

BOARD OF DIRECTORS MEETING

217 South Salina Street, Syracuse, NY 13202

Monday, September 24th, 2018

MEMBERS PRESENT: David A. Scharoun, Eric Caballero, Judge James Cecile (Development Chair) - via telephone, Shirley Copes (Planning Chair), Nicholas DeMartino, Paula Freedman - via telephone, Elizabeth Hakanson, Steven Hodgens, Xander Hope, Emma Johnston (Emeritus), Scott LeClair - via telephone, Pastor Phyllis Lee-Williams (EEO/Personnel Chair), Erich Shafer - via telephone, Jason Wallace

MEMBERS EXCUSED: Robert Tackman (Finance Chair), Tonia Thornton

MEMBERS ABSENT: Edward Perry, Patricia Usherwood

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

CALL TO ORDER:

The Board of Directors meeting was called to order by President Scharoun at 4:48pm.

ROLL CALL:

President Scharoun noted for the record that four members were participating via telephone, and that a quorum was present.

MOMENT OF SILENCE:

Board members observed a moment of silence.

APPROVAL OF JUNE MINUTES:

*The President requested a motion to approve the June Board Meeting minutes;
Mr. Eric Caballero moved to approve the June Board Meeting minutes;
Mr. Xander Hope seconded the motion;
The motion carried unanimously.*

PRESIDENT'S REPORT:

President Scharoun announced that an executive session would convene at the end of the meeting for the annual Executive Director performance review.

EEO/PERSONNEL COMMITTEE REPORT:

The September EEO/Personnel Committee meeting was cancelled, because there were no action items or presentations scheduled.

PLANNING COMMITTEE REPORT:

The September EEO/Personnel Committee meeting was cancelled, because there were no action items or presentations scheduled.

DEVELOPMENT COMMITTEE REPORT:

Chair James Cecile reported that Mr. O'Hara reported to the committee regarding preparations for the annual Champions of Diversity event, notification from the Regional Head Start office of a five-year contract renewal following a review finding of full regulatory compliance, and a progress report on the current capital improvement construction project.

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

FINANCE COMMITTEE REPORT:

President Scharoun asked Eric Caballero to present the Finance Committee report. Mr. Caballero asked Ms. O'Brien to present the monthly financial statements through August 31st.

Ms. O'Brien reported that the net income before depreciation is \$172,562 versus the year-to-date budget of (\$1,480), and that the line of credit balance is \$0. She also reported that the Capital Improvement account has a current balance of \$435,220, and that the captive health insurance plan has saved \$3,115,315 in premium payments since its inception in October 2014.

Mr. Caballero reported that the Ms. O'Brien reviewed and discussed news articles regarding the embezzlement of \$400,000 at NYSWDA due to lack of internal controls and governance. He noted that Ms. O'Brien reviewed the PEACE, Inc. internal controls which would prevent this type of transgression from occurring.

Mr. Caballero reported that the committee also discussed the auditor performance evaluation process, to be conducted by the Finance Committee at its October meeting.

***The President requested a motion to accept the Finance Committee report;
Ms. Shirley Copes 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 presented an update on renovations to several agency buildings: Eastside FRC, Southside FRC, County South FRC, and the DeFrancisco Center.

Mr. O'Hara presented a proposal to change the official program name of "Big Brothers Big Sisters of Onondaga County" to "PEACE, Inc. Big Brothers Big sisters Program".

***The President requested a motion to approve the renaming of the BBBS Program;
Mr. Steve Hodgens to approve the renaming of the BBBS Program;
Mr. Xander Hope seconded the motion;
The motion carried unanimously.***

Mr. O'Hara reported that the bus turnaround project at the Sumner site is almost completed.

Mr. O'Hara informed the Board of an incident at the Merrick site which resulted in the termination of a Head Start Teacher.

Mr. O'Hara gave an update on the new Head Start building on West Genesee Street, estimating 90 days until completion of the building, which would allow children to attend immediately following the December break.

Mr. O'Hara discussed budget amendments for the current HS/EHS fiscal year to be presented to the Board at a later date, to include playground improvements at the Merrick and Rockwell sites and a new school bus and van.

Mr. O'Hara reminded Board members of the Champions of Diversity event taking place on September 26th at the Marriott Hotel Syracuse.

Mr. O'Hara reviewed various recent initiatives to highlight the 50th Anniversary of the agency.

President Scharoun noted that the Executive Committee convened via email on three occasions over the summer, on July 11th, August 27th, and September 6th, and that minutes were distributed to Board members.

***The President requested a motion to approve the minutes of the three special Executive Committee meetings;
Ms. Shirley Copes moved to approve the minutes of the three special Executive Committee meetings;
Pastor Phyllis Lee-Williams seconded the motion;
The motion carried unanimously.***

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 September 24th, 2018, Board meeting;
Pastor Phyllis Lee-Williams moved to adjourn the September 24th, 2018, Board meeting;
Mr. Xander Hope seconded the motion;
The motion carried unanimously.
The September 24th, 2018, Board Meeting adjourned at 5:35pm.*