

## **BOARD OF DIRECTORS MEETING**

Via Teleconference

**Monday, September 22, 2025**

**MEMBERS PRESENT:** Judge James Cecile (President/Development Chair), Mitayah Donerlson, Paula Freedman, Steven Hodgins, Michael LaFlair, Tysha Martin, Christopher Montgomery, Edward Perry, Erich Shafer, Patricia Usherwood Fitzpatrick, Jason Wallace (EEO/ Personnel Chair)

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

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

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### **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 minutes of the June 23 Board Meeting, the Special Board Meetings convened via email on July 31, August 19, and September 2, and the Executive Committee Meeting convened via email on September 4;*

*Ms. Paula Freedman moved to approve the minutes for the meetings on June 23, July 31, August 19, and September 2 and 4;*

*Ms. Mitayah Donerlson seconded the motion;*

*The motion carried unanimously.*

### **SETTLEMENT WITH NYS DMV:**

Ms. Brown reported that with the assistance of an attorney a settlement of \$12,000 was reached with the DMV in the matter of recordkeeping violations for the files of Centro Call-a-Bus drivers, which

occured during a prior agency collaboration with Centro to provide personnel administrative services for the Call-a-Bus program.

**PRESIDENT'S REPORT:**

President Cecile introduced Michael LaFlair, a Councilor on the Camillus Town Board, who was approved unanimously to be appointed as a Board member representing the Elected Public Official sector.

**DEVELOPMENT COMMITTEE REPORT:**

President Cecile reported that the committee interviewed Mr. LaFlair and unanimously approved the recommendation to appoint him as a Board member.

President Cecile reported that the committee discussed potential changes to the format of the annual Board Retreat, and that a survey would be distributed to gather feedback from Board members.

President Cecile reported that the committee unanimously approved a motion to designate recently retired Board member Pastor Phyllis Lee-Williams as Board Emeritus.

***The President moved to designate Pastor Lee-Williams as Board Emeritus;***

***Ms. Tysha Martin seconded the motion;***

***The motion carried unanimously.***

***The President requested a motion to accept the Development Committee report;***

***Mr. Edward Perry moved to accept the Development Committee report;***

***Ms. Patricia Usherwood Fitzpatrick seconded the motion;***

***The motion carried unanimously.***

**EEO/PERSONNEL COMMITTEE REPORT:**

Mr. Wallace reported that HR Director Mandy King discussed with the committee the ongoing Wage and Comparability Study and Leadership Pathways Project, and the upcoming Staff Appreciation Day.

Mr. Wallace reported that the committee also discussed the monthly applicant pool report, the upcoming Rooftop BBQ fundraiser, and the release of funds for the Foster Grandparent Program.

***The President requested a motion to accept the EEO/Personnel Committee report;***

***Mr. Steve Hodgins moved to accept the EEO/Personnel Committee report;***

***Mr. Erich Shafer seconded the motion;***

***The motion carried unanimously.***

### **PLANNING COMMITTEE REPORT:**

President Cecile asked Mr. Hodgins to present the committee report. Mr. Hodgins reported that the committee reviewed the Senior Nutrition Audit Report, the Kresge Funding Report, the Federal Funding Update, and the Grant Summary Report.

***The President requested a motion to accept the Planning Committee report;  
Mr. Christopher Montgomery moved to accept the Planning Committee report;  
Ms. Patricia Usherwood Fitzpatrick seconded the motion;  
The motion carried unanimously.***

### **FINANCE COMMITTEE REPORT:**

President Cecile asked Ms. Turo to present the monthly financial statistics. Ms. Turo reported that the net income before depreciation as of August 31<sup>st</sup> is (\$371,107) versus a budget of \$202,718, that the net income after depreciation is (\$705,653), and that the net income from normal operations is \$904 reflecting timing differences of fixed asset purchases, revenue recognition grants, grants with revenue based on headcount, and donation cost centers. Ms. Turo also reported that as of August 31<sup>st</sup> the current ratio of assets over liabilities was 152%, the line of credit balance was at \$0, and the Head Start administrative rate is 11% (not to exceed 15%).

Ms. O'Brien reported that the Captive Health Insurance reserve balance was under target at the end of August and will be monitored through the end of the next plan year in September 2026. She reported that our auditors verified that at the end of this fiscal year in January 2026, a note can be approved by the Board to be included in the audited financial statements stating that unrestricted net equity will be allocated to cover any shortage in the reserve balance, which would make it unnecessary to book additional entries in the general ledger that would affect the audit opinion.

Ms. O'Brien discussed a meeting held with Key Bank representatives regarding investment options.

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

### **EXECUTIVE DIRECTOR'S REPORT:**

Ms. Brown reported that funds for the Foster Grandparent Program through Americorp have been released by the Office of Management and Budget, and that the agency is awaiting a Memorandum of Understanding from SCSD to reassign volunteers.

Ms. Brown reported that the agency has contacted state officials about a proposal to reallocate some weatherization grant funds to directly assist low-income households with utility bills.

Ms. Brown announced that the HS/EHS program opened two new UPK Head Start classrooms at Roxboro Elementary School, and established a demonstration classroom with an experienced teacher and teacher assistant where other classroom staff can rotate through the remaining position for additional training and coaching.

Ms. Brown reported that the Senior Nutrition program closed its Vista Valley site, which is close to its Cecile Center site, and opened a new site in Skaneateles.

Ms. Brown reported that Beth O'Hara will continue to lead the Foster Grandparent Program and BBBS, and that we are in the process of finalizing her new title.

Ms. Brown reported that the Rooftop BBQ fundraiser on September 18 at Merchants Commons was well attended and successful. She noted that the event was catered by Center for Community Alternatives, and she thanked Board members who participated.

#### **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 5:23pm.