

BOARD OF DIRECTORS MEETING

Via Teleconference

Monday, April 28th, 2025

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

MEMBERS EXCUSED: Shirley Copes (Planning Chair), Paula Freedman, Pastor Phyllis Lee-Williams (EEO/Personnel Chair), Erich Shafer

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 4:50pm.

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 March Board Meeting minutes;

Ms. Tysha Martin moved to approve the March Board Meeting minutes;

Mr. Eric Shafer seconded the motion;

The motion carried unanimously.

DEVELOPMENT COMMITTEE REPORT:

President Cecile reported that the committee discussed the elections for Board officer positions which will take place in June, and asked Board members to contact him if interested in an officer position.

President Cecile reported that Ms. Brown discussed with the committee the reduction of force at the Head Start regional offices and the announced retirement of BBBS Director John Bruzdinski.

***The President requested a motion to accept the Development Committee report;
Mr. Christopher Montgomery moved to accept the Development Committee report;
Mr. Jason Wallace 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 selection of Upland Consulting to provide talent assessment and succession planning services, the recent 401(k) plan transition to Voya, the applicant pool report, and the status of outstanding fees from Vera House.

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

FINANCE/AUDIT COMMITTEE REPORT:

Chair Robert Tackman asked CFO Kathleen O'Brien to present the monthly financial statements. Ms. O'Brien reported that as of March 31st, the net income before depreciation is \$16,415 versus a budget of \$57,920, and that the net income after depreciation is (\$83,254). She also reported that the net income from normal operations is \$59,959, noting that the amount for Senior Nutrition is usually higher than normal at the beginning of the fiscal year.

Ms. O'Brien reported that the current ratio of assets over liabilities is 182%, and that the line of credit balance is \$0. She also discussed total fundraising revenue, the indirect rate, the Head Start administrative rate, and the Captive Health Insurance reserve account which has decreased due to a high number of recent claims.

Ms. O'Brien reported on progress resolving issues with the Blackbaud software, and on plans to convene a combined meeting of the Executive Committee and Finance Committee to discuss investment options.

***The President requested a motion to accept the Finance/Audit Committee report;
Mr. Nicholas DeMartino moved to accept the Finance/Audit Committee report;
Ms. Mitayah Donerlson seconded the motion;
The motion carried unanimously.***

PLANNING COMMITTEE REPORT:

President Cecile reported that the April Planning Committee meeting was cancelled.

CHAMPIONS OF DIVERSITY:

Ms. Brown reported that there is a high number of new donors for the upcoming event on May 21st, and she encouraged all Board members to attend.

EXECUTIVE DIRECTOR'S REPORT:

Ms. Brown reported that due to funding uncertainty within Americorp, a strategic decision was made to give Senior Services Director Beth O'Hara the additional role of Interim BBBS Director, and to suspend the search for BBBS Director candidates. With respect to federal funding, Ms. Brown noted that while the Project 2025 initiative called for the elimination of Head Start and CSBG funds, those programs have historically had bi-partisan support.

Ms. Brown reported on the Leadership Pathways project, noting that a kickoff meeting was held on April 14th and that a survey had been sent to all staff.

Ms. Brown reported that the agency received a NYS CREST grant to purchase one van for Food Services and one van and two pickup trucks for the Maintenance Department.

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 5:14pm.