

**BOARD OF DIRECTORS MEETING**

217 South Salina Street, 2<sup>nd</sup> Floor, Syracuse, NY 13202

**Monday, March 23<sup>rd</sup>, 2015**

MEMBERS PRESENT: David A. Scharoun, Richard Baker, Judge James Cecile (Development Chair), George Chapman, Shirley Copes (Planning Chair), Paula Freedman, Elizabeth Hakanson, Dwight Hicks (Finance Chair), Emma Johnston (Emeritus), Pastor Phyllis Lee-Williams (EEO/Personnel Chair), Gary Russell, Erich Shafer, W. Michael Short (via telephone), Robert Tackman, Tonia Thornton, Patricia Usherwood, Jason Wallace

MEMBERS EXCUSED: Steven Hodgins

MEMBERS ABSENT: Fatriyah Jones

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

GUEST PRESENT: Pastor Reginald Williams

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**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 a quorum was present and that Mr. Short was participating via telephone. He also noted that the Board did not meet in February due to inclement weather.

**MOMENT OF SILENCE:**

Board members observed a moment of silence.

**APPROVAL OF MINUTES:**

*The President requested a motion to approve the January Board Meeting minutes;  
Mr. Richard Baker moved to approve the January Board Meeting minutes;  
Pastor Phyllis Lee-Williams seconded the motion;  
The motion carried unanimously*

**EEO/PERSONNEL COMMITTEE REPORT:**

Chair Phyllis Lee-Williams reported that the committee reviewed and discussed the report of the 401(k) plan assets for the previous plan year, revisions to Head Start Teacher and Teacher Assistant qualifications, and the monthly summary of hires and vacancies.

*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*

### **PLANNING COMMITTEE REPORT:**

President Scharoun asked Mr. Gary Russell to present the committee report. Mr. Russell reported that Carolyn Brown presented the strategic plan update tool which will track progress on the plan goals and action steps.

Mr. Russell reported that the committee also discussed the grant summary and the status of the Energy & Housing property at 811 East Washington Street.

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

### **FINANCE COMMITTEE REPORT:**

Chair Dwight Hicks reported that the committee discussed the status of the property at 811 East Washington Street. Mr. Hicks then asked CFO Kathleen O'Brien to present the February financial report.

Ms. O'Brien noted that the financial report would be briefly skewed because February is the first month of the new fiscal year. She reported that the net surplus before depreciation was \$28,273 versus the year-to-date budget of (\$2,954), and that the current ratio is being determined.

Ms. O'Brien also reported that the line of credit balance is zero, and discussed preparations for the upcoming annual audit.

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

### **DEVELOPMENT COMMITTEE REPORT:**

Chair James Cecile reported that consultant Cynthia O'Connor presented the Self-Assessment Questions on Board Governance as part of the Ready-or-Not agency capacity-building process.

Judge Cecile reported that revised Board by-laws highlighting the proposed changes had been distributed to Board members for their review.

***The President requested a motion to approve the proposed revisions to the Board by-laws;  
Mr. Gary Russell moved to approve the proposed revisions to the Board by-laws;  
Pastor Phyllis Lee-Williams 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. Shirley Copes seconded the motion;  
The motion carried unanimously***

### **PRESIDENT'S REPORT:**

President Scharoun reviewed the budget amendment for Head Start/Early Head Start to install a new fence at the Liverpool site.

***The President requested a motion to approve the HS/EHS budget amendment;  
Ms. Shirley Copes moved to approve the HS/EHS budget amendment;  
Ms. Tonia Thornton seconded the motion;  
The motion carried unanimously***

President Scharoun introduced an amendment to the agency Certificate of Incorporation, which would update the location of the administrative office as well as reflect other revisions required by the Non-Profit Revitalization Act of 2014.

***The President requested a motion to approve the Certificate of Incorporation amendment;  
Mr. Robert Tackman moved to approve the Certificate of Incorporation amendment;  
Mr. George Chapman seconded the motion;  
The motion carried unanimously***

President Scharoun presented a proposal to change the agency "Doing Business As" name from "Peoples Equal Action and Community Effort, Inc." to "PEACE, Inc." He noted that the Certification of Incorporation would still reflect the name from "Peoples Equal Action and Community Effort, Inc."

***The President requested a motion to designate the agency "Doing Business As PEACE, Inc.";  
Judge James Cecile moved to designate the agency "Doing Business As PEACE, Inc.";  
Mr. Richard Baker seconded the motion;  
The motion carried unanimously***

#### **EXECUTIVE DIRECTOR'S REPORT:**

Mr. O'Hara reported that so far this year the EITC program has completed nearly 4,000 returns resulting in approximately \$4 million in refunds.

Mr. O'Hara reported that Tina LaRocca Marcellus from the Department of State informed program directors during a visit on February 4<sup>th</sup> that the issues noted in the triennial CSBG report have all been corrected.

Mr. O'Hara reported that the annual Champions of Diversity event will be held on September 30<sup>th</sup> at Drumlins.

Mr. O'Hara reported that HS/EHS held trainings for staff at Genesee Grand Hotel during the February school break.

Mr. O'Hara reported that the newly formed Early Childhood Alliance Committee has held two meetings.

Mr. O'Hara reported that he recently made presentations at OCC and the Christ the King Retreat Center highlighting PEACE, Inc.'s role in the community.

Mr. O'Hara reported he and Dwight Hicks met with the Dunbar Center Executive Director Candice Jackson, who is planning to have an audit conducted so as to be able to solicit program funds.

Mr. O'Hara reported that the two-year Ready-or-Not agency capacity-building process is in the self-assessment phase.

Mr. O'Hara announced that Shiann Brown had resigned, and that a search committee will be formed to find a replacement.

Mr. O'Hara gave an update on the plan to sell and move operations out of the property at 811 East Washington Street.

**CENTER REPORTS:**

None.

**NEW BUSINESS:**

Mr. Robert Tackman reported that the BBBS Bowl For Kids' Sake fundraiser will be on March 29<sup>th</sup>.

**OLD BUSINESS:**

None.

**COMMUNITY CONCERNS:**

None.

**ADJOURNMENT:**

*The President requested a motion to adjourn the March 23<sup>rd</sup>, 2015, Board meeting;  
Ms. Shirley Copes moved to adjourn the March 23<sup>rd</sup>, 2015, Board meeting;  
Pastor Phyllis Lee-Williams seconded the motion;  
The motion carried unanimously  
The March 23<sup>rd</sup>, 2015, Board Meeting adjourned at 5:30pm.*