments have taken effect and that retroactive differential payments have been made to all eligible staff.

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:

Ms. Brown reported that she had signed up to participate in a webinar regarding the possible financial impacts on not-for-profit agencies of a possible federal government shutdown. She noted that the timing of the agency's funding cycles were optimal for mitigating any impact.

ADJOURNMENT: President Cecile adjourned the Board meeting at 5:19pm.