

BOARD OF DIRECTORS MEETING

Via Teleconference

Monday, February 26th, 2024

MEMBERS PRESENT: Judge James Cecile (President & Development Chair), Nicholas DeMartino, Paula Freedman, 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, Steven Hodgins

MEMBERS ABSENT: Shirley Copes (Planning Chair)

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 4:47pm.

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 January Board Meeting minutes;
Mr. Robert Tackman moved to approve the January Board Meeting minutes;
Ms. Paula Freedman seconded the motion;
The motion carried unanimously.

DEVELOPMENT COMMITTEE REPORT:

President Cecile reported that the Development Committee voted unanimously to approve Shirley Copes for a new three-year term as a Board member representing Syracuse Common Council President Helen Hudson, subject to the anticipated receipt of a nomination letter.

The President moved to approve the appointment of Ms. Shirley Copes for a new term as a Board member;

Mr. Nicholas DeMartino seconded the motion;

The motion carried unanimously.

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

Ms. Patricia Usherwood Fitzpatrick moved to accept the Development Committee report;

Mr. DJ Williams seconded the motion;

The motion carried unanimously.

EEO/PERSONNEL COMMITTEE REPORT:

The February EEO/Personnel Committee meeting was cancelled because there were no presentations or action items scheduled.

PLANNING COMMITTEE REPORT:

President Cecile asked Ms. Freedman to present the committee report. Ms. Freedman reported that VP of Operations and Strategy Todd Goehle presented the early findings and methodologies of the agency Community Needs Assessment, and provided an overview of the grant summary report.

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

Mr. Christopher Montgomery moved to accept the Planning Committee report;

Mr. Edward Perry seconded the motion;

The motion carried unanimously.

FINANCE COMMITTEE REPORT:

Chair Robert Tackman asked CFO Kathleen O'Brien to present the first close of the monthly financial statistics for January 31st. Ms. O'Brien reported that the net income before depreciation is \$321,093 versus a budget of \$1,382,933, and that the net income after depreciation is (\$290,524). Ms. O'Brien also reported that the current ratio of assets over liabilities is 150%, that the line of credit balance was at \$0, and that the net income from normal operations is (\$121,986) reflecting timing differences of fixed asset purchases, revenue recognition grants and donation cost centers.

Ms. O'Brien reported that the indirect rate was at 23.45% as of January 31st, and that for fiscal year ending 1/31/24 the agency was approved for a maximum rate of 24%. She noted that a request by the agency to increase the maximum to 26% for the current fiscal year was approved by HHS.

Ms. O'Brien also reviewed capital improvements, the in-kind analysis, the administrative rate, weatherization fee-for-service programs, and the captive health reserve.

Ms. O'Brien noted that the implementation of the new DATIS payroll system is going well and has completed three pay periods.

The President requested a motion to accept the Finance Committee report;
Mr. Erich Shafer moved to accept the Finance Committee report;
Pastor Phyllis Lee-Williams seconded the motion;
The motion carried unanimously.

FUNDRAISING COMMITTEE REPORT:

Ms. Brown reported that the agency fundraising event is scheduled for May 22nd at the National Veterans Resource Center at Syracuse University. She reported that invitations have been sent to previous and prospective donors, and that Haylor, Freyer & Coon have already committed. She also reported that former Executive Director Joseph O'Hara will be one of the honorees.

EXECUTIVE DIRECTOR'S REPORT:

Ms. Brown gave an update on the search process to replace Randy LaManche, who had resigned after serving 20 years as Food Services Director to accept the Executive Director position at Meals On Wheels North.

Ms. Brown reported that Mr. Goehle took several representatives from Chase Bank on a driving tour to highlight areas of the community that are impacted by the work of the agency. She noted that the idea seemed to work very well and that more tours may be planned.

Ms. Brown reported that adjustments are being considered within the Big Brothers Big Sisters program due to struggles with school-based operations post-COVID.

Ms. Brown reported that proposed revisions to the Employee Handbook are being considered and will be submitted to the Board for review following consultation with an attorney.

Ms. Brown reported that a new site has been identified for the Baldwinsville and Jordan Head Start classrooms, at a building formerly used as a veterinary clinic on Downer Street in Baldwinsville near a Route 690 exit.

Ms. Brown reported that 13 cases of strep throat were reported at the Lafayette Head Start site just before February break.

PROGRAM 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 announced that Facilities Office Manager Teresa Piedmonte was awarded Employee of the Year for 2023.

ADJOURNMENT: President Cecile adjourned the Board meeting at 5:07pm.