

BOARD OF DIRECTORS MEETING

Via Teleconference

Monday, September 23rd, 2024

MEMBERS PRESENT: Judge James Cecile (President/Development Chair), Nicholas DeMartino, Paula Freedman, Steven Hodgins, Christopher Montgomery, Patricia Usherwood Fitzpatrick, Jason Wallace

MEMBERS EXCUSED: Eric Caballero, Shirley Copes (Planning Chair), Robert Tackman (Finance Chair)

MEMBERS ABSENT: Pastor Phyllis Lee-Williams (EEO/Personnel Chair), Edward Perry, Erich Shafer, DJ Williams

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 5:02pm.

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;

Mr. Nicholas DeMartino moved to approve the June Board Meeting minutes;

Mr. Steve Hodgins seconded the motion;

The motion carried unanimously.

PRESIDENT'S REPORT:

President Cecile reported that the Executive Director annual review process has been initiated.

401(k) PLAN REVIEW UPDATE:

HR Director Mandy King reported that the adjustment to the 401(k) plan is approximately \$217,000, and that the forfeiture amount that could be applied to this liability is approximately \$55,000. She reported that RFPs yielded 11 responses for 401(k) plan advisory and record-keeping services, and that final presentations will be scheduled for two of these companies and a selection will be made in October.

DEVELOPMENT COMMITTEE REPORT:

President Cecile reported that the committee discussed potential minor revisions to the by-laws, such as the quorum requirements for committee meetings.

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

FINANCE COMMITTEE REPORT:

President Cecile 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 (\$606,203) versus a budget of \$105,616, that the net income after depreciation is (\$939,324), and that the net income from normal operations is (\$91,072) reflecting timing differences of fixed asset purchases, revenue recognition grants and donation cost centers. Ms. O'Brien also reported that the current ratio of assets over liabilities is 155%, and that the line of credit balance was at \$0.

Ms. O'Brien discussed fundraising revenue, the capital improvement account, the indirect rate, the in-kind analysis, and the HS/EHS administrative rate.

Ms. O'Brien reported that the captive health reserve is at approximately \$419,000, and that according to Haylor, Fryer and Coon the agency would be paying more for premium coverage under Excellus or MVP if it was not self-insured.

Ms. O'Brien reported that a new Accountant was hired in the fiscal office, Leon Truong.

Ms. O'Brien reported that the next annual budget is being drafted with the goal of distributing it to Board members by November.

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

PLANNING COMMITTEE REPORT:

President Cecile asked Mr. Hodgens to present the committee report. Mr. Hodgens reported that the committee reviewed the agency Communication Plan, the Community Needs Assessment, and the Grant Report.

Mr. Hodgens inquired about the Facilities Assessment, and Ms. Brown indicated that a meeting was planned for October with the engineering firm.

***The President requested a motion to accept the Planning Committee report;
Mr. Nicholas DeMartino moved to accept the Planning Committee report;
Mr. Jason Wallace seconded the motion;
The motion carried unanimously.***

EEO/PERSONNEL COMMITTEE REPORT:

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

FUNDRAISING COMMITTEE REPORT:

Ms. Brown reported that the May 22nd Champions of Diversity event resulted in a revenue of approximately \$65,000 gross and approximately \$45,000 net. She noted that holding the event at the Syracuse University venue kept costs down.

EXECUTIVE DIRECTOR'S REPORT:

Ms. Brown reported on recent trips, which included a tour of the Micro campus, the NYSCAA Conference in Lake Placid, and the National Community Action Partnership Conference in Seattle where Mr. Goehle gave a presentation with representatives from the Kreske Foundation.

Ms. Brown reported that the agency will hold a Staff Day event at the Spinning Wheel on September 27th.

Ms. Brown reported that some enrolled Head Start children are waiting to begin attending for the new program year, due to either difficulties obtaining medical documentation from families or a classroom at the Merrick site that does not yet have enough staff to open.

Ms. Brown gave an update on building renovations. She reported that repairs have been completed at the Eastwood center on the roof, brickwork, driveway, mezzanine floors, and asbestos removal, and she noted that they will hold an open house event in October. She reported that renovations at the new Head Start site in Baldwinsville have been completed and that the program is awaiting a licensing visit. She also reported on funding for the Westside FRC from the Nonprofit Infrastructure Capital Investment Program.

Ms. Brown reported on the FRC Summer and Back-to-School activities, noting that 75 youths attended summer camps and 783 students received backpacks containing school supplies.

Ms. Brown reported that Ms. King and the fiscal staff are working on the distribution of the retroactive pay for the 2.35% Cost Of Living Adjustment (COLA) to staff salaries, which will be paid out on September 27th.

Ms. Brown reported that the Big Brothers Big Sisters program held an event on September 21st with athletes from Syracuse University.

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:

None.

ADJOURNMENT: President Cecile adjourned the Board meeting at 5:34pm.