

BOARD OF DIRECTORS MEETING

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

Monday, May 18th, 2015

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

MEMBERS EXCUSED: Shirley Copes (Planning Chair), Paula Freedman, Fatriyah Jones, W. Michael Short, Robert Tackman

MEMBERS ABSENT: Steven Hodgins

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

CALL TO ORDER:

The Board of Directors meeting was called to order by 1st Vice President George Chapman at 4:50pm.

ROLL CALL:

Mr. Chapman noted for the record that a quorum was present, and that President David Scharoun was in New York City on business and was participating via telephone.

MOMENT OF SILENCE:

Board members observed a moment of silence for the Tackman family.

APPROVAL OF MINUTES:

*The 1st Vice President requested a motion to approve the April Board Meeting minutes;
Judge James Cecile moved to approve the April Board Meeting minutes;
Mr. Jason Wallace seconded the motion;
The motion carried unanimously*

PRESIDENT'S REPORT:

President Scharoun reported that the agency is awaiting notification regarding arrangements for the Tackman family, and that lunch and refreshments would be sent to the family on behalf of the Board.

Mr. Chapman reminded Board members that the Champions of Diversity event will be held on September 30th at Drumlins.

DEVELOPMENT COMMITTEE REPORT:

Chair James Cecile reported that in response to a memo from Department of State analyst Tina LaRocca-Marcellus, the committee proposed adding explicit language to Article III(2)(B) of the Board by-laws pertaining to the democratic selection of Board members representing low-income residents.

Judge Cecile reported that in order to comply with the newly enacted Revitalization Act, the committee proposed replacing Article X(2)(E) section titled "Nomination Committee for Election of Officers" with language to be added to Article XI(5): "The Board Development Committee functions as the Nomination Committee for the election of Officers", and changing the name of the Finance Committee to the Finance/Audit Committee under Article X(2).

Judge Cecile reported that the above proposed revisions to the by-laws will be sent by certified mail to Board members for their review, to be discussed and voted on at the June Board meeting.

***The 1st Vice President requested a motion to accept the Development Committee report;
Mr. Richard Baker moved to accept the Development Committee report;
Mr. Jason Wallace seconded the motion;
The motion carried unanimously***

PLANNING COMMITTEE REPORT:

Mr. Chapman asked Mr. Russell to present the Planning Committee report. Mr. Russell reported that the committee convened via teleconference.

Mr. Russell reported that HS/EHS Child Development & Health Services Manager Holly Hastings presented the *Teaching Strategies GOLD Snapshot Report* for Winter 2015 and *Growth Report* for Fall 2014 through Winter 2015, comparing child outcomes with expectations across several domains; the report was approved by the committee.

Mr. Russell reported that the committee reviewed the status of current and pending grant applications.

***The 1st Vice President requested a motion to accept the Planning Committee report;
Judge James Cecile moved to accept the Planning Committee report;
Mr. Dwight Hicks seconded the motion;
The motion carried unanimously***

FINANCE COMMITTEE REPORT:

Chair Dwight Hicks reported that the May committee meeting will be held on the 21st, to allow time for the completion of the annual audit. Mr. Hicks then asked CFO Kathleen O'Brien to present the April financial statistics.

Ms. O'Brien reported that the net surplus before depreciation was \$496,732 versus the year-to-date budget of \$20,845, and that the current ratio was 143.71%. Ms. O'Brien also reviewed the Health Care Captive Account, and reported that the line of credit balance is \$100,000 as the agency awaits the receipt of two grants.

Mr. Chapman asked Ms. O'Brien to approach the auditors about adjusting their timetable next year, so that the annual audit report can be completed in time to be presented at the regularly scheduled May Finance Committee meeting.

EEO/PERSONNEL COMMITTEE REPORT:

Chair Phyllis Lee-Williams reported that Human Resources Director Catherine Green gave updates to the committee on the FRC Manager vacancy, the EITC program, and the captive health insurance plan.

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

***The 1st Vice President requested a motion to accept the EEO/Personnel Committee report;
Mr. Dwight Hicks moved to accept the EEO/Personnel Committee report;
Mr. Richard Baker seconded the motion;
The motion carried unanimously***

EXECUTIVE DIRECTOR'S REPORT:

Mr. O'Hara discussed the May 5th Story Telling event at the Rosamond Gifford Zoo.

Mr. O'Hara presented an update on the May 7th National Grid Customer Expo.

Mr. O'Hara discussed the recently held NYSCAA training for management staff on the new CSBG organizational standards.

Mr. O'Hara reported that the annual BBBS Volunteer Appreciation Dinner was held on May 7th at Drumlins.

Mr. O'Hara reported that the Foster Grandparent Program Annual Volunteer Appreciation Luncheon was held on May 12th at the Sheraton Hotel.

Mr. O'Hara presented an update on the negotiations to possibly sell our property at 811 East Washington Street.

Mr. O'Hara reported that the self-assessment phase of the Ready or Not agency capacity-building process will be completed within a month, and that a report will be presented to the Board at its September meeting. He noted that the agency will be granted \$40,000, a portion of which might be utilized toward retaining an architect to design a prioritized Capital Renovation Plan and schedule for the ten buildings we own.

Ms. Johnston noted that the Southside FRC is one of the buildings in need of renovations.

***The 1st Vice President requested a motion to approve an RFP for architectural services;
Ms. Elizabeth Hakanson moved to approve an RFP for architectural services;
Pastor Phyllis Lee-Williams seconded the motion;
The motion carried unanimously***

Mr. O'Hara noted that the \$10.10 living wage salary adjustment for our lowest-paid employees will take effect on July 1, 2015.

CENTER REPORTS:

None.

OLD BUSINESS:

Mr. Shafer reminded Board members about the Champions of Diversity event on September 30th.

NEW BUSINESS:

None.

ADJOURNMENT:

*The 1st Vice President requested a motion to adjourn the May 18th, 2015, Board meeting;
Mr. Gary Russell moved to adjourn the May 18th, 2015, Board meeting;
Judge James Cecile seconded the motion;
The motion carried unanimously
The May 18th, 2015, Board Meeting adjourned at 5:28pm.*