

BOARD OF DIRECTORS MEETING

via zoom/teleconference

Monday, April 26, 2021

MEMBERS PRESENT: David A. Scharoun, Judge James Cecile (Development Chair), Robert Tackman (Finance Chair), Erich W. Shafer, Eric J.T. Caballero, Paula Freedman, Steven Hodgins, Elizabeth Hakanson, Pastor Phyllis Lee-Williams (EEO/Personnel Chair), Edward Perry, Patricia Usherwood Fitzpatrick, Jason Wallace

MEMBERS EXCUSED: Shirley Copes (Planning Chair), Charles E. Garland, Nicholas DeMartino, Xander Hope, Tonia L. Thornton,

STAFF PRESENT: Joseph E. O'Hara, Todd Goehle, Catherine Green Harris, Kathleen O'Brien, Nancy Turo

CALL TO ORDER:

The Board of Directors meeting was called to order by President Scharoun at 4:51pm.

ROLL CALL:

President Scharoun noted for the record that a quorum was present

MOMENT OF SILENCE:

Board members observed a moment of silence

APPROVAL OF LAST MINUTES:

***The President requested a motion to approve the March 2021 Board Meeting minutes;
Mr. Jason Wallace moved to approve the March Board Meeting minutes;
Ms. Patricia Usherwood Fitzpatrick seconded the motion;
The motion carried unanimously.***

DEVELOPMENT COMMITTEE REPORT:

At their April 6th meeting, the Development Committee reviewed the tripartite options for the seating of potential Board member Ms. Dana Natale. The committee is deciding what sector on the Board she should be assigned to comply with the tri-partite board requirement; possibly Ms. Natale will be recommended for a seat representing the low income sector.

Judge Jim Cecile also reported that Nick DeMartino indicated he will be available to assist with the Volunteer Lawyer Project if needed.

***The President requested a motion to accept the Development Committee report;
Robert Tackman made a motion to accept the Development Committee report;
Jason Wallace seconded the motion;
The motion carried unanimously.***

FINANCE COMMITTEE REPORT:

Ms. Kathleen O'Brien reviewed the monthly financial statement. She reported that the net income before depreciation as of the end of March 2021 was \$102,668 and the current ratio is 149.47%.

Ms. O'Brien discussed the breakdown of the net surplus, the indirect rate, and the total fundraising revenue. She also reported that the line of credit balance was zero and we are not anticipating having to access the line of credit for the next few months.

Ms. O'Brien and her fiscal team drafted an audit RFP solicitation letter which will be sent to the following CPA firms with a copy of the timeline and proposal. Specifically the RFPs will be mailed to Wipfli LLC, Dermody, Burke & Brown, The Bonadio Group, & Firley, Moran, Freer & Eassa.

Ms. O'Brien also reported that the annual Audit FY ending 1/31/21 is proceeding well with no findings as of today's date. Fieldwork will continue until Friday, April 30, 2021.

Ms. O'Brien also noted, in response to a request from the previous meeting, that Auditors for other major non-profits in Syracuse similar to PEACE, Inc. are to wit; The Salvation Army (previously Dermody, Burke & Brown), Catholic Charities (Dermody Burke & Brown), The Rescue Mission (The Bonadio Group), and St. Camillus Health (The Bonadio Group).

***The President requested a motion to accept the Finance Committee report;
Mr. Edward Perry made a motion to approve the Finance Committee report;
Mr. Steve Hodges seconded the motion;
The motion carried unanimously.***

PLANNING COMMITTEE REPORT:

Mr. Steve Hodgins reported that Child Development Specialist Darlene Guadagna Prickel presented the results of the Fall/Winter Teaching GOLD Strategies Report. Mr. Hodgins noted the report stated that on the seven measurable domains tested, PEACE, Inc. HS/EHS program is meeting national standards.

Planning and Community Engagement Manager Todd Goehle reported on a potential funding opportunity with the Mother Cabrini grant foundation and a HUD grant.

He also presented a Report - Community Conversations - focusing on the impact of the Corona Virus on the CNY underemployed and unemployed.

***The President requested a motion to approve the Planning Committee report;
Elizabeth Hakanson made a motion to approve the Planning Committee report;
Mr. Eric Caballero seconded the motion;
The motion carried unanimously.***

EEO/PERSONNEL COMMITTEE REPORT:

The October EEO/Personnel Committee meeting was cancelled because there were no action items to be discussed.

PRESIDENT'S REPORT:

President Scharoun commended PEACE, Inc. staff for their commitment to providing programming to the children, families, and seniors we are serving during the Corona Virus Crisis.

EXECUTIVE DIRECTOR'S REPORT:

Mr. O'Hara updated the Board on the transition by Complete Payroll changing Time & Attendance from a manual to totally electronic system. He noted that the first payroll using the new system occurred on 4/23/21.

Mr. O'Hara believes this will be a major improvement for PEACE, Inc. similar to the positive impact and benefits from when we transitioned from being full insured by a Private Health Insurance Co. to the current Captive Health Care Plan.

Mr. O'Hara reported that the Housing Vision Collaboration with Eastside Family Resource Center, serving clients who are behind in their rent or need financial advice, is making progress.

It was also noted that the original PPP loan was \$322,290 and the amount forgiven is \$181,776. The return of the outstanding unused funds will be forwarded to the Federal Government as soon as the Key Bank completes PEACE, Inc. review.

At the May 24th Board Meeting, the Board will be requested, as an action item, to approve a plan to subsidize the employee health insurance premium when an employee goes out on disability.

The approximate annual cost of this employee benefit will be between \$5,000-\$10,000 to PEACE, Inc. (currently our health insurance reserve is approximately \$600,000 and this figure is in compliance with audit guidelines).

Mr. O'Hara will ask for a vote from the Board at the May 24, 2021 Board meeting.

Mr. Erich Shafer asked how frequently do we have employees out on disability, Ms. Green-Harris responded that we have approximately 3 to 4 people out per month. She noted that the maximum time on disability for most employees is 12 weeks under the Paid Family Leave Plan.

Mr. O'Hara informed the Board that there is potentially additional COVID Funding for HS/EHS of \$1,460,000 for the period 4/1/2021-3/31/2023. Head Start is applying for these funds to be used for health & safety measures and additional resources so families may purchase books, food, and educational tools.

PEACE, Inc. received an invitation from Mother Cabrini Foundation to apply for a grant. This grant will be targeted to our Southside Family Resource Center.

Mr. O'Hara also noted that Energy & Housing will be applying for a HUD "Home Repairs" Grant. This grant will allow our DEHS department to repair items in a senior's home to assist

them to “age in place” health and safety features (include repairing doors, windows, installing shower hand rails, and repairing stairs, etc.).

PEACE, Inc. is partnering, this summer, with the United Way and ESPRI on a Dunk Your Junk program totaling \$99,000 (120 youngsters will be involved). If the participants comply with all of the program protocols they will receive a \$300 stipend. The program will begin on 7/6/2. There will be 2 groups of 60 kids each during the summer.

Mr. O’Hara noted that Community Engagement is updating our direct mail list, and we will be soliciting additional names to add to the list.

The AEI Grant from the county helps clients open up daycares in homes and assists individuals obtain childcare certificates and credentials. This is a 3-year grant totaling \$526,370.00.

PEACE, Inc. is partnering with Onondaga County to assist clients in Navigating Emergency Rental Assistance issues during the COVID CRISIS. (The County received \$23 million to help clients facing eviction challenges) statistically there are currently \$41 million in rental arrears in the county.

The BBBS Advisory Council will be hosting a Golf Tournament on July 16, 2021, “a captain & crew golf event”. Tickets are \$125 per person.

Mr. O’Hara concluded his report noting that the EITC program has currently processed more than 2 million dollars in tax returns.

CENTER REPORTS:

Mr. Scharoun stated that everyone should have received the monthly program reports (for Big Brothers Big Sisters, Family Resource Centers, Senior Services, and Head Start / Early Head Start) that were mailed out to all Board members for their review. He invited discussion on these reports.

OLD BUSINESS: None.

NEW BUSINESS:

Mr. Erich Shafer asked if anyone is having issues with accessing the board packet from the website. He noted that the current April Board packet does not have an agenda on the website. Mr. Robert Tackman stated that he too would like to get back to utilizing this tool to obtain Board packet information. This issue will be reviewed and corrected.

ADJOURNMENT:

The President requested a motion to adjourn the April 26, 2021 Board meeting:

Ms. Paula Freedman moved to adjourn the April 26, 2021, Board meeting;

Ms. Pastor Phyllis Lee-Williams seconded the motion;

The motion carried unanimously.

The April 26, 2021 Board Meeting adjourned at 5:22PM.