

**BOARD OF DIRECTORS MEETING**

Via Teleconference

**Monday, January 25<sup>th</sup>, 2021**

**MEMBERS PRESENT:** David A. Scharoun, Eric Caballero, Judge James Cecile (Development Chair), Nicholas DeMartino, Paula Freedman, Charles Garland, Elizabeth Hakanson, Xander Hope, Pastor Phyllis Lee-Williams (EEO/Personnel Chair), Edward Perry, Erich Shafer, Robert Tackman (Finance Chair), Tonia Thornton, Patricia Usherwood Fitzpatrick, Jason Wallace

**MEMBERS EXCUSED:** Shirley Copes (Planning Chair), Steven Hodgens

**STAFF PRESENT:** Joseph O'Hara, Carolyn Brown, Catherine Green Harris, Rebecca Heberle, Kathleen O'Brien, Nancy Turo, Jamie Colucci

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**CALL TO ORDER:**

The Board of Directors meeting was called to order by President Scharoun at 4:49pm.

**ROLL CALL:**

President Scharoun noted for the record that a quorum was participating remotely.

**MOMENT OF SILENCE:**

Board members observed a moment of silence.

**APPROVAL OF NOVEMBER MINUTES:**

***The President requested a motion to approve the December Board Meeting minutes;***

***Mr. Jason Wallace moved to approve the December Board Meeting minutes;***

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

***The motion carried unanimously.***

**PRESIDENT'S REPORT:**

President Scharoun reported that the selection process for a new Executive Director is continuing, and Mr. O'Hara will remain in the position until the summer, as his contract is through August 31, 2021.

President Scharoun reported that the required paperwork had been received from the Eastside FRC to confirm in writing Charles Garland's recommendation to be seated on the Board of Directors.

President Scharoun reported that Xander Hope had been reelected as Chairperson of the HS/EHS Policy Council, and will therefore continue to serve on the Board of Directors as the HS/EHS Policy Council representative.

### **HEAD START GOVERNANCE:**

HS/EHS Director Becky Heberle discussed two documents that had been distributed to Board members, detailing the responsibilities and the composition of an agency governing body, as prescribed by the HS/EHS federal performance standards. She encouraged Board members to review the documents and contact her with any questions.

Ms. Heberle also discussed the HS/EHS *Focus Area One* virtual federal review that took place during the week of December 14<sup>th</sup>. She described the review as being very positive overall, and thanked Ms. Freedman for her participation in the review as a Board representative.

Ms. Heberle discussed various new initiatives within the HS/EHS program to serve enrolled families during the pandemic, such as food drop-offs by bus drivers. She also noted that all program staff are currently eligible to receive COVID-19 vaccinations, though they are not mandatory.

### **FINANCE COMMITTEE REPORT:**

Chair Robert Tackman reported that the committee discussed and unanimously approved both the proposed changes to the Fiscal Policies & Procedures manual and the proposed agency budget for fiscal year 2/1/2021 through 1/31/2022.

***The President requested a motion to approve the budget for FY 2/1/2021 – 1/31/2022;  
Mr. Robert Tackman moved to approve the budget for FY 2/1/2021 – 1/31/2022;  
Mr. Edward Perry seconded the motion;  
The motion carried unanimously.***

***The President requested a motion to approve the revised Fiscal Policies & Procedures;  
Mr. Robert Tackman moved to approve the revised Fiscal Policies & Procedures;  
Ms. Tonia Thornton seconded the motion;  
The motion carried unanimously.***

Mr. Tackman asked CFO Kathleen O'Brien to review the monthly financial statement. Ms. O'Brien reported that the net income before depreciation as of the end of December was \$879,597 versus a

budget of \$123,852, and that the net income from normal operations was \$46,902, which reflects the timing differences of fixed asset purchases, revenue recognition grants, and donation accounts.

Ms. O'Brien reported that at the end of December the current ratio was 164.82% and that the line of credit was at \$0. She noted that the indirect rate had improved compared to the same time the previous year.

Ms. O'Brien reported that the annual audit process is "going very well", and that auditors from The Bonadio Group will be at the main office on January 28<sup>th</sup>.

Ms. O'Brien reiterated the highlights of the budget for FY 2/1/2021 – 1/31/2022 and the revisions to the Fiscal Policies & Procedures.

***The President requested a motion to accept the Finance Committee report;  
Mr. Xander Hope moved to accept the Finance Committee report;  
Ms. Elizabeth Hakanson seconded the motion;  
The motion carried unanimously.***

#### **DEVELOPMENT COMMITTEE REPORT:**

The January Development Committee meeting was cancelled because there was not a quorum.

#### **PLANNING COMMITTEE REPORT:**

President Scharoun asked Deputy Director Carolyn Brown to present the Planning Committee report. Ms. Brown reported that a summary of the results of the 2020 FRC Customer Satisfaction & Needs Assessment was presented to the committee by Director of Family Services Mary Beth Welch and Data Analyst Meg Tamilio. She noted that the results reflected a high degree of satisfaction with FRC operations and staff.

Ms. Brown reported that she presented to the committee an update on the current Strategic Plan, noting that it was on track to achieve all of its goals, and that a new Strategic Plan will be developed at the end of 2021.

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

### **EEO/PERSONNEL COMMITTEE REPORT:**

President Scharoun asked Jason Wallace to present the EEO/Personnel Committee report. Mr. Wallace reported that a quorum was not met for the meeting, however those participating were presented with a review of the 401(k) plan by representatives from Mutual of America. He reported that the presentation covered fund performance, participant demographics, and a discussion about forfeiture allocations.

***The President requested a motion to accept the EEO/Personnel Committee report;  
Mr. Eric Caballero moved to accept the EEO/Personnel Committee report;  
Mr. Erich Shafer seconded the motion;  
The motion carried unanimously.***

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

Mr. O'Hara reported that all staff continue to receive full pay and benefits, and when necessary have been performing alternative work assignments during the pandemic. He expressed on behalf of the staff their appreciation for the support of the Board in these efforts.

Mr. O'Hara reported that Connie Magunga has sent the Board By-Laws and the Conflict of Interest and Whistleblower policies to all Board members, and asked them to sign and return the corresponding acknowledgment forms as soon as possible.

Mr. O'Hara presented an update on the status of each program as they continue to adjust their operations during the pandemic.

Mr. O'Hara presented an update on the DSRIP Value Based Payment Readiness grant award of \$640,000, noting that the funding had been received.

Mr. O'Hara reported on the technology upgrade in the main office large conference room to facilitate virtual meetings and trainings, including a 75" smart TV and state-of-the-art speakers and microphones.

Mr. O'Hara thanked HS/EHS Director Becky Heberle and her staff for their preparation for the HS/EHS review which took place in December. He reported that overall the review appeared to go very well, and that only one possible concern was noted regarding how HS/EHS program eligibility is determined for parents who are inmates at the Jamesville Correctional Facility.

Mr. O'Hara discussed a report from the Department of State about a wire fraud bank scam that impacted a community action agency in New York, noting that PEACE, Inc. has internal controls which have been reviewed and are designed to prevent such threats.

Mr. O'Hara reported that the agency recently received approximately \$500,000 in high-quality "off-season" clothing from The Children's Place, which is being distributed to families in need through the FRCs and other PEACE, Inc. programs.

Mr. O'Hara reported that a sexual harassment complaint investigation had been resolved through mediation. In response to a question from Board member Erich Shafer, he also provided information regarding the settlement.

Mr. O'Hara reiterated that all HS/EHS program staff are currently eligible to receive COVID-19 vaccinations if they so choose.

**CENTER 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 their review.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

Ms. Thornton noted that she is recuperating from a medical condition, and that she will soon be able to be more active at work and in Board activities.

**ADJOURNMENT:**

***The President requested a motion to adjourn the January 25<sup>th</sup>, 2021, Board meeting;***

***Mr. Robert Tackman moved to adjourn the January 25<sup>th</sup>, 2021, Board meeting;***

***Judge James Cecile seconded the motion;***

***The motion carried unanimously.***

***The January 25<sup>th</sup>, 2021, Board Meeting adjourned at 5:34pm.***