

BOARD OF DIRECTORS MEETING

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

4:45pm

Monday, March 24th, 2014

MEMBERS PRESENT: David A. Scharoun, Richard Baker, Judge James Cecile (Development Chair), Rachel Galusha, Elizabeth Hakanson, Steven Hodgens, Pastor Phyllis Lee-Williams (EEO/Personnel Chair), Rick Shafer, Robert Tackman, Jason Wallace

MEMBERS EXCUSED: Debbie Brown, George Chapman, Shirley Copes (Planning Chair), Dwight Hicks (Finance Chair), Fatriyah Jones, Gary Russell, Erich Shafer, Tonia Thornton

MEMBERS ABSENT: Paula Freedman

STAFF PRESENT: Joseph O'Hara, Maria Crowley, Catherine Green, Kathleen O'Brien, Jamie Colucci

GUEST PRESENT: Susan Burgess – Strategic Plan Facilitator

CALL TO ORDER:

The Board of Directors meeting was called to order by President Scharoun at 4:52pm.

MOMENT OF SILENCE:

Board members observed a moment of silence to acknowledge the recent passing of Dwight Hicks' niece.

ROLL CALL:

President Scharoun noted for the record that a quorum was not yet present. He then introduced Steven Hodgens of the Big Brothers Big Sisters Advisory Committee, who was recently appointed as a new Board member.

PRESIDENT'S REPORT:

President Scharoun introduced County East FRC Coordinator Maria Crowley to the Board members, and announced her pending retirement.

Mr. O'Hara offered remarks about Ms. Crowley's long career at PEACE, Inc., noting that she began working for the agency in 1971 after emigrating from Guatemala. Ms. Crowley was presented with a plaque and a gift basket, and she thanked the Board and staff for their support over the years. After she left the meeting, Mr. O'Hara announced that a surprise retirement party was planned at the County East FRC for March 27th at noon.

President Scharoun reported that a letter was received from the Foster Grandparent Program asking to find a way to increase the stipend for program volunteers above the current \$2.65 per hour. He proposed that letters be sent to Senators Schumer and Gillibrand, Rep. Maffei, and state legislators to ask for the additional funds needed to raise the stipend to the minimum wage rate.

Ms. Hakanson asked whether FGP volunteers are covered by the agency's insurance; Ms. Green stated she would check into that. Mr. O'Hara emphasized the invaluable comfort and stabilizing influence that these volunteers provide to the children in the settings where they are placed.

CENTER REPORTS:

Mr. O'Hara reported that Maria Crowley will be paid for her unused Earned Time Off; therefore her position at the County East FRC will not be filled until July, and more volunteer hours will be leveraged in the meantime.

EXECUTIVE DIRECTOR'S REPORT:

Mr. O'Hara briefly discussed the Community Needs Assessment.

Mr. O'Hara reported that a written offer is anticipated from Joe Hucko at some point for the agency property at 811 East Washington Street, and that the Executive Committee would be convened to discuss any offer that is received.

Mr. O'Hara reported that the new stadium task force on which he serves has begun a regular schedule of meetings and has formed committees.

Mr. O'Hara reported that program directors are working to determine the distribution of agency Camperships and summer programs, which are being funded from the Haylor, Fryer and Coon donations.

Mr. O'Hara announced that Catherine Green will be an award recipient at the YWCA Day of Commitment to Eliminate Racism and Promote Diversity.

Mr. O'Hara reported that HS/EHS Director Becky Heberle has asked if any Board members would be willing to schedule a time slot to read a story to one of our classrooms, and that anyone interested should contact Becky or Connie Magunga.

Mr. O'Hara reported that an employee sent a letter to OSHA claiming that floor tiles at St. Brigid's Head Start which contain asbestos are buckling. He noted that there have been ongoing discussions about the presence of asbestos at that location, and that the Diocese of Syracuse which owns the building has hired a remediation firm to take corrective action.

Mr. O'Hara reported that a significant increase in health insurance premiums is expected for the next plan year, and that the agency is considering becoming self-insured. He noted that a report to the Board is expected by June which would outline different options, one of which would need to be selected by September.

Mr. O'Hara reported that the PEACE, Inc. contingent at the 2014 St. Patrick's Day Parade was one of the largest in the parade, and that it received good coverage in the media.

ROLL CALL:

President Scharoun noted that with the arrival of additional Board members a quorum was present.

APPROVAL OF MINUTES:

***The President requested a motion to approve the February Board Meeting minutes;
Judge James Cecile moved to approve the February Board Meeting minutes;
Pastor Phyllis Lee-Williams seconded the motion;
The motion carried unanimously***

STRATEGIC PLAN:

President Scharoun noted that Susan Burgess presented a draft of the Strategic Plan for 2014-2017 at the previous month's Board meeting, and that she was present to address any questions from Board members prior to its approval.

***The President requested a motion to approve the 2014 – 2017 Strategic Plan;
Mr. Richard Baker moved to approve the 2014 – 2017 Strategic Plan;
Pastor Phyllis Lee-Williams seconded the motion;
The motion carried unanimously***

PRESIDENT'S REPORT (REVISITED):

***The President requested a motion to seek additional funds from elected officials to raise the stipend for Foster Grandparent Program volunteers to the minimum wage rate;
Ms. Elizabeth Hakanson moved to seek additional funds from elected officials to raise the stipend for Foster Grandparent Program volunteers to the minimum wage rate;
Mr. Robert Tackman seconded the motion;
The motion carried unanimously***

DEVELOPMENT COMMITTEE REPORT:

Chair James Cecile reported that the committee began their monthly meeting with a moment of silence in honor of Board member Beatrice Cook who passed away on February 19th.

Judge Cecile reported that a letter is anticipated from Judge Joseph Fahey to recommend the reappointment of David Scharoun to a new Board term.

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

EEO/PERSONNEL COMMITTEE REPORT:

Chair Phyllis Lee-Williams reported that the committee reviewed turnover reports for 2013, noting that turnover rates were higher than average, especially the rate for HS/EHS which included positions lost due to sequestration.

Pastor Lee-Williams reported that RFPs for 401(k) plans were sent to four companies, and that proposals will be reviewed by an ad hoc committee including Jason Wallace. Ms. Green noted that proposals had been received from all four of the companies.

Pastor Lee-Williams reported that an event to showcase agency programs was tentatively scheduled for May 16th, to commemorate the 50th anniversary of Community Action Programs. Ms. Green reported that this will be changed to an all-staff morning event around the end of August.

Pastor Lee-Williams noted that the revised Employee Handbook had been reviewed and approved by the committee and the Board, and that the accompanying revised Supervisor Policies & Procedures manual was reviewed and approved by the committee and distributed to the Board.

***The President requested a motion to approve the revised Supervisor Policies & Procedures;
Pastor Phyllis Lee-Williams moved to approve the revised Supervisor Policies & Procedures;
Ms. Rachel Galusha seconded the motion;
The motion carried unanimously***

Pastor Lee-Williams reported that the committee reviewed and discussed the summaries of hires and vacancies for January and February.

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

FINANCE COMMITTEE REPORT:

Mr. Richard Baker asked CFO Kathleen O'Brien to review the February financial statements. Ms. O'Brien noted that the fiscal office is still in the process of closing the financial statements for the fiscal year ending January 31, 2014 in preparation for the annual audit, and that the current ratio therefore could not yet be calculated. She reported that the net surplus before depreciation is \$27,477 vs. the year-to-date budget of \$1,183. She also reported that the line of credit balance of \$40,893 showing for the end of February was paid off on March 7th.

Mr. Baker reported that the committee also discussed fee-for-service programs, the HCR grant, and health insurance options. Ms. Green noted that a big jump in health insurance premiums is expected for the next plan year, and that one option being explored is pooling together with other companies.

***The President requested a motion to accept the Finance Committee report;
Pastor Phyllis Lee-Williams moved to accept the Finance Committee report;
Ms. Elizabeth Hakanson seconded the motion;
The motion carried unanimously***

PLANNING COMMITTEE REPORT:

The March Planning Committee meeting was cancelled due to inclement weather.

NEW BUSINESS:

Mr. O'Hara reiterated that Catherine Green will be an honoree at the YWCA Day of Commitment to Eliminate Racism and Promote Diversity luncheon, on May 8th at the SRC Arena at OCC, and invited Board members to attend.

OLD BUSINESS:

None.

COMMUNITY CONCERNS:

None.

ADJOURNMENT:

***The President requested a motion to adjourn the March 24th, 2014, Board meeting;
Ms. Rachel Galusha moved to adjourn the March 24th, 2014, Board meeting;
Mr. Jason Wallace seconded the motion;
The motion carried unanimously
The March 24th, 2014, Board Meeting adjourned at 6:47pm.***