

Executive Committee Minutes

May 15, 2013

Members Present: David A. Scharoun, Shirley Copes, Dwight L. Hicks,
George W. Chapman, Judge James H. Cecile, Pastor Phyllis Lee-Williams

Members Excused: Rick Shafer

Members Absent: None

Staff Present: Joseph E. O'Hara

CALL TO ORDER:

The May 15, 2013 Executive Committee Meeting was called to order @ 4:50PM 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.

EXECUTIVE DIRECTOR'S ANNUAL EVALUATION

The Executive Director Joseph O'Hara reviewed his goals and achievements for the year 2012 (see attachments). The members of the Executive Committee discussed them with Mr. O'Hara, and then he and The Executive Committee established tentative Executive Director's goals for the year 2013.

The Executive Director then excused himself from the meeting and the Executive Committee continued to meet and review Mr. O'Hara's performance for 2012 and his goals for 2013.

There was a discussion regarding the Executive Director's performance for the contract period for 2012 to 2013. The Executive Committee agreed unanimously that Mr. O'Hara's performance has been exceptional; and the Executive Committee agreed to extend his contract for another three-year period.

President Scharoun advised the Executive Committee that Mr. O'Hara had requested that he not be considered for a salary increase for the contract period of 2013 to 2014, due the anticipated staff reductions. The Executive Committee agreed that it would not be appropriate to increase the Executive Director's salary at this time; but wanted to note that this decision was based solely on the anticipated staff/budget reductions, and was not in anyway influenced by Mr. O'Hara's performance review.

ADJOURNMENT

At 5:25 PM, Shirley Copes made a motion to adjourn the May 15, 2013 Executive Committee meeting; and Dwight Hicks seconded the motion, which was unanimously approved.

2012-2013

Fiscal and Program Initiatives, Challenges and Goals

1. Planning and Managing the 5.27% (approximately \$584,757.00) Head Start/Early Head Start budget cut and the 5.1% (approximately \$73,370.00) Community Service Block grant budget cut. (See attached budget cut plans).
2. Create a Capital Improvement Fund and a Priority Listing of Building Remediation Projects.
 - DeFrancisco Community Center - masonry repair
 - Westside New Roof and Siding Project
3. Rebranding of PEACE, Inc. Logo and Tagline
4. Redesigning of PEACE, Inc. Website.
5. Increasing Awareness of PEACE, Inc. Programs and Services
 - Board and staff affiliation with approximately 160 community organizations
 - Continuing dissemination of news releases and newsletters highlighting PEACE, Inc. activities and achievements.
 - Transitioning the Volunteer Program to the Office of Community Engagement
 - Drafting Elevator Speech Cards for Board & Staff
6. Improving Communication across the Agency.
 - Continuing “Jo w/Joe meetings
 - Implementing staff driven Comprehensive Leadership Program (CLP) with monthly committee meetings
 - Bi-monthly and monthly staff newsletters
 - Development of Safety Awareness Program
 - “On Spot” and Service Recognition Awards
7. Explore and Develop Opportunities to increase program revenue
 - Senior Food Service Consolidation with Catholic Charities
 - Merging of Oswego County Weatherization Programs with PEACE, Inc. as Administrator
8. Maintain PEACE, Inc. Low Risk Auditee Status
9. Executive Director Participation in Continuing Education and Community Outreach