



**Specials Executive Committee Meeting**  
(via Email)

Thursday, August 10, 2017

Executive Committee: David A. Scharoun, Shirley Copes, Judge James H. Cecile,  
Robert T Tackman, Erich W. Shafer, Pastor Phyllis Lee-Williams,

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**Board approval for the application of the budget amendment**

On Thursday, August 10, 2017, PEACE, Inc. Executive Director Joseph E. O'Hara forwarded the attached memo to the Executive Committee, via email, requesting their approval for PEACE, Inc. to submit a budget amendment to the Head Start Regional Office for the fiscal year 02/01/2017 – 01/31/2018.

***Board President David Scharoun requested a motion for approval for PEACE, Inc. to submit a budget amendment to the Head Start Regional Office for the fiscal year 02/01/2017 – 01/31/2018. Judge James Cecile made a motion, seconded by Robert T. Tackman, and the motion was approved by responses from David Scharoun, Shirley Copes, Judge James Cecile, Erich Shafer, and Pastor Phyllis Lee-Williams.***



Joe O'Hara <johara@peace-caa.org>

**PLEASE RESPOND VIA EMAIL**

1 message

Joe O'Hara <johara@peace-caa.org> Thu, Aug 10, 2017 at 2:42 PM  
To: "David A. Scharoun" <dscharoun1@verizon.net>, "Judge James H. Cecile" <jcecile@yahoo.com>, "Robert T. Tackman" <bobtoddtack@aol.com>, Erich Shafer <Eshafer@greenlakeassociates.com>, Pastor Phyllis Lee-Williams <sandpiper116@hotmail.com>, Shirley Copes <shirlgram08@gmail.com>

TO THE EXECUTIVE COMMITTEE:

**RE: Board approval for the application of the budget amendment**


These three budget amendments (see the attached memo), because they relate to Head Start Early Head Start, need to be approved by the Head Start Policy Council and the Executive Board.

Please let me know if you have any questions. My cell phone number is 315-415-5438.

Thank you.

Joe.

Joseph E. O'Hara  
Executive Director  
PEACE, Inc.  
217 S. Salina St.  
Syracuse, NY 13202  
Phones: (315)634-3712 & (315)470-3300  
Fax: (315)688-0309  
johara@peace-caa.org  
www.peace-caa.org

 **2017-08-10 BOD memo for 2017-18 budget amendment.pdf**  
26K

# Memorandum

**To:** Joe O'Hara & Board of Directors  
**From:** Anne Spicciati  
**Date:** August 10, 2017  
**Re:** Board approval for the application of the budget amendment

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**This memo is asking for the approval to submit a budget amendment to the Regional Office for the fiscal year 02/01/2017-01/31/2018. The following is the explanation of the approximate changes.**

**Changes:**

- Merrick Boiler - \$49,900.00 – This is for a total replacement of the Merrick boiler. We are opting to replace the boiler at this time as the Merrick boiler is very old and has had numerous problems.  
HS cost - \$35,279.00 EHS cost - \$14,621.00
- Lawn Mower for Maintenance Department - \$6,300.00 – 50% of this will be paid be HS/EHS and 50% will be paid by CSBG as there are an equal number of sites where this will be used.  
CSBG cost - \$3,150.00 HS Cost - \$2,488.00 EHS cost - \$662.00
- Transit Cargo Van for Maintenance Department - \$29,000.00 – 50% of this will be paid by HS/EHS and the other 50% will come from the Agency Capital Improvement account.  
PEACE, Inc. Capital Improvement Cost - \$14,500.00  
HS cost - \$11,455.00 EHS cost - \$3,045.00

**Total amendment - \$85,200.00**

Head Start portion - \$49,222.00

Early Head Start portion - \$18,328.00

CSBG portion - \$3,150.00

PEACE, Inc. Capital Improvement portion - \$14,500.00



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Joseph E. O'Hara, Executive Director

August 10, 2017

Clinton McGrane, Regional Grants Management Officer  
Department of Health and Human Services  
Administration for Children and Families  
26 Federal Plaza  
Suite 4114  
New York, NY 10278

Re: Grant No. 02CH3086  
Approval of Budget Amendment

Dear Mr. McGrane:

The Executive Committee of the Board of Directors of PEACE, Inc. has reviewed and approved the proposed budget amendment for the Head Start/Early Head Start program for the fiscal year 02/01/17-01/31/18.

Sincerely,

David A. Scharoun  
President  
PEACE, Inc.  
Board of Directors



Joe O'Hara &lt;johara@peace-caa.org&gt;

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**Re: PLEASE RESPOND VIA EMAIL**

1 message

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**JAMES CECILE** <jcecile@yahoo.com>

Thu, Aug 10, 2017 at 3:29 PM

To: Joe O'Hara &lt;johara@peace-caa.org&gt;

Cc: "David A. Scharoun" &lt;dscharoun1@verizon.net&gt;, "Robert T. Tackman" &lt;bobtoddtack@aol.com&gt;, Erich Shafer &lt;Eshafer@greenlakeassociates.com&gt;, Pastor Phyllis Lee-Williams &lt;sandpiper116@hotmail.com&gt;, Shirley Copes &lt;shirlgram08@gmail.com&gt;

I approve.

Jim Cecile

Sent from my iPhone

On Aug 10, 2017, at 2:42 PM, Joe O'Hara &lt;johara@peace-caa.org&gt; wrote:

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Thank you.

Joe.

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&lt;2017-08-10 BOD memo for 2017-18 budget amendment.pdf&gt;



Joe O'Hara &lt;johara@peace-caa.org&gt;

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**Re: PLEASE RESPOND VIA EMAIL**

1 message

---

**Robert T. Tackman** <bobtoddtack@aol.com>

Thu, Aug 10, 2017 at 3:48 PM

To: jcecile@yahoo.com, johara@peace-caa.org

Cc: dscharoun1@verizon.net, Eshafer@greenlakeassociates.com, sandpiper116@hotmail.com, shirlgram08@gmail.com

I second.

Robert T. Tackman

On Thursday, August 10, 2017 JAMES CECILE <jcecile@yahoo.com> wrote:  
I approve.

Jim Cecile

Sent from my iPhone

On Aug 10, 2017, at 2:42 PM, Joe O'Hara &lt;johara@peace-caa.org&gt; wrote:

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Joe O'Hara <johara@peace-caa.org>

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**I approve.**

1 message

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Phyllis Lee-Williams <sandpiper116@hotmail.com>  
To: "johara@peace-caa.org" <johara@peace-caa.org>

Thu, Aug 10, 2017 at 4:02 PM

Sent from my iPhone



Joe O'Hara &lt;johara@peace-caa.org&gt;

---

**Re: PLEASE RESPOND VIA EMAIL**

1 message

shirley copes &lt;shirlgram08@gmail.com&gt;

Mon, Aug 14, 2017 at 8:54 PM

To: Joe O'Hara &lt;johara@peace-caa.org&gt;

Cc: Phyllis Lee-Williams &lt;sandpiper116@hotmail.com&gt;, "Robert T. Tackman" &lt;bobtoddack@aol.com&gt;, "Judge James H. Cecile" &lt;jcecile@yahoo.com&gt;, "David A. Scharoun" &lt;dscharoun1@verizon.net&gt;, Erich Shafer &lt;Eshafer@greenlakeassociates.com&gt;

I

I approve

On Aug 10, 2017 2:42 PM, "Joe O'Hara" &lt;johara@peace-caa.org&gt; wrote:

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Joe O'Hara &lt;johara@peace-caa.org&gt;

---

**Re: PLEASE RESPOND VIA EMAIL**

1 message

Dave Scharoun &lt;dscharoun1@verizon.net&gt;

Fri, Aug 11, 2017 at 7:25 AM

To: Joe O'Hara <johara@peace-caa.org>, "Judge James H. Cecile" <jcecile@yahoo.com>, "Robert T. Tackman" <bobtoddack@aol.com>, Erich Shafer <Eshafer@greenlakeassociates.com>, Pastor Phyllis Lee-Williams <sandpiper116@hotmail.com>, Shirley Copes <shirlgram08@gmail.com>

Motion by Jim, seconded by Bob. I approve as well.

Joe and Connie: I didn't see any reply from Erich, Pastor Lee or Shirley. Did they respond?

Thanks.

**From:** Joe O'Hara

**Sent:** Thursday, August 10, 2017 2:42 PM

**To:** David A. Scharoun ; Judge James H. Cecile ; Robert T. Tackman ; Erich Shafer ; Pastor Phyllis Lee-Williams ; Shirley Copes

**Subject:** PLEASE RESPOND VIA EMAIL

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Joe O'Hara &lt;johara@peace-caa.org&gt;

**Re: PLEASE RESPOND VIA EMAIL**

1 message

eshafer@greenlakeassociates.com &lt;eshafer@greenlakeassociates.com&gt;

Thu, Aug 17, 2017 at 9:35 AM

To: JAMES CECILE &lt;jcecile@yahoo.com&gt;

Cc: Joe O'Hara &lt;johara@peace-caa.org&gt;, "David A. Scharoun" &lt;dscharoun1@verizon.net&gt;, "Robert T. Tackman" &lt;bobtoddtack@aol.com&gt;, Pastor Phyllis Lee-Williams &lt;sandpiper116@hotmail.com&gt;, Shirley Copes &lt;shirlgram08@gmail.com&gt;

I approve.

I apologize for the delay. I was out of town, and I just saw Dave's email stating he hadn't seen a reply from me.

-Erich

-----Original Message-----

From: "JAMES CECILE" &lt;jcecile@yahoo.com&gt;

Sent: Thursday, August 10, 2017 3:29pm

To: "Joe O'Hara" &lt;johara@peace-caa.org&gt;

Cc: "David A. Scharoun" &lt;dscharoun1@verizon.net&gt;, "Robert T. Tackman" &lt;bobtoddtack@aol.com&gt;, "Erich Shafer" &lt;Eshafer@greenlakeassociates.com&gt;, "Pastor Phyllis Lee-Williams" &lt;sandpiper116@hotmail.com&gt;, "Shirley Copes" &lt;shirlgram08@gmail.com&gt;

Subject: Re: PLEASE RESPOND VIA EMAIL

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