

BOARD OF DIRECTORS MEETING

217 South Salina Street, 2nd Floor, Syracuse, NY 13202

Monday, September 25th, 2017

MEMBERS PRESENT: David A. Scharoun, Eric J.T. Caballero, Judge James Cecile (Development Chair), Hon. Nicholas DeMartino, Paula Freedman (via telephone), Elizabeth Hakanson, Steven Hodgens, Emma Johnston (Emeritus), Pastor Phyllis Lee-Williams (EEO/Personnel Chair), Edward Perry, Erich Shafer, Robert Tackman (Finance Chair), Patricia Usherwood, Jay VanNostrand, Jason Wallace

MEMBERS EXCUSED: Shirley Copes (Planning Chair), Tonia L. Thornton

STAFF PRESENT: Joseph O'Hara, Carolyn Brown, Catherine Green, Kathleen O'Brien, Jamie Colucci

GUEST PRESENT: Theresa Walsh, Department of State

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 present, and that Ms. Freedman was participating via telephone.

MOMENT OF SILENCE:

Board members observed a moment of silence.

APPROVAL OF MINUTES:

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

PRESIDENT'S REPORT:

President Scharoun reported that the Executive Committee conducted a meeting via email, to approve an application to the Head Start Regional Office for a fiscal year 2/1/2017-1/31/2018 budget amendment. The purpose of the amendment is to purchase a new boiler for the Merrick building and a van and a lawn mower for the Maintenance Department. President Scharoun reported that the proposal was unanimously approved by the Executive Committee, and by the HS/EHS Policy Council.

President Scharoun reminded those present of the Champions of Diversity event on September 27th.

EEO/PERSONNEL COMMITTEE REPORT:

Chair Phyllis Lee-Williams reviewed the minutes of the September committee meeting. She reported that the annual 401(k) plan audit in July resulted in no findings, and that the audit report will be presented to the Board at the October meeting.

Pastor Lee-Williams reported that the committee also discussed the summary of hires and vacancies, the 1% Cost-Of-Living Adjustment to staff salaries, revisions to the Employee Handbook, a dismissed Department of Labor claim by a former employee, and the EdCreational staff event which took place on August 31st.

***The President requested a motion to accept the EEO/Personnel Committee report;
Mr. Jay VanNostrand moved to accept the EEO/Personnel Committee report;
Mr. Robert Tackman seconded the motion;
The motion carried unanimously.***

DEVELOPMENT COMMITTEE REPORT:

Chair James Cecile reported that at its September 5th meeting the Development Committee discussed recruitment of Board members and a proposal to rename the Eastside FRC after Ms. Viola Chisholm.

Judge Cecile reported that the committee met again on September 21st to conduct an interview for a prospective Board member which had been rescheduled from September 5th. The candidate, Scott LeClair, was unanimously nominated by the committee to be appointed to the Board representing the County West FRC.

***The President requested a motion to approve Mr. LeClair for Board membership;
Judge James Cecile moved to approve Mr. LeClair for Board membership;
Mr. Robert Tackman seconded the motion;
The motion carried unanimously.***

***The President requested a motion to accept the Development Committee report;
Mr. Eric Caballero moved to accept the Development Committee report;
Pastor Phyllis Lee-Williams seconded the motion;
The motion carried unanimously.***

PLANNING COMMITTEE REPORT:

President Scharoun asked Mr. Steve Hodgins to present the Planning Committee report. Mr. Hodgins reported that the committee convened via teleconference on September 13th. He reported that Mr. O'Hara informed the committee that the HS/EHS Reapplication for FY 2/1/2018 through 1/31/2019 will be sent to Board members and will be reviewed by the Planning Committee at their October meeting.

Mr. O'Hara informed the committee that John Bruzdinski was selected to be the new BBBS Director.

***The President requested a motion to accept the Planning Committee report;
Pastor Phyllis Lee-Williams moved to accept the Planning Committee report;
Mr. Jay VanNostrand seconded the motion;
The motion carried unanimously.***

FINANCE COMMITTEE REPORT:

Chair Robert Tackman asked CFO Kathleen O'Brien to present the August financial statements. Ms. O'Brien reported that the net surplus before depreciation was \$505,474 versus the year-to-date budget of \$11,829, and that the current ratio of assets over liabilities is 154.48%, and noted how much of the change in net assets was due to normal operations.

Ms. O'Brien reviewed the breakdown of the net surplus, and reported that the line of credit is at zero as of August 31st. Ms. O'Brien also reported that since the inception of the Captive Health Insurance Plan, the agency has saved an estimated \$1,891,000 in premium payments.

***The President requested a motion to accept the Finance Committee report;
Judge James Cecile moved to accept the Finance Committee report;
Pastor Phyllis Lee-Williams seconded the motion;
The motion carried unanimously.***

EXECUTIVE DIRECTOR'S REPORT:

Mr. O'Hara introduced Theresa Walsh, our Program Analyst from the Department of State, and noted that she occasionally attends Board meetings.

Mr. O'Hara gave an update on the CSBG on-site review which took place on August 1st through 3rd. He reported that all 58 review standards were met.

Mr. O'Hara presented an update on the agency 50th Anniversary Celebration. He reported that Eric Mower Associates were contracted to produce three videos, which will be presented at the Champions of Diversity event.

Mr. O'Hara provided an update on the Re-Entry Program partnership with Syracuse Housing Authority. He reported that he expects funding for the program to be renewed.

Mr. O'Hara reported that a meeting will be held at City Hall with Syracuse zoning officials, regarding plans for a cutaway for bus parking at the Sumner site which had been approved by HHS.

Mr. O'Hara reported that the Big Brothers Big Sisters annual picnic was held on August 19th at Onondaga Park.

Mr. O'Hara reported that the Emma L. Johnston Southside FRC held its Community Health and Wellness Outreach Extravaganza on August 26th, and that there were over 470 attendees.

Mr. O'Hara discussed plans for the September 27th Champions of Diversity event.

Mr. O'Hara discussed plans for re-grading and re-paving of the Transportation Department parking lot.

Mr. O'Hara reviewed a document which itemized \$725,000 in Capital Improvement Expenditures over the past year.

Mr. O'Hara reported that the agency Workers Compensation premium with the NYS Insurance Fund decreased, resulting in an increased discount from 15% to 24% and a lowered modifier from 1.45% to 1.08%.

Mr. O'Hara reported that the HS/EHS Reapplication Grant for FY 2/1/2018 – 1/31/2019 will be reviewed for Board approval at the October meeting. He noted that it is possible that the remaining double-session Head Start classrooms may be converted into full-day classrooms.

Mr. O'Hara reported on a September 20th meeting with the BBBS Advisory Council, which included governance and operational questions, Advisory Council members' role at BBBS events, and the applicability of volunteer insurance.

CENTER REPORTS:

Ms. Emma Johnston reported that the 2nd Annual Health and Wellness Outreach Extravaganza at the south side FRC in August went very well.

OLD BUSINESS:

Mr. Shafer discussed preparations for the Champions of Diversity event. He reported that a high turnout is expected, and congratulated Carolyn Brown and her staff for their efforts.

NEW BUSINESS:

None.

ADJOURNMENT:

As there was no other business:

The President requested a motion to adjourn the September 25th, 2017, Board meeting;

Mr. Robert Tackman moved to adjourn the September 25th, 2017, Board meeting;

Judge James Cecile seconded the motion;

The motion was unanimously approved.

The September 25th, 2017, Board Meeting adjourned at 5:20 pm.