

BOARD OF DIRECTORS MEETING

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

Monday, March 28th, 2016

MEMBERS PRESENT: David A. Scharoun, Richard Baker, Eric Caballero, Judge James Cecile (Development Chair), Shirley Copes (Planning Chair), Paula Freedman, Elizabeth Hakanson, Dwight Hicks (Finance Chair), Steven Hodgens, Crystal Horne, Emma Johnston (Emeritus), Pastor Phyllis Lee-Williams (EEO/Personnel Chair), Gary Russell, Erich Shafer, Tonia Thornton, Patricia Usherwood, Jason Wallace

MEMBERS EXCUSED: George Chapman, Robert Tackman

STAFF PRESENT: Joseph O'Hara, Carolyn Brown, Catherine Green, Nancy Turo, Jamie Colucci

CALL TO ORDER:

The Board of Directors meeting was called to order by President Scharoun at 4:45pm.

ROLL CALL:

President Scharoun noted for the record that a quorum was present.

MOMENT OF SILENCE:

Board members observed a moment of silence.

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.***

PRESIDENT'S REPORT:

President Scharoun reviewed a HS/EHS budget modification, which had been previously approved by the Board at its December meeting, to allow approximately \$472,000 to be utilized for the purchase of new windows and blinds for the Sumner site, new windows for the Lafayette site, playground surfacing for the UUMC site, and a new van. President Scharoun reported that this budget modification was not approved by HHS at the federal level until after the start of the new agency fiscal year, and that it therefore needed to be approved by the Board again.

***The President requested a motion to re-approve the HS/EHS budget modification;
Pastor Phyllis Lee-Williams moved to re-approve the HS/EHS budget modification;
Mr. Richard Baker seconded the motion;
The motion carried unanimously.***

FINANCE COMMITTEE REPORT:

Chair Dwight Hicks asked Controller Nancy Turo to review the monthly financial statements. Ms. Turo reported that the net surplus before depreciation is \$28,986 versus the year-to-date budget of \$2,722, and that the line of credit balance is \$512,000. Ms. Turo also briefly discussed the Request for Proposal to receive bids for the annual audit.

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

EEO/PERSONNEL COMMITTEE REPORT:

Chair Phyllis Lee-Williams reported that the EEO/Personnel Committee discussed preparations for the St. Patrick's Parade, the Non-Profit Awards to be received by Mr. O'Hara and Director of Senior Services Beth O'Hara, the upcoming HS/EHS federal monitoring review, the Safety First program, and an update on the EITC program.

Pastor Lee-Williams reported that the committee also reviewed the summary of hires and vacancies for February.

***The President requested a motion to accept the EEO/Personnel Committee report;
Mr. Dwight Hicks moved to accept the EEO/Personnel Committee report;
Mr. Erich Shafer seconded the motion;
The motion carried unanimously.***

PLANNING COMMITTEE REPORT:

Chair Shirley Copes reported that Controller Nancy Turo presented to the committee the agency Risk Assessment Report, which was completed in December 2015 as required under CSBG ACROS document standard 4.6. She noted that a full copy of the report was submitted to Board members for their review.

***The President requested a motion to accept the Planning Committee report;
Mr. Gary Russell moved to accept the Planning Committee report;
Mr. Richard Baker seconded the motion;
The motion carried unanimously.***

DEVELOPMENT COMMITTEE REPORT:

Chair James Cecile reported that the Development Committee interviewed Nick DiMartino as a prospective new Low-Income Representative Board member representing the Westside FRC. Judge Cecile reported that the committee voted unanimously to recommend Mr. Martino for Board membership, contingent upon receipt of a letter expected from the Westside FRC.

***The President requested a motion to appoint Mr. Nick DiMartino to the Board;
Judge James Cecile moved to appoint Mr. Nick DiMartino to the Board;
Pastor Phyllis Lee-Williams seconded the motion;
The motion carried unanimously.***

Judge Cecile reported that the committee also discussed the Board officer elections to be held during the June 27th Board meeting.

***The President requested a motion to accept the Development Committee report;
Ms. Tonia Thornton moved to accept the Development Committee report;
Mr. Erich Shafer seconded the motion;
The motion carried unanimously.***

EXECUTIVE DIRECTOR'S REPORT:

Mr. O'Hara reported that Ready-or-Not funds are being utilized for Emerging Leaders Training sessions being held for 20 selected staff through May at the CNY Philanthropy Center. Mr. O'Hara reported that the Gifford Foundation also granted \$15,000 to the agency for senior leadership training.

Mr. O'Hara reported that the new Communication Committee held its first quarterly meeting on February 24th. He noted that this committee is chaired by Greg Lowe from Eric Mower Associates, and that it includes representatives from agency management, the Board, and Time Warner Cable.

Mr. O'Hara discussed two interviews he gave on WIXT-TV9 during February regarding the St. Patrick's Parade and PEACE, Inc. programs.

Mr. O'Hara briefly discussed plans for summer camperships.

Mr. O'Hara discussed the progress being made at the Dunbar Center, noting that the CNY Philanthropy Center provided funds for the center to hire a consultant. He reported that he and HS/EHS Director Becky Heberle will inspect two rooms that could become HS/EHS classrooms contingent upon receiving expansion grant funds and passing compliance inspections.

Mr. O'Hara reported that an "Ed-Creational" Day for staff will be held on September 1st, as a training and social event that was recommended by the Ready-or-Not communication audit.

Mr. O'Hara reported that Director of Senior Services Beth O'Hara will receive an award from M&T Bank.

Mr. O'Hara reported that the Big Brothers Big Sisters program is receiving an award from the NAACP.

Mr. O'Hara discussed staff changes at the Southside FRC, noting that vacant positions will be posted and filled by May 1st.

Mr. O'Hara reported that Ms. Elizabeth Hakanson has been appointed to the NYS Board of Regents.

Mr. O'Hara reported that the agency had 450 to 500 participants including staff, children and parents at the St. Patrick's Parade.

CENTER REPORTS:

None.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

ADJOURNMENT:

*The President requested a motion to adjourn the March 28th, 2016, Board meeting;
Ms. Shirley Copes moved to adjourn the March 28th, 2016, Board meeting;
Ms. Crystal Horne seconded the motion;
The motion carried unanimously.
The March 28th, 2016, Board Meeting adjourned at 5:10pm.*