

BOARD OF DIRECTORS MEETING

Via Teleconference

Monday, April 27th, 2020

MEMBERS PRESENT: David A. Scharoun, Judge James Cecile (Development Chair), Nicholas DeMartino, Paula Freedman, Elizabeth Hakanson, Steven Hodgins, Xander Hope, Pastor Phyllis Lee-Williams (EEO/Personnel Chair), Robert Tackman (Finance Chair), Patricia Usherwood Fitzpatrick, Jason Wallace

MEMBERS EXCUSED: Eric Caballero, Shirley Copes (Planning Chair), Edward Perry, Erich Shafer, Tonia Thornton

STAFF PRESENT: Joseph O'Hara, Carolyn Brown, Todd Goehle, Catherine Green Harris, Katherine O'Brien, Nancy Turo, Jamie Colucci

CALL TO ORDER:

The Board of Directors meeting was called to order by President Scharoun at 4:49pm.

ROLL CALL:

President Scharoun noted for the record that a quorum was participating in the teleconference.

MOMENT OF SILENCE:

Board members observed a moment of silence.

APPROVAL OF MARCH MINUTES:

The President requested a motion to approve the March Board Meeting minutes;

Judge James Cecile moved to approve the March Board Meeting minutes;

Mr. Robert Tackman seconded the motion;

The motion carried unanimously.

PRESIDENT'S REPORT:

President Scharoun thanked all staff members for their efforts and their patience through the coronavirus ordeal.

President Scharoun reported that Mr. O'Hara has recovered from a recent successful operation.

President Scharoun reported that the Executive Committee convened for a special meeting via email on April 8th, to review an application by the agency to the Small Business Administration's Payroll Protection Program for a \$322,290 grant. He noted that a motion to submit the application was unanimously approved, with Mr. Tackman abstaining and Pastor Lee-Williams not participating.

FINANCE COMMITTEE REPORT:

Chair Robert Tackman asked CFO Kathleen O'Brien to provide an update regarding fiscal operations. Ms. O'Brien reported that the fiscal department is continuing to perform most of its normal operations working primarily from their homes, and that the March and April financial statements are still being compiled. Ms. O'Brien also reported that field work for the annual audit had begun and will be completed by May 1st.

Mr. Tackman thanked Ms. O'Brien and her staff for their efforts.

***The President requested a motion to accept the Finance Committee report;
Mr. Nicholas DeMartino moved to accept the Finance Committee report;
Ms. Paula Freedman seconded the motion;
The motion carried unanimously.***

DEVELOPMENT COMMITTEE REPORT:

Judge Cecile reported that the committee convened via email to approve the reappointment of David Scharoun to a new term on the Board, as his current term is ending.

***The President requested a motion to approve the reappointment of David Scharoun to a new term;
Judge James Cecile moved to approve the reappointment of David Scharoun to a new term;
Mr. Nicholas DeMartino seconded the motion;
The motion carried unanimously.***

***The President requested a motion to accept the Development Committee report;
Ms. Elizabeth Hakanson moved to accept the Development Committee report;
Mr. Steve Hodgens seconded the motion;
The motion carried unanimously.***

EEO/PERSONNEL COMMITTEE REPORT:

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

PLANNING COMMITTEE REPORT:

The April Planning Committee meeting was cancelled because there were no action items or presentations scheduled.

EXECUTIVE DIRECTOR'S REPORT:

Mr. O'Hara reported that the \$322,290 SBA PPP loan is 100% forgivable if it is completely paid down or returned within eight weeks, and will be utilized to cover DEHS salaries and benefits and the rent for our facility at 811 East Washington Street. He noted that Board members will be notified by email or verbally upon official confirmation that the loan has been received.

Mr. O'Hara reported that The Bonadio Group is on track to complete the annual audit by May 14th and to present it at that time to the Finance Committee.

Mr. O'Hara reported that the agency was awarded a CSBG discretionary grant of \$50,000, to be utilized to use for extraordinary measures during the COVID-19 crisis. He noted that these funds may be used to provide additional hazard pay for staff involved in providing delivered meals through the senior nutrition program, \$500 for FRC staff and \$1,000 for 16 Food Services employees, and to purchase additional gloves, sanitizer, and containers for those operations. Mr. O'Hara asked that this proposal be voted on by the Board at its May meeting.

Mr. O'Hara reported that the CSBG Amendment and 2021 Reapplication will include an additional approximately \$2,000,000 in CARES funding over a period of two years. He added that Ms. Brown, Mr. Goehle and Ms. Turo will form a committee and explore with staff various initiatives to utilize these funds.

Mr. O'Hara reported that the agency 990 form will be completed by June 15th for the Board to review and vote on.

Mr. O'Hara reported that BBBS and FGP staff are continuing to follow up with their clients by phone, and that DEHS staff are either participating in ongoing online trainings or assisting with food services operations.

Mr. O'Hara reiterated that his recent surgery went well, and thanked the Board members for their support and well wishes.

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:

Pastor Phyllis Lee-Williams reported that Board Emeritus member Emma Johnston is being treated for a serious illness at Crouse Hospital, and asked Board members to keep Ms. Johnston in their prayers.

ADJOURNMENT:

The President requested a motion to adjourn the April 27th, 2020, Board meeting;

Mr. Xander Hope moved to adjourn the April 27th, 2020, Board meeting;

Pastor Phyllis Lee-Williams seconded the motion;

The motion carried unanimously.

The April 27th, 2020, Board Meeting adjourned at 5:26pm.