

BOARD OF DIRECTORS MEETING

Via Teleconference

Monday, October 25th, 2021

MEMBERS PRESENT: David A. Scharoun, Eric Caballero, Judge James Cecile (Development Chair), Nicholas DeMartino, Edward Perry, Erich Shafer, Robert Tackman (Finance Chair), Tonia Thornton, Patricia Usherwood Fitzpatrick, Jason Wallace

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

MEMBERS ABSENT: Charles Garland, Elizabeth Hakanson, Xander Hope, Pastor Phyllis Lee-Williams (EEO/Personnel Chair)

STAFF PRESENT: Carolyn Brown, Todd Goehle, Catherine Green Harris, Nancy Turo, Jamie Colucci

GUEST PRESENT: Garrett Newton

CALL TO ORDER:

The Board of Directors meeting was called to order by President Scharoun at 4:50pm.

ROLL CALL:

President Scharoun noted for the record that a quorum was not yet participating via teleconference.

PRESIDENT'S REPORT:

President Scharoun asked Mr. Goehle to provide updates on recent initiatives to assist with advertising of open positions. Mr. Goehle reported that Eddy Luce, who had been recently hired into the Community Engagement Department as a part-time Graphics Designer, was given a full-time work schedule, and that she has taken a lead role in creating paid ads for specific jobs on the agency Facebook page, as well as designing general employment ads which have been displayed on seven billboards and twelve city buses.

ROLL CALL:

President Scharoun updated for the record at 5:19pm that a quorum of teleconference participants had been reached.

MOMENT OF SILENCE:

Board members observed a moment of silence.

ACTION ITEM:

Ms. Brown reviewed the new Mandatory COVID-19 Vaccination policy that had been approved by the EEO/Personnel Committee and distributed to Board members, which would require that by 12/31/21 all agency employees either provide documentation that they have completed a COVID-19 vaccination regimen or obtain approval from Human Resources for an exemption from the policy on medical or religious grounds. Ms. Brown reported that all HS/EHS employees were already operating under this requirement due to a recent federal mandate, and that approving this policy would allow for consistency across the agency.

Mr. Tackman asked if the policy should allow for a remote work option. Ms. Harris noted that for the purpose of consistency this policy is intended to reflect the HS/EHS federal mandate, which does not include a remote work option.

***The President requested a motion to approve the Mandatory COVID-19 Vaccination Policy;
Mr. Jason Wallace moved to approve the Mandatory COVID-19 Vaccination Policy;
Mr. Edward Perry seconded the motion;
The motion carried with one vote dissenting.***

APPROVAL OF MINUTES:

***The President requested a motion to approve the September Board Meeting minutes;
Judge James Cecile moved to approve the September Board Meeting minutes;
Mr. Robert Tackman seconded the motion;
The motion carried unanimously.***

FINANCE COMMITTEE REPORT:

Chair Robert Tackman reviewed the monthly financial statistics, reporting that the net income before depreciation as of September 30th is \$53,837 versus a budget of (\$120,075), and noted that the net income from normal operations is (\$2,793) which reflects the timing differences of fixed asset purchases, revenue recognition grants, and donation cost centers. Mr. Tackman also reported that as of September 30th the current ratio of assets over liabilities is 168.39%, the line of credit balance is \$0, and the indirect rate is 23.42%, noting that the agency is approved for an indirect rate of 24%.

Mr. Caballero noted for the record that the committee minutes had been corrected to show that he had been excused from the October committee meeting.

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

DEVELOPMENT COMMITTEE REPORT:

Chair James Cecile reported that the committee reviewed the recent record of attendance for all Board members, and reiterated the need for increased participation and advance notification of scheduling conflicts. He noted that an annual CSBG review will occur in January 2022.

***The President requested a motion to accept the Development Committee report;
Mr. Nicholas DeMartino moved to accept the Development Committee report;
Mr. Edward Perry seconded the motion;
The motion carried unanimously.***

PLANNING COMMITTEE REPORT:

Chair Shirley Copes reported that HS/EHS Child Development & Health Services Manager Holly Hastings presented for the committee a report of the five School Readiness Goals for the 2021 – 2022 HS/EHS program year, based on *Teaching Strategies GOLD* child assessment aggregate data from Spring 2021, which cover the areas of Individualization, Social and Emotional Development, Language and Communication Development, Literacy Development, and Cognition and Mathematics Development.

Ms. Copes reported that Ms. Brown presented the Grant Summary Report for the committee.

***The President requested a motion to accept the Planning Committee report;
Ms. Tonia Thornton to accept the Planning Committee report;
Ms. Patricia Usherwood Fitzpatrick seconded the motion;
The motion carried unanimously.***

EEO/PERSONNEL COMMITTEE REPORT:

President Scharoun reported that the October 7th EEO/Personnel Committee meeting did not have a quorum, and that the new Mandatory COVID-19 Vaccination policy was approved via email by committee members on October 13th with one vote dissenting.

EXECUTIVE DIRECTOR'S REPORT:

Ms. Brown reiterated previous points about recent agency recruitment initiatives.

Ms. Brown reported that she attended an NYSCAA Executive Director conference in Rochester, and that she and Mr. Goehle and Grants Coordinator Lucy Totino gave a presentation on our Community Needs Assessment at the conference.

Ms. Brown listed upcoming harvest meal events scheduled for Senior Nutrition, Foster Grandparents, Big Brothers Big Sisters, and the Eastwood Community Center.

Ms. Brown discussed the statewide Community Action Agency Fatherhood Initiative, noting that it is part of the CSBG plan for New York State.

Ms. Brown reported that several programs attended the Senior Fair at OCC sponsored by NYS Senator John Mannion: Foster Grandparents, Weatherization, Family Resource Centers, and the Eastwood Community Center.

Ms. Brown reported that the bulk of a \$100,000 grant has been awarded to PEACE, Inc. for staff, advertising, and recruitment of volunteers for the Free Tax Prep program.

Ms. Brown reported on intermittent HS/EHS classroom or site closures that have occurred recently due to COVID-19 exposures.

Ms. Brown reported that at the end of September the state announced that effective December 31st its minimum wage will increase to \$13.20 per hour and that its overtime exemption threshold will increase to \$990 per week. She noted that any required adjustments to agency wages will be made by then.

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:

None.

ADJOURNMENT:

The President requested a motion to adjourn the October 25th, 2021, Board meeting;

Mr. Jason Wallace moved to adjourn the October 25th, 2021, Board meeting;

Judge James Cecile seconded the motion;

The motion carried unanimously.

The October 25th, 2021, Board Meeting adjourned at 5:33pm.