

BOARD OF DIRECTORS MEETING

Via Teleconference

Monday, October 28th, 2024

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

MEMBERS EXCUSED: Shirley Copes (Planning Chair), DJ Williams

MEMBERS ABSENT: Pastor Phyllis Lee-Williams (EEO/Personnel Chair)

STAFF PRESENT: Carolyn Brown, Jamie Colucci, 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 September Board Meeting minutes;
Mr. Eric Caballero moved to approve the September Board Meeting minutes;
Ms. Paula Freedman seconded the motion;
The motion carried unanimously.***

PRESIDENT'S REPORT:

President Cecile reported that committee memberships are being reviewed to determine if any reassignments would help to ensure that meeting quorums are more easily achieved.

President Cecile reported that the Board conducted a special meeting via email on October 22nd and approved authorizations for two funding applications that were due that week: \$14,681,430 from HHS for Head Start / Early Head Start training and technical assistance and program operations, and \$159,971 from the City of Syracuse Community Development Block Grant for the Department of Energy & Housing Services to cover additional repairs that may needed to perform weatherization services.

DEVELOPMENT COMMITTEE REPORT:

President Cecile reported that the committee reviewed the CSBG tripartite board requirements with the Executive Director, and that the committee discussed updating the classifications of some Board members and reaching out to more elected officials to increase membership.

***The President requested a motion to accept the Development Committee report;
Mr. Steve Hodgins moved to accept the Development Committee report;
Mr. Christopher Montgomery seconded the motion;
The motion carried unanimously.***

EEO/PERSONNEL COMMITTEE REPORT:

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

PLANNING COMMITTEE REPORT:

President Cecile asked Ms. Freedman to present the committee report. Ms. Freedman reported that VP of Finance Nancy Turo presented the Bi-Annual Rick Assessment Report and Executive Summary, which was distributed to all Board members for review.

Ms. Freedman reported that HS/EHS Child Development and Health Services Manager Holly Hastings presented highlights of the Spring 2024 *Teaching Strategies GOLD* child assessment data, which showed that across all six domains most enrolled children were assessed as "meeting" or "exceeding" expectations.

Ms. Freedman reported that Ms. Hastings also shared results of Growth Reports showing children's progress between Fall 2023 and Spring 2024, and the four School Readiness Goals for the current program year.

***The President requested a motion to accept the Planning Committee report;
Ms. Patricia Usherwood Fitzpatrick moved to accept the Planning Committee report;
Mr. Erich Shafer 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 September 30th is (\$447,957) versus a budget of \$172,132, and that the net income after depreciation is (\$781,078). She also reported that the net income from normal operations is (\$74,379), reflecting timing differences of fixed asset purchases, revenue recognition grants and donation cost centers, and also the cost of the 401(k) plan adjustment of \$162,298.

Ms. O'Brien reported that the current ratio of assets over liabilities is 159%, 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 HR Director Mandy King scheduled second interviews with two 401(k) advisory firms: Cerity and OneGroup.

Ms. O'Brien reported that the balance in the Captive Health Insurance account is close to its target for the final month of the plan year.

Ms. O'Brien reported that a new standing agenda item for Finance Committee meetings is research and review of potential investment opportunities for available funds. She reported that Ms. Brown reached out for guidance from CAPLAW.

Ms. O'Brien reported that the next annual budget is 95% complete, and that it will be distributed to Board members by December for their review so that it can be approved at the January Board Retreat.

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

Mr. Jason Wallace moved to accept the Finance Committee report;

Mr. Edward Perry seconded the motion;

The motion carried unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Ms. Brown reported that a cybersecurity policy was added to the annual commercial insurance renewal.

Ms. Brown reported that the Eastwood Community Center held an open house event on October 23rd to show appreciation for funders and the community, and she noted that Pastor Lee-Williams attended.

Ms. Brown gave an update on the facilities assessment and building renovations.

Ms. Brown reported that the agency will be closed and staff will be off with pay on December 23rd through 25th this year, and in 2025 from December 24th through New Year's Day.

Ms. Brown reported that the Family Resource Center in East Syracuse will close, and that the coordinator and clients will be transferred to the Southside Family Resource Center.

Ms. Brown reported that the Board meeting on December 16th will be at 717 Erie Blvd. East and will be catered.

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:

Ms. Brown reported that employees from Weatherization, Administration, and Family Resource Centers attended a conference at Lake Placid.

NEW BUSINESS:

Ms. Brown reported that a child on the playground at James Street Head Start fell on her face and required stitches, noting that the child's family has retained counsel and that the agency insurance company has been notified.

ADJOURNMENT: President Cecile adjourned the Board meeting at 5:12pm.