

Board of Directors Meeting
Monday, March 25, 2024
Minutes

Part 1 of 2

BOARD OF DIRECTORS MEETING

Via Teleconference

Monday, March 25th, 2024

MEMBERS PRESENT: Judge James Cecile (President/Development Chair), Eric Caballero, Nicholas DeMartino, Paula Freedman, Steven Hodgins, Pastor Phyllis Lee-Williams (EEO/Personnel Chair), Christopher Montgomery, Erich Shafer, Robert Tackman (Finance Chair), Patricia Usherwood Fitzpatrick, Jason Wallace

MEMBERS EXCUSED: Shirley Copes (Planning Chair)

MEMBERS ABSENT: Edward Perry, DJ Williams

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

GUEST PRESENT: Jessica Sweet – DOS Program Analyst

CALL TO ORDER:

The Board of Directors meeting was called to order by President Cecile at 4:49pm.

ROLL CALL:

President Cecile noted for the record that a quorum was participating either in person or via Zoom, and introduced Jessica Sweet from the Department of State.

MOMENT OF SILENCE:

Board members observed a moment of silence.

APPROVAL OF MINUTES:

The President requested a motion to approve the February Board Meeting minutes;
Mr. Robert Tackman moved to approve the February Board Meeting minutes;
Mr. Eric Caballero seconded the motion;
The motion carried unanimously.

COMMUNITY NEEDS ASSESSMENT:

Mr. Goehle reviewed the 2024 Community Needs Assessment that was distributed to Board members for their review, and noted that additional sections and footnotes will be provided for review prior to the April Board meeting. He noted that the agency conducts this assessment every three years, and that participants surveyed included many agency staff members, Foster Grandparent volunteers, Head Start parents, local high school students, and other non-profit organizations.

President Cecile commented that the report was insightful and very well organized, and inquired whether it will be shared with any parties other than funders. Ms. Brown stated that it may be provided to elected officials and other policy makers. Ms. Freedman suggested that it should also be shared with clients.

***The President requested a motion to approve the 2024 Community Needs Assessment;
Mr. Steve Hodgens moved to approve the 2024 Community Needs Assessment;
Ms. Paula Freedman seconded the motion;
The motion carried unanimously.***

DEVELOPMENT COMMITTEE REPORT:

President Cecile reported that Mr. Williams was reelected to a new term as President of the HS/EHS Policy Council, and that the Development Committee voted unanimously to reappoint him as the HS/EHS representative to the Board.

***The President moved to approve the reappointment of Mr. Williams as HS/EHS representative to the Board;
Mr. Eric Caballero seconded the motion;
The motion carried unanimously.***

President Cecile reported that the Development Committee will review the By-Laws at its April meeting for further discussion at the April Board meeting.

***The President requested a motion to accept the Development Committee report;
Mr. Eric Caballero moved to accept the Development Committee report;
Mr. Nicholaas DeMartino seconded the motion;
The motion carried unanimously.***

PLANNING COMMITTEE REPORT:

President Cecile asked Mr. Hodgens to present the committee report. Mr. Hodgens reported that HS/EHS ERSEA Coordinator Katy Hollins presented an overview of the program intake process and selection criteria.

Mr. Hodgens reported that the Director and Associate Director of Family Services, Mary Beth Welch and Stephanie Bingham, presented the 2023 CSBG Annual Program Report.

Mr. Hodgens reported that Mr. Goehle provided an update on the Community Needs Assessment and the Grant Summary Report.

***The President requested a motion to accept the Planning Committee report;
Mr. Jason Wallace moved to accept the Planning Committee report;***

***Mr. Robert Tackman seconded the motion;
The motion carried unanimously.***

FINANCE COMMITTEE REPORT:

Chair Robert Tackman asked CFO Kathleen O'Brien to present the monthly financial statistics for February 29th. Ms. O'Brien noted that the month of January 2024 is still open as it is the last month of the previous fiscal year, and adjustments are still being made which will affect the final status of the accounts as of February 29th. She reported that the net income before depreciation year-to-date is (\$6,913) versus a budget of \$21,517, and that the net income after depreciation is (\$61,573). Ms. O'Brien also reported that the line of credit balance was at \$0, and that the net income from normal operations is (\$3,653) reflecting timing differences of fixed asset purchases, revenue recognition grants and donation cost centers.

Ms. O'Brien reported that the current ratio and indirect rate for February 29th cannot be calculated until the close of the accounts for January, and noted that for fiscal year ending 1/31/25 the agency was approved for a maximum rate of 26%.

Ms. O'Brien also discussed the in-kind analysis, the administrative rate, the captive health reserve and the 401(k) plan review. She also reported that preparations for the annual audit are on target.

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

EEO/PERSONNEL COMMITTEE REPORT:

President Cecile asked Mr. Montgomery to present the committee report. Mr. Montgomery reported that the committee reviewed proposed revisions to the Employee Handbook, a staff turnover analysis for 2023, and the summary of hires and vacancies for February.

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

EXECUTIVE DIRECTOR'S REPORT:

Ms. Brown reported that planning is going well for the May 22nd Champions of Diversity event, and that all major sponsors are returning.

Ms. Brown announced that Karl Dawkins began work as the new Food Services Director, and that he was previously in a similar role for seven years at the Rescue Mission.

Ms. Brown reported an arrangement with Salvation Army since December will be made permanent, whereby our Food Services Division will provide meals for some of their clients, including over 40 seniors and over 50 Head Start students.

Ms. Brown reported that Jessica Sweet will be the representative from the Department of State for the upcoming Community Services Block Grant review.

Ms. Brown reported on delays in responses from the Head Start regional office regarding budget amendment requests and changes to scope of service, which are impacting recruitment strategies and capital improvement work.

Ms. Brown reported that capital improvements are being planned for the Eastwood Community Center, to include brickwork repair, asbestos removal, and roof renovation.

Ms. Brown announced two upcoming events for the Big Brothers Big Sisters program: the Bowl For Kids' Sake fundraiser on April 14th and a golf tournament at Sunset Ridge Golf Club on June 10th.

Ms. Brown thanked Mr. Goehle for his work on the Community Needs Assessment, and in particular for finding new ways to gather data from a broad array of community constituents.

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. King reviewed the 2023 Turnover Analysis that was presented to the EEO/Personnel Committee.

The President requested a motion to accept the 2023 Turnover Analysis;

Pastor Phyllis Lee-Williams moved to accept the 2023 Turnover Analysis;

Ms. Paula Freedman seconded the motion;

The motion carried unanimously.

ADJOURNMENT: President Cecile adjourned the Board meeting at 5:40pm.