

BOARD OF DIRECTORS MEETING

Via Teleconference

Monday, November 27th, 2023

MEMBERS PRESENT: Judge James Cecile (President & Development Chair), Shirley Copes (Planning Chair), Steven Hodgins, Pastor Phyllis Lee-Williams (EEO/Personnel Chair), Christopher Montgomery, Edward Perry, Erich Shafer, Robert Tackman (Finance Chair), Patricia Usherwood Fitzpatrick, Jason Wallace, DJ Williams

MEMBERS EXCUSED: Eric Caballero, Nicholas DeMartino, Paula Freedman, Tonia Thornton

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

CALL TO ORDER:

The Board of Directors meeting was called to order by President Cecile at 4:52pm.

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 October Board Meeting minutes;

Mr. Robert Tackman moved to approve the October Board Meeting minutes;

Mr. Steve Hodgins seconded the motion;

The motion carried unanimously.

ACTION ITEM #1:

Ms. Turo reviewed a proposal to submit a request to the Head Start Regional Office for a retroactive budget amendment for FYE 1/31/23, to allow for the purchase of three school buses using up to \$96,437 of unobligated funds. Ms. Turo noted that this purchase was previously approved, but was delayed beyond the end of the fiscal year due to supply chain issues and price changes.

The President requested a motion to approve the HS/EHS retroactive budget amendment request for FYE 1/31/23;

Mr. Christopher Montgomery moved to approve the HS/EHS retroactive budget amendment request for FY 2/1/22 – 1/31/23;

Ms. Patricia Usherwood Fitzpatrick seconded the motion;

The motion carried unanimously.

ACTION ITEM #2:

Ms. Turo reviewed a proposal to submit a request to the Head Start Regional Office to waive the non-federal share of the retroactive budget amendment amount.

The President requested a motion to approve the HS/EHS non-federal share waiver;

Mr. Erich Shafer moved to approve the HS/EHS non-federal share waiver;

Ms. Shirley Copes seconded the motion;

The motion carried unanimously.

PRESIDENT'S REPORT:

President Cecile reported that the December Board meeting and Holiday Dinner will be held on December 11th at Francesca's Cucina, and that there will be an option to participate in the meeting by phone for those who are unable to attend in person.

DEVELOPMENT COMMITTEE REPORT:

President Cecile reported that Ms. Thornton will be rotating off the Board at the end of her current term.

President Cecile reported that Mr. DeMartino will serve as the representative of the Foster Grandparent Program to the Board effective January 1st.

President Cecile reported that Mr. DeMartino will follow up with a prospective Board member, Pastor Alicia Wood of University United Methodist Church.

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

Mr. Erich Shafer moved to accept the Development Committee report;

Mr. Christopher Montgomery seconded the motion;

The motion carried unanimously.

EEO/PERSONNEL COMMITTEE REPORT:

President Cecile asked Mr. Williams to present the committee report. Mr. Wallace reported that Ms. King discussed two findings from the recent 401(k) plan audit: that the balance in the forfeiture

account of assets from departed employees has not been timely reallocated; and that some remittances occurred late, for which Mutual of America will make up any losses to employees.

***The President requested a motion to accept the EEO/Personnel Committee report;
Mr. Robert Tackman moved to accept the EEO/Personnel Committee report;
Mr. Steve Hodgins seconded the motion;
The motion carried unanimously.***

PLANNING COMMITTEE REPORT:

President Cecile asked Mr. Hodgins to present the committee report. Mr. Hodgins reported that HS/EHS Director Becky Heberle presented both the program Training and Technical Assistance Plan for the upcoming fiscal year, and the program Self-Assessment Report for 2023.

Mr. Hodgins reported that VP of Operations and Strategy Todd Goehle shared an initial draft of the agency's strategic design, and provided an overview of the grants summary.

***The President requested a motion to accept the Planning Committee report;
Mr. Erich Shafer moved to accept the Planning Committee report;
Mr. Christopher Montgomery seconded the motion;
The motion carried unanimously.***

FINANCE COMMITTEE REPORT:

Chair Robert Tackman reported that the pre-audit entrance conference with representatives from The Bonadio Group took place at the November Finance Committee meeting.

Mr. Tackman asked CFO Kathleen O'Brien to present the monthly financial statistics. Ms. O'Brien reported that the net income before depreciation as of October 31st is \$377,009 versus a budget of \$1,029,537, and that the net income after depreciation is (\$68,225). Ms. O'Brien also reported that the current ratio of assets over liabilities is 151%, and that the net income from normal operations is (\$98,637). Ms. O'Brien also discussed total fundraising revenue, the indirect rate, the analysis of in-kind and Head Start administrative rates, and the captive health reserve account balance.

Ms. O'Brien noted that because the next Finance Committee meeting will be held on December 4th, the financial statistics presented will not be for the entire month of November.

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

FUNDRAISING COMMITTEE REPORT:

Ms. Brown reported that an initial meeting was held to plan a fundraising event for late May at a location to be determined, noting that Catholic Charities had changed the timing of their annual fundraising event from spring to autumn. Mr. Shafer stated that the committee is working to incorporate more awareness of the agency and its work into the format of this event.

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.

EXECUTIVE DIRECTOR'S REPORT:

Ms. Brown reported the recent Senior Nutrition Program Harvest Meal served a total of 1,069, and noted that the county had agreed to increase the per-meal reimbursement.

Ms. Brown reported that four firms had submitted proposals for a facilities assessment, and that of those the selection had been narrowed to two.

Ms. Brown reported that BBBS will hold its Holiday Party on December 3rd at 11:00am at Bishop Ludden High School.

Ms. Brown reported that State Senator Mannion made available \$250,000 for two plow trucks and a box truck for the Maintenance Department and a flat-bed truck for Food Services.

Ms. Brown reported that the annual Board Retreat will be held on January 26th and 27th at the newly renovated downtown Best Western, formerly the Jefferson-Clinton Hotel.

OLD BUSINESS:

None.

NEW BUSINESS:

President Cecile reported that the next Board meeting will be held on December 11th at Francesca's Cucina.

ADJOURNMENT: President Cecile adjourned the Board meeting at 5:23pm.

PEACE Inc. Head Start

Request for Non Federal Share Wavier for Operating Budget Carry Over

FY 2022-23 Retro-Budget Grant # 02CH011394

Requested Operating Budget Retro Budget Head Start \$96,437.00

Non-Federal Share Waiver Requested Amount \$24,109.25

Our program is requesting a wavier for the non-federal share for our retroactive budget request for grant period 2/1/22 - 1/31/23 for our Head Start grant for the Operating Budget. After extensive review we have concluded that we will not be able to meet the full non-federal share for this budget period.

Justification for Wavier Request:

The COVID-19 pandemic both directly and indirectly caused a lack community resources, which adversely affected our ability to fulfill our non-federal share. PEACE Inc.'s Head Start Program is requesting a wavier due to the impact of the COVID-19 Pandemic. The impact affects all aspects of our community and has intensified the needs of our most vulnerable population and those living in poverty. Services to our children and families have been curtailed and drastically changed as a result of this crisis. In an effort to ensure the health and safety of staff, children, families, and the community, many of our direct services have had to be altered in significant ways. Although we maintained services through a variety of ways (i.e.: in-person, hybrid, virtual), for a significant amount of time we were not able to allow outside volunteers into our buildings and we are just now recovering. This has significantly hindered our volunteer hours from parents and our community. Our staff is required to spend much

time in meeting state mandates for health and safety. We are also working to meet immediate needs of families and remain in frequent contact to prioritize the health and safety as well as combat the learning loss to our children. The challenging economic environment in Onondaga County limits our ability to secure the full amount of the required 25% non-federal share. We have developed some innovative ways to encourage parents to contribute volunteer hours to support our program but those hours are significantly lower due to many issues our Head Start families are currently facing such as restrictive and expensive health care, unemployment, food insecurities, housing and rent issues, childcare, and reduction of available resources. Our agency has always worked closely with our Policy Council and program staff to evaluate and talk about in-kind on a regular basis. We report monthly to parent groups and use a newsletter to keep parents updated with opportunities to volunteer. Our partnerships in the community with local school districts, day cares, and other agencies help provide resources and services which directly benefit our program. Since this pandemic has affected the whole community with suspended programs, scarcity of resources, and needs for resources that have not been previously required or necessary we are all continuing a collaborative effort to coordinate mobilizing organizations, resources, and neighborhoods to support families. We appreciate your consideration of our request.

PEACE, Inc.

Grant # 02CH011394

Budget Year 02/01/2022-01/31/23

Request for a Retro-Budget Amendment

This is request to purchase three new buses to replace three of our buses which are not in use or used as little as possible due to their unreliability. Of these buses, only one is in current use. Two require expensive repairs to pass inspection which amounts to significantly more than the bus is worth, and the final one is on its last legs and will likely be in the same situation in the near future.

Justification for Retro-Budget

We were approved to buy these buses in a budget revision in FYE 01/31/2022 but were unable to complete purchase by year end as supply chain issues meant that the buses would not be available until several months after the fiscal year ends. Further compounding the problem, the price was rising so rapidly that our seller couldn't even give us a price for the buses until the buses arrived at their shop. When buses finally did arrive we were told we had to buy within few days before someone else did, but the price would always be more than we were approved for, meaning we would need permission from regional to make purchase.

This cycle went on for all the way until Summer 2023 when the quote for the buses finally dropped from \$314,144 in March 2023 to \$294,699 which is our most recent quote in September 2023. We are requesting to do the following.....

1. Utilize the \$192,294 we were already approved for in carryover funds to purchase the buses.

Award # 02CH011394-02-04

FAIN # 02CH011394

Federal Award Date 01/12/2022

2. Apply the \$35,978 we received in insurance proceeds for Bus H-89, which was totaled in 2022. The disposal request, which was approved on 04/13/2023, included a request to utilize the \$35,978 in insurance funds towards purchase of a replacement bus, but at the time we did not have the exact details of which bus that would be.

3. Use \$96,437 (most recent quote of \$66,437 plus an extra \$30,000 to cover any price increases that may occur between now and time we purchase the buses) of our unobligated funds from FYE 01/31/2023 in a retro-budget revision on the grounds that we were unable to utilize these funds in time or even apply to since we weren't given a dollar amount for the price.

We would like to make this purchase sometime after the start of next fiscal year (Year Five FY 02/01/2024 to 01/31/2025)

Explanations of Change on Attached SF-424 A

a. Personnel

Head Start (HS) - change is (\$52,066) due to turnover in staff with persistent competition from local school districts, and daycare centers, as well as a competitive labor market.

Early Head Start (EHS) – change is (\$19,902) due to the same factors stated above

b. Fringe Benefits

Head Start – change is (\$5,207) due to the cost of the fringe benefits that were not taken by the open positions.

Early Head Start - change is (\$1,990) due to the cost of the fringe benefits that were not taken by the open positions.

d. Equipment

Head Start – \$91,615 for the following: \$63,115 to satisfy our most recent quote and \$28,500 to cover any increases in price from our most recent quote till time we make purchase.

Early Head Start - \$4,822 to satisfy EHS's share of which \$3,322 will be to satisfy most recent quote and \$1,500 to cover any increases in price.

j. Indirect Charges

Head Start – change is (\$12,496) which has a direct correlation to the salaries that are being moved. Indirect rate of 24.0 % of salaries.

Early Head Start – change is (\$4,776) which has a direct correlation to the salaries that are being moved. Indirect rate of 24.0 % of salaries.