

BOARD OF DIRECTORS MEETING

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

Monday, December 18th, 2017

MEMBERS PRESENT: David A. Scharoun, Judge James Cecile (Development Chair), Shirley Copes (Planning Chair), Nicholas DeMartino, Elizabeth Hakanson, Steven Hodgins, Pastor Phyllis Lee-Williams (EEO/Personnel Chair), Edward Perry, Erich Shafer, Robert Tackman (Finance Chair), Tonia L. Thornton, Patricia Usherwood, Jay VanNostrand, Jason Wallace

MEMBERS EXCUSED: Eric J.T. Caballero, Paula Freedman, Scott LeClair

STAFF PRESENT: Joseph O'Hara, Carolyn Brown, 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 4:22pm.

ROLL CALL:

President Scharoun noted for the record that a quorum was present, and introduced Theresa Walsh from the Department of State.

MOMENT OF SILENCE:

Board members observed a moment of silence.

APPROVAL OF MINUTES:

*The President requested a motion to approve the November Board Meeting minutes;
Ms. Elizabeth Hakanson moved to approve the November Board Meeting minutes;
Mr. Erich Shafer seconded the motion;
The motion carried unanimously.*

PRESIDENT'S REPORT:

President Scharoun reviewed a HS/EHS budget amendment for fiscal year 2/1/2017 – 1/31/2018, which was reviewed and unanimously approved by the Executive Committee via email on November 27th, to be submitted to the Head Start Regional Office. President Scharoun described the items listed in the budget amendment memorandum included in the Board members' packets.

FINANCE COMMITTEE REPORT:

Chair Robert Tackman reported that the proposed agency budget for fiscal year 2/1/2018 – 1/31/2019 was sent by mail to all Board members, and was presented by CFO Kathleen O'Brien at the December Finance Committee meeting and recommended for approval by a unanimous committee vote. Mr. Tackman reported that the budget will be presented to the Board to be voted on at the January meeting.

Mr. O'Hara noted that the budget executive summary will compare the proposed budget to the current fiscal year and highlight the differences. Ms. O'Brien stated that the proposed budget indicates an increase in revenue.

Mr. Tackman asked Ms. O'Brien to present the monthly financial report. Ms. O'Brien reported that the net surplus before depreciation was \$669,301 versus the year-to-date budget of \$16,898, and that the current ratio of assets over liabilities is 140.53%. Ms. O'Brien reviewed the breakdown of the net surplus, and reported that the line of credit is at zero as of November 30th. Ms. O'Brien also reported that since the inception of the Captive Health Plan, the agency has saved an estimated \$2,159,000 in premium payments.

Ms. O'Brien reported that the annual audit field work had begun, and that there were no significant findings as of yet.

Mr. Tackman noted that the line of credit interest during the current year was much less than the previous year: approximately \$933 versus \$7,198 during the previous year.

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

EEO/PERSONNEL COMMITTEE REPORT:

Chair Phyllis Lee-Williams reported that the committee reviewed and unanimously approved revisions to the Employee Handbook.

***The President requested a motion to approve the revisions to the Employee Handbook;
Pastor Phyllis Lee-Williams moved to approve the revisions to the Employee Handbook;
Mr. Robert Tackman seconded the motion;
The motion carried unanimously.***

Chair Phyllis Lee-Williams reported that the committee also reviewed the summary of staff hires and vacancies for November.

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

PLANNING COMMITTEE REPORT:

President Scharoun asked Ms. Hakanson to give the committee report. Ms. Hakanson reported that Director of Family Services Mary Beth Welch presented the CSBG Annual Report to the committee, and noted that a summary of the report is in the committee meeting minutes.

Ms. Hakanson reported that the committee also discussed the grant summary report, and that the request for information was sent to four consulting firms for the next three-year Strategic Plan process.

***The President requested a motion to accept the Planning Committee report;
Mr. Robert Tackman moved to accept the Planning Committee report;
Ms. Tonia Thornton seconded the motion;
The motion carried unanimously.***

DEVELOPMENT COMMITTEE REPORT:

President Scharoun reported that Mr. LeClair was appointed to be the Board representative to the HS/EHS Policy Council, and that Mr. VanNostrand has been appointed to the EEO/Personnel Committee.

President Scharoun reported that Ms. Copes is considering her status on the Board, as she represents the office of Syracuse Common Council President Van Robinson who is retiring. President Scharoun noted that no elected officials automatically get a representative appointed to the Board of Directors.

President Scharoun reported that the committee unanimously approved to reappoint Tonia Thornton representing the Foster Grandparent Program, and Pastor Phyllis Lee-Williams representing the Southside FRC, to new three-year terms on the Board of Directors/Low-Income Sector.

***The President moved to approve the reappointments of Ms. Tonia Thornton and Pastor Phyllis Lee-Williams;
Ms. Shirley Copes seconded the motion;
The motion carried unanimously.***

***The President requested a motion to accept the Development Committee report;
Mr. Robert Tackman moved to accept the Development Committee report;
Ms. Tonia Thornton seconded the motion;
The motion carried unanimously.***

EXECUTIVE DIRECTOR'S REPORT:

Mr. O'Hara discussed the Board Retreat scheduled for January 26th and 27th. He reported that the Retreat agenda will begin at 11:30am on the 26th with visits to the Southside FRC and the Transportation Department Garage. Mr. O'Hara reported that the agency will also include a presentation of three short videos which will be used on social media and in paid advertisements to highlight agency programs.

Mr. O'Hara reported that the agency met all standards for the Annual Compliance Review of Organizational Standards (ACROS).

Mr. O'Hara asked Carolyn Brown to discuss the 2018 – 2021 Strategic Plan process. Ms. Brown noted that RFPs were being submitted, and that a steering committee will be formed. She reported that the finalized plan will be submitted for approval by the Board in May or June 2018.

Mr. O'Hara discussed the Re-Entry Pilot program, which currently has 12 participants. He noted that the agency is awaiting an update on the possibility of continued funding for the program.

Mr. O'Hara reported that the Big Brothers Big Sisters program is reconstituting its Advisory Council, with a diverse group of members who will be expected to help recruit mentors and attend program events. He noted that Mr. Hodgens is currently serving as the Advisory Council interim president.

Mr. O'Hara reported that, due to the savings in premiums under the Captive Health Plan, medical insurance premiums for employees may be reduced by July.

Mr. O'Hara wished everyone present a happy holiday season.

PROGRAM 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 within their meeting packets for their review.

Mr. Tackman reported that the County East FRC has moved into its new location.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

ADJOURNMENT:

As there was no other business:

The President requested a motion to adjourn the December 18th, 2017, Board meeting;

Mr. Robert Tackman moved to adjourn the December 18th, 2017, Board meeting;

Mr. Jason Wallace seconded the motion;

The motion was unanimously approved.

The December 18th, 2017, Board Meeting adjourned at 4:52pm.