

## **Executive Committee Minutes for Wednesday, January 20, 2016**

**Members Present:** David A. Scharoun, James H. Cecile, George W. Chapman, Erich Shafer (by telephone), and Pastor Phyllis Lee-Williams

**Excused:** Dwight L. Hicks, Shirley Copes

**Staff Present:** Joseph E. O'Hara

### **CALL TO ORDER:**

The Executive Committee Meeting was called to order @4:30 PM by the Board President David Scharoun. A roll call was done and it was noted, for the record, that a quorum was present. A moment of silence was observed.

### **APPROVAL OF 7/17/15 EXECUTIVE COMMITTEE MINUTES:**

*George Chapman made a motion to approve the 7/17/15 minutes; Jim Cecile seconded the motion, and the motion was carried unanimously.*

### **EXECUTIVE DIRECTOR'S ANNUAL EVALUATION**

Joe O'Hara reviewed his goals and achievements for the year 2015. The members of the Executive Committee discussed them with Mr. O'Hara and agreed that he had met his goals (see Goals list attached) It was noted that the Executive Director had performed extremely well overall and that hitting his first three goals was "huge". The Executive Director was also commended for implementing a minimum wage of \$10.10 for all employees.

The Executive Director and the Executive Committee established the proposed Executive Director goals (listed below) for the year 2016. The Board of Directors will be asked to approve the 2016 goals at the February Board Meeting.

#### **Proposed Executive Director Goals for 2016**

- 1) The Executive Director will continue to closely monitor the new captive health insurance program.
- 2) The Executive Director will oversee an RFP process for the vendor that provides the Corporation's Health Insurance.
- 3) The Executive Director will strive to continue to grow our Capital Improvement Fund and explore the possibility of setting up a Capital Campaign for building improvements for 2018.
- 4) The Executive Director will work to ensure PEACE., Inc. maintains its status as a Low Risk Auditee.
- 5) The Executive Director will continue to monitor the sale and relocation of the Energy and Housing facility located at 811 E. Washington Street.

- 6) The Executive Director will look into the possibility of hiring a Development/Content Manger for the organization.
- 7) The Executive Director will participate in continuing education/conference (outside of Onondaga County).
- 8) The Executive Director will monitor and oversee efforts to reduce the cost of Workers' Compensation for the Corporation.
- 9) The Executive Director will work to implement recommendations that have been identified in the Ready or Not Grant; specifically -
  - Create a new Annual Employee Event that is "Ed-Creational".
  - Implement an Ad Hoc Communication Committee comprised of Board Members, Senior Staff, and Professional Communication & Marketing Consultants.
  - Oversee the Development of an Information and Action Report for CLP meetings and rotate meeting sites.

The Executive Director excused himself from the meeting at 5:17 PM and the Executive Committee continued to meet and review Mr. O'Hara's performance for 2015 and goals for 2016 in Executive Session.

It was unanimously agreed that Mr. O'Hara's performance for the year 2015 was outstanding, and it was felt that if not for Mr. O'Hara's performance and leadership, and his ability to hire and motivate staff of PEACE, Inc., PEACE, Inc. would not in the position it is today.

***George Chapman made a motion to increase the Executive Director's salary in the amount of 3%, retroactively to his anniversary date, and to extend his (three year) contract for another year. The motion was seconded by Pastor Lee-Williams and passed unanimously.*** It was agreed that the Executive Director's review would be conducted with the full Board in the February meeting, as the January meeting would be held during the Annual Retreat, which already had a full agenda. ***George Chapman made a motion to adjourn the Executive Session. His motion was seconded by Pastor Lee-Williams and carried unanimously.***

#### **OLD BUSINESS**

No old business.

#### **NEW BUSINESS**

No new business.

#### **ADJOURNMENT**

***At approximately 5:30 PM Jim Cecile made a motion to adjourn the Executive Committee meeting, and Erich Shafer seconded the motion, which was unanimously approved.***

Joseph E. O'Hara, Executive Director

## Memorandum

January 14, 2016

TO: **PEACE, Inc. BOD Executive Committee**

FROM: **Joseph E. O'Hara**

SUBJECT: **Executive Director's Evaluation**

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I'm listing separately each of the Executive Director's Goals for 2015 (which were approved by the Executive Committee at their October 15, 2014 meeting), and my responses.

I think this progress report will assist the Committee in their evaluation of my performance.

### **Executive Director Goals for 2015**

Goal 1. The Executive Director will review PEACE, Inc. current business model and revise it in an effort to provide merit raises for qualified employees. He will also continue to phase in a plan to provide employees with a base living wage.

During 2015, the Executive Director, with Senior Staff, consolidated some positions, eliminated two, and left some vacant.

This was accomplished without impinging on employee morale or productivity.

The result was we were able to establish a basic living wage of \$10.10 per hour and provide staff with a 2% cost of living adjustment.

This was achieved while maintaining our high performance standards as evidenced by our positive audits and program reviews.

Goal 2. The Executive Director will strive to continue to grow our Capital Improvement Fund

The Capital Improvement Fund which was established three years ago has a target goal of being increased when possible by \$10,000 monthly.

The Fund currently totals \$295,220.28 which is a net \$40,000 increase over 2014. We've expended \$68,772.61 from the fund for various Capital Improvements.

Goal 3. The Executive Director will closely monitor the new captive health insurance program

Implementing the Captive Health Plan was challenging. There was a steep learning curve, and we initially had three catastrophic cases.

We weathered the storm, and according to two key indicators, we are on a good path. Specifically, we have as of January 1, 2016 a cash reserve of \$81,705. The second indicator compares total premiums paid under the current captive plan versus the premium PEACE, Inc. would have paid under the previous plan. This comparison notes PEACE, Inc. has paid \$525,906 less in premiums under our Captive Plan.

This said, we still intend to meet with other "Brokers" to determine if they're our better options vis-à-vis advice and counsel.

Goal 4. The Executive Director will continue to improve PEACE, Inc. public relations efforts

After participating in the Ready or Not Management Seminar, we were awarded \$40,000 to identify areas where we could improve our performance.

One area we selected was communications, internally and externally.

We drafted an RFP and interviewed several communications/public relations firms. We selected Eric Mower to assist us and an action plan has been designed which we will be implementing during 2016. (The Eric Mower Consultants will brief the Board at the January 29, 2016 Retreat).

Goal 5. The Executive Director will closely monitor/manage the expansion of the Foster Grandparent Program

The traditional Foster Grandparent Program enrolls approximately 85 Foster Grandparents.

In January 2015 the enrolled number of Foster Grandparents was 110.

Currently, we have 167 participating Foster Grandparents (47 are enrolled with 1<sup>st</sup> graders, 45 with 2<sup>nd</sup> graders, and 16 are enrolled with kindergarten youngsters).

We are closing in on reaching our goal of 131 Foster Grandparents for 1<sup>st</sup> and 2<sup>nd</sup> graders in the City School District. 15 additional Foster Grandparents will be placed in 1<sup>st</sup> or 2<sup>nd</sup> grade during the next month, which will bring the total of 1<sup>st</sup> & 2<sup>nd</sup> grade Foster Grandparents to 107. This year we will be striving to recruit and place 24 more Foster Grandparents to reach our goal of 131 in 1<sup>st</sup> and 2<sup>nd</sup> grade.

Goal 6. The Executive Director will participate in continuing education/conference(outside of Onondaga County)

I attended and participated in the NYSCAA Professional Development Conference in Oswego on June 16<sup>th</sup> and 17<sup>th</sup>, 2015.

I attended and participated in the Executive Directors Seminar in Canandaigua on November 5<sup>th</sup> & 6<sup>th</sup>, 2015.

Goal 7. The Executive Director will work to ensure PEACE, Inc.'s continuing status as a Low Risk Auditee

PEACE, Inc. retained its rating as a low risk auditee – the highest designation for the eighth straight year.

Goal 8. The Executive Director will continue to work on improving/fostering better communications within PEACE, Inc.

I continue to schedule Jo w/Joe quarterly sessions, visit with staff in the field, and we are implementing an internal and external communication plan developed by our consultants @Eric Mower.

Goal 9. The Executive Director will continue to monitor/improve PEACE, Inc.'s Workers' Compensation insurance program

Our modifier rate reached a high of 1.45 in 2013-2014. For 2015-2016, it's been decreased to 1.21 which reduces the amount of the premium we pay. The bad news (which we don't control) is that NYS Workers Comp Code rates continue to increase from 0.79 in 2011-2012 to 1.28 in 2015-2016.

The good news is our Safety Campaign seems to be effective. Our annual premium in 2014-2015 was \$490,510.69. In 2015-2016 it decreases to \$453,222.80.