

PEACE, Inc.
Special Board Meeting Minutes
Executive Director Candidate Interviews
August 17, 2021

The special board meeting to interview applicants for the Executive Director position was called to order by President David Scharoun at 3:15 PM. Elizabeth Hakanson, Pastor Phyllis Lee-Williams, and David Scharoun were present in the P.E.A.C.E., Inc. main conference room. Judge James Cecile, Shirley Copes, Erich Shafer, Eric Caballero, Paula Freedman, Steve Hodgens, Xander Hope, and Patricia Usherwood Fitzpatrick attended by a Zoom connection. Robert Tackman, Nicholas DeMartino, Tonia Thornton, and Jason Wallace were excused; Charles Garland and Edward Perry had indicated that they would attend the meeting, but for unknown reasons, they were not present. Catherine Green Harris and Rebeccah Heberle were also present in the conference room, except for the time that Carolyn Brown was interviewed.

David Scharoun welcomed everyone, noted that a quorum of the Board was present, and reviewed the search and interview process. At 3:30 PM Deputy Director and Executive Director applicant, Carolyn Brown, arrived in the conference room to begin her interview with the Board of Directors. After a brief biographical introduction, Carolyn engaged in a question-and-answer session with members of the Board. At the conclusion of the interview Directors were asked to react to Carolyn's presentation and they responded with comments such as: "...excellent choice of Executive Director...has great relationships with the staff...has experience as acting Executive Director...very well qualified...can provide continuity...has the skill set for the job...very impressive, good grasp of the Executive Director role...her strengths and skills make her the most valuable choice for Executive Director..."

At 4:20 PM the Board interviewed candidate, Beth Lynn Hoey, who started out with an introduction of herself and a description of her background. Beth engaged in a back-and-forth dialog with the Board, and after her interview, Directors were asked to respond with their feelings about Beth. Some of the comments relative to Beth's interview included: "...strong candidate, but hasn't supervised that many people...impressive interview, but she is not as strong a candidate as Carolyn Brown...doesn't have the experience that Carolyn has...she has great potential for positions at P.E.A.C.E., but not the Executive Director...she is a very positive person but doesn't have the same qualifications as Carolyn...close to Carolyn in terms of passion, but not close in terms of breadth of experience...she is good, but not as good as Carolyn; Carolyn is the best choice..."

As the Board had previously been provided with the resumes of all the applicants who applied for the Executive Director's position, when the evaluation of Carolyn's and Beth's interviews had ended, Directors were asked if anyone would like to recommend another applicant be interviewed. The Board of Directors expressed no interest in interviewing others, and it was overwhelmingly agreed, that Carolyn Brown be appointed as the next Executive Director for P.E.A.C.E., Inc.

After a discussion concerning the salary and benefits that should be offered to the new Executive Director, the Board recommended the following:

- 1) Initial annual salary of \$150,000 per year, which is slightly above the \$147,600 median salary for non-profit organizations in the Syracuse area.
- 2) P.E.A.C.E., Inc. will pay the full amount for Carolyn's and her spouse's health and dental insurance. If she declines coverage (as she has done in her current position), her salary will be increased by the amount P.E.A.C.E., Inc. would have paid for insurance, which is approximately \$16,930 a year. (It should be noted that an increase of \$16,930 would bring Carolyn's salary to the midpoint of the salary range for Executive Director.)
- 3) As the agency intended to end the practice of providing a lease vehicle to the Executive Director upon Joe O'Hara's retirement, and the current lease has not yet expired, Carolyn will be offered the (work related and personal) use of Joe O'Hara's vehicle, until the lease expires. Carolyn will no longer be offered a vehicle for personal use upon the current lease expiration.
- 4) Carolyn Brown will be entitled to a cash payout, of up to 150 hours of unused paid time off, when she ends her employment at P.E.A.C.E., Inc.

Xander Hope then made a motion, which was jointly seconded by Shirley Copes and Pastor Phyllis Lee-Williams, that the Board of Directors appoint Carolyn Brown as the Executive Director of P.E.A.C.E., Inc., contingent upon the approval of the Policy Council, and approval of the search process by the Office of Head Start Early Head Start. The motion also included the adoption of the recommended salary and benefits list that is outlined in 1-4 above. The motion was carried unanimously.

The meeting was adjourned at 5:25 PM with a motion by Steve Hodgens and a second by Pastor Phyllis Lee-Williams.