

BOARD OF DIRECTORS MEETING

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

Monday, June 23rd, 2014

MEMBERS PRESENT: David A. Scharoun, Richard Baker, Judge James Cecile (Development Chair), George Chapman, Paula Freedman, Rachel Galusha, Elizabeth Hakanson, Dwight Hicks (Finance Chair), Steven Hodgens, Emma Johnston (Emeritus), Fatriyah Jones, Pastor Phyllis Lee-Williams (EEO/Personnel Chair), Erich Shafer, Tonia Thornton, Jason Wallace

MEMBERS EXCUSED: Shirley Copes (Planning Chair), Gary Russell, Rick Shafer, Robert Tackman

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

GUESTS PRESENT: Gail Kinsella and Matt Uryniak from Testone, Marshall & Discenza

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, acknowledging the passing of Shirley Copes' brother.

APPROVAL OF MINUTES:

***The President requested a motion to approve the May Board Meeting minutes;
Pastor Phyllis Lee-Williams moved to approve the May Board Meeting minutes;
Judge James Cecile seconded the motion;
The motion carried unanimously***

FINANCE COMMITTEE REPORT:

Chair Dwight Hicks introduced Gail Kinsella and Matt Uryniak from Testone, Marshall & Discenza. Ms. Kinsella reviewed the documents that were presented to the Finance Committee on May 22nd: the Statement on Auditing Standards (SAS 114) and a bound copy of the audited financial statements for the fiscal year ending January 31, 2014. Ms. Kinsella reported that the audit resulted in a clean report with no journal entries required and no deficiencies identified in internal control; PEACE, Inc. was designated a low-risk auditee for the sixth consecutive year, the best audit ranking an organization can receive.

Ms. Kinsella noted that the financial statements showed a fluctuation in assets during the fiscal year, primarily due to changes in funding for Head Start / Early Head Start. She noted a slight reduction in revenues compared with the previous fiscal year, due to the termination of ARRA funding, noting further that in-kind contributions did not decrease by as much as revenues. She also reviewed the listing of federal awards for the fiscal year.

***The President requested a motion to accept the Annual Audit Report;
Ms. Dwight Hicks moved to accept the Annual Audit Report;
Ms. Elizabeth Hakanson seconded the motion;
The motion carried unanimously***

Mr. Hicks reported that the Finance Committee met on May 22nd and June 9th, and he summarized the May Financial Statements that were reviewed on June 9th. He reported that the net surplus before depreciation was \$49,478 versus the year-to-date budget of \$38,944, that the current ratio was 164.39%, and that the line of credit balance was \$0. He also reported that the Form 990 Tax Return and the CHAR500 Annual Filing for the fiscal year ending 1/31/14 were approved by the Finance Committee and filed.

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

PRESIDENT'S REPORT:

President Scharoun reported that the Executive Director's annual review will take place in the fall.

President Scharoun reported that a golf tournament fundraiser will be held at Shifty's on July 21st to benefit the Big Brothers Big Sisters program.

President Scharoun reported that he had received and accepted a letter indicating that Debbie Brown had resigned from the Board due to family health issues.

ANNUAL REVIEW AND REAFFIRMATION OF THE AGENCY MISSION STATEMENT:

"Helping people in the community realize their potential for becoming self-sufficient."

***The President requested a motion to reaffirm the agency mission statement;
Mr. Dwight Hicks moved to reaffirm the agency mission statement;
Mr. Erich Shafer seconded the motion;
The motion carried unanimously***

EEO/PERSONNEL COMMITTEE REPORT:

Chair Phyllis Lee-Williams reported that the EEO/Personnel Committee discussed the 401(k) plan proposals that had been presented by several companies. She noted that Jason Wallace was a member of the ad hoc committee that reviewed the proposals and selected the Mutual of America plan. She reported that the committee voted unanimously to recommend Mutual of America to be the new provider for the agency 401(k) plan.

***The President requested a motion to select Mutual of America as the 401(k) plan provider;
Pastor Phyllis Lee-Williams moved to select Mutual of America as the 401(k) plan provider;
Ms. Rachel Galusha seconded the motion;
The motion carried unanimously***

Pastor Lee-Williams reported that the committee also discussed 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;
Ms. Paula Freedman seconded the motion;
The motion carried unanimously***

DEVELOPMENT COMMITTEE REPORT:

Chair James Cecile reported that the Development Committee voted unanimously to recommend Erich Shafer to be reappointed to a new term as a Board member.

***The President requested a motion to approve the reappointment of Erich Shafer;
Judge James Cecile moved to approve the reappointment of Erich Shafer;
Pastor Phyllis Lee-Williams seconded the motion;
The motion carried unanimously***

Judge Cecile noted that with the resignation of Debbie Brown, there is a vacancy for a Board member representing the County South Family Resource Center.

***The President requested a motion to accept the Development Committee report;
Ms. Rachel Galusha moved to accept the Development Committee report;
Pastor Phyllis Lee-Williams seconded the motion;
The motion carried unanimously***

PLANNING COMMITTEE REPORT:

Mr. O'Hara reported that he had participated in a conference call with HHS to confirm a five-year funding contract for Head Start / Early Head Start. Mr. O'Hara also reported that funding which had been cut due to the sequestration was being restored, and that the Executive Committee had voted unanimously to accept this funding which would restore HS/EHS enrollment to 1,077 slots.

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

EXECUTIVE DIRECTOR'S REPORT:

Mr. O'Hara reported that a budget modification of \$165,000 had been proposed to allow the purchase of three new buses for HS/EHS.

***The President requested a motion to approve the \$165,000 budget modification;
Ms. Paula Freedman moved to approve the \$165,000 budget modification;
Judge James Cecile seconded the motion;
The motion carried unanimously***

Mr. O'Hara discussed a new marketing strategy by the United Way: "Your Stories", which will feature the EITC, Southside FRC and Start Healthy Stay Healthy programs.

Mr. O'Hara gave an update on the Annual Appeal, reporting that approximately \$8,000 in donations had been received for Adopt-a-Family and Summer Campership programs.

Mr. O'Hara reported the Policy Council and Board luncheon on June 4th was well attended.

Mr. O'Hara that the agency's counter offer in response to the 65% increase in rent for St. Daniel Head Start had been rejected, and that the building will be leased to Gingerbread House. He noted that alternative locations in that area are being explored.

Mr. O'Hara reported that the Dunbar Center is attempting to revitalize its operations, but is still struggling to remain open.

Mr. O'Hara recapped the 50th Anniversary of Community Action celebration that took place at the Southside Family Resource Center.

Mr. O'Hara discussed the concrete work being done at the DeFrancisco Community Center in Eastwood.

Mr. O'Hara reported that the 2014 Champions of Diversity Event will be held on October 16th.

Mr. O'Hara reported that Tim Horton's is sponsoring ten BBBS children to attend a summer camp in Kentucky for two weeks in July.

CENTER REPORTS:

Ms. Johnston reported that the Southside Family Resource Center will kick off its summer program with an opening ceremony in July.

NEW BUSINESS:

None.

OLD BUSINESS:

None.

COMMUNITY CONCERNS:

None.

ADJOURNMENT:

The President requested a motion to adjourn the June 23rd, 2014, Board meeting;

Mr. George Chapman moved to adjourn the June 23rd, 2014, Board meeting;

Mr. Erich Shafer seconded the motion;

The motion carried unanimously

The June 23rd, 2014, Board Meeting adjourned at 5:37pm.