

BOARD OF DIRECTORS MEETING

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

Monday, April 27th, 2015

MEMBERS PRESENT: David A. Scharoun, Richard Baker, Shirley Copes (Planning Chair), Paula Freedman, Elizabeth Hakanson, Steven Hodgins, Emma Johnston (Emeritus), Gary Russell, Erich Shafer, Robert Tackman, Tonia Thornton, Patricia Usherwood, Jason Wallace

MEMBERS EXCUSED: Judge James Cecile (Development Chair), George Chapman, Dwight Hicks (Finance Chair), Pastor Phyllis Lee-Williams (EEO/Personnel Chair), W. Michael Short

MEMBERS ABSENT: Fatriyah Jones

STAFF PRESENT: Joseph O'Hara, Carolyn Brown, Kathleen O'Brien, Jamie Colucci

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.

MOMENT OF SILENCE:

Board members observed a moment of silence.

APPROVAL OF MINUTES:

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

Mr. Robert Tackman moved to approve the March Board Meeting minutes;

Mr. Richard Baker seconded the motion;

The motion carried unanimously

PRESIDENT'S REPORT:

President Scharoun reported that Erich Shafer will chair the Champions of Diversity event, which will be held on September 30th at Drumlins. Mr. Shafer asked Board members to help with promoting the event and selling tickets.

President Scharoun reported that the Executive Committee conferred via email on April 8th through 10th, to reauthorize Mr. O'Hara, CFO Kathleen O'Brien, Controller Nancy Turo, Senior Accountant Sandra Williamson, and Quality Assurance Manager Mary Beth Welch, to sign CSBG documents on behalf of PEACE, Inc.

FINANCE COMMITTEE REPORT:

Chair Dwight Hicks reported that the May committee meeting will be on the 21st, to allow time for the completion of the annual audit. Mr. Hicks reported that the committee also discussed liability insurance coverage for agency directors and officers. Mr. Hicks then asked CFO Kathleen O'Brien to present the March financial report.

Ms. O'Brien reported that the net surplus before depreciation was \$155,713 versus the year-to-date budget of (\$5,632), and that the current ratio was 131.75%. She noted that the current ratio will increase for fixed assets encumbered as of the end of the previous fiscal year as they are received and paid in the current fiscal year.

Ms. O'Brien reported that the line of credit balance is \$240,000, and that the annual audit had begun.

***The President requested a motion to accept the Finance Committee report;
Ms. Shirley Copes moved to accept the Finance Committee report;
Mr. Robert Tackman seconded the motion;
The motion carried unanimously***

DEVELOPMENT COMMITTEE REPORT:

President Scharoun asked Mr. Shafer to present the committee report. Mr. Shafer reported that Mr. Tackman's current term as a Board member will expire in August, and that the County East NAC nominated him for a new term.

***The President requested a motion to re-appoint Mr. Tackman to a new term;
Mr. Richard Baker moved to re-appoint Mr. Tackman to a new term;
Ms. Shirley Copes seconded the motion;
The motion carried unanimously***

Mr. Shafer reported that the committee reviewed and recommended approval of the revised Whistleblower Policy and the Board Ethics and Code of Conduct Policy.

***The President requested a motion to approve the revised Whistleblower Policy and Board Ethics and Code of Conduct Policy;
Mr. Erich Shafer moved to approve the revised Whistleblower Policy and Board Ethics and Code of Conduct Policy;
Mr. Robert Tackman seconded the motion;
The motion carried unanimously***

Mr. Shafer reported that the agency had received a letter from United Way of CNY President Frank Lazarski, requesting the reappointment of Paula Freedman to the Board representing the Private Sector.

***The President requested a motion to re-appoint Ms. Freedman to a new term;
Mr. Gary Russell moved to re-appoint Ms. Freedman to a new term;
Ms. Shirley Copes seconded the motion;
The motion carried unanimously***

***The President requested a motion to accept the Development Committee report;
Mr. Gary Russell moved to accept the Development Committee report;
Ms. Shirley Copes seconded the motion;
The motion carried unanimously***

EEO/PERSONNEL COMMITTEE REPORT:

The April committee meeting was cancelled due to lack of a quorum.

PLANNING COMMITTEE REPORT:

The April committee meeting was cancelled as there were no action items or presentations scheduled.

EXECUTIVE DIRECTOR'S REPORT:

Mr. O'Hara gave an update on the expansion of the Foster Grandparent Program. He reported that over the past five months, 85 new volunteers have been recruited toward the goal of 132, and that many had learned about the program through recent advertising efforts such as television ads and bus wraps. Mr. O'Hara also reported that the Foster Grandparent Luncheon will be held on May 12th.

Mr. O'Hara discussed summer campership opportunities.

Mr. O'Hara gave a recap of the EITC program.

Mr. O'Hara reported that at the Jo' With Joe meeting in April, a proposal was discussed to bring back the annual agency picnic, as a shorter event around the lunch hour.

Mr. O'Hara reported that the self-assessment phase of the Ready or Not agency capacity-building process may be completed by June, at which time the agency would be granted \$40,000 to be utilized toward identifying best practice initiatives.

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:

None.

OLD BUSINESS:

None.

ADJOURNMENT:

The President requested a motion to adjourn the April 27th, 2015, Board meeting;

Mr. Gary Russell moved to adjourn the April 27th, 2015, Board meeting;

Ms. Shirley Copes seconded the motion;

The motion carried unanimously

The April 27th, 2015, Board Meeting adjourned at 5:22pm.