
BOARD OF DIRECTORS MEETING

Via Teleconference

Monday, December 16th, 2024

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

MEMBERS EXCUSED: Pastor Phyllis Lee-Williams (EEO/Personnel Chair), DJ Williams

STAFF PRESENT: Carolyn Brown, Jamie Colucci, Karl Dawkins, Mandy King, Rollin Mincher, Beth O'Hara, Doug Thomas, Nancy Turo, Mary Beth Welch

CALL TO ORDER:

The Board of Directors meeting was called to order by President Cecile at 4:55pm.

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 minutes of the November Board Meeting;
Mr. Robert Tackman moved to approve the minutes of the November Board Meeting;
Mr. Jason Wallace seconded the motion;
The motion carried unanimously.

PRESIDENT'S REPORT:

President Cecile reviewed proposed alterations to the contract with the agency's new 401(k) plan advisory and recordkeeping firm OneGroup, which were previously distributed to Board members.

The President requested a motion to approve the alterations to the OneGroup contract;
Mr. Steve Hodgins moved to approve the alterations to the OneGroup contract;
Ms. Shirley Copes seconded the motion;
The motion carried unanimously.

DEVELOPMENT COMMITTEE REPORT:

President Cecile reported that the committee unanimously approved and recommended to the full Board the re-appointment of Mr. Caballero to a new three-year term as a Board member.

President Cecile reported that the committee interviewed two prospective Board members: Tysha Martin, representative from the office of Syracuse Common Councilor-At-Large Rasheada Caldwell, and Alicia Colon, the newly elected President of the HS/EHS Policy Council. President Cecile reported that the committee unanimously approved and recommended to the full Board the appointment of Ms. Martin and Ms. Colon as Board members.

The President moved to approve the re-appointment of Mr. Caballero and the appointment of Ms. Martin and Ms. Colon to three-year terms as Board members;
Mr. Christopher Montgomery seconded the motion;
The motion carried unanimously.

PLANNING COMMITTEE REPORT:

President Cecile asked Mr. Hodgins to present the monthly committee report. Mr. Hodgins reported that the committee reviewed the recently released Facilities Assessment Report, which provides extensive data about the capital improvement needs for all agency properties. Ms. Brown noted that this information will facilitate the process of obtaining capital improvement grants.

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

EEO/PERSONNEL COMMITTEE REPORT:

President Cecile asked Mr. Wallace to present the monthly committee report. Mr. Wallace reported that the committee discussed the monthly applicant pool report and the search for a consultant to assist with the succession planning component of the Strategic Plan.

The President requested a motion to accept the EEO/Personnel Committee report;
Ms. Patricia Usherwood Fitzpatrick moved to accept the EEO/Personnel Committee report;
Mr. Edward Perry seconded the motion;
The motion carried unanimously.

FINANCE COMMITTEE REPORT:

Chair Robert Tackman reported that representatives from Bonadio & Co. presented their 2025 Audit Plan to the committee, which indicates that their field work will be completed in April.

Mr. Tackman presented the monthly financial statistics. He reported that the net income before depreciation as of November 30th is (\$256,119) versus a budget of \$215,165, and that the net income after depreciation is (\$722,100). He also reported that the net income from normal operations is (\$44,357), reflecting timing differences of fixed asset purchases, revenue recognition grants, donation cost centers, and the cost of the 401(k) plan adjustment of \$162,298.

Mr. Tackman reported that as of November 30th the current ratio of assets over liabilities is 148%, that the line of credit balance is \$0, and that the indirect rate is 23.84%, noting that the agency is approved for an indirect rate of 26%.

Mr. Tackman reported that the committee reviewed and unanimously approved that proposed corporate budget for FYE 1/31/2026, and that it has been distributed to the full Board for review.

Mr. Tackman reported that committee also reviewed the Captive Health Insurance reserve account balance, the transition of the 401(k) plan to the OneGroup platform, potential investment opportunities utilizing available funds, and the list of designated signers for line of credit loans.

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

Ms. Paula Freedman moved to accept the Finance Committee report;

Mr. Christopher Montgomery seconded the motion;

The motion carried unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Ms. Brown reported that the Big Brothers Big Sisters program held two events in December: a Sunday Breakfast at Macy's and a Holiday Party at Bishop Ludden.

Ms. Brown reported that there was a recent break-in at the Eastside FRC, noting that Facilities staff and police officers responded.

Ms. Brown reported that the new Head Start classroom site in Baldwinsville is expected to have children attending starting in January, and that an open house event will be scheduled.

Ms. Brown gave an update on the Give-A-Holiday program.

Ms. Brown reported that consultants are being engaged to facilitate Strategic Plan initiatives such as the development of succession planning procedures and DEI training sessions.

Ms. Brown reported that the Eastwood Community Center received a large donation of children's coats and clothing.

Ms. Brown thanked staff members for attending the meeting and asked them to introduce themselves.

OLD BUSINESS:

Ms. Brown reiterated that the Board Retreat will be held on January 24th and 25th at the Best Western Hotel in downtown Syracuse.

NEW BUSINESS:

None.

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.

President Cecile reported that the County South FRC assisted a client with poor credit to find housing, noting that the landlord is a former BBBS mentor.

ADJOURNMENT: President Cecile adjourned the Board meeting at 5:24pm with wishes to all in attendance for a happy holiday season.