

**BOARD OF DIRECTORS MEETING**

217 South Salina Street, 2<sup>nd</sup> Floor, Syracuse, NY 13202

**Monday, October 26<sup>th</sup>, 2015**

MEMBERS PRESENT: David A. Scharoun, Richard Baker, Judge James Cecile (Development Chair), George Chapman, Shirley Copes (Planning Chair), Elizabeth Hakanson, Dwight Hicks (Finance Chair), Steven Hodgens, Emma Johnston (Emeritus), Fatriyah Jones, Pastor Phyllis Lee-Williams (EEO/Personnel Chair), Gary Russell, Tonia Thornton, Patricia Usherwood, Jason Wallace

MEMBERS EXCUSED: Paula Freedman, Erich Shafer, W. Michael Short, Robert Tackman

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

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**CALL TO ORDER:**

The Board of Directors meeting was called to order by President Scharoun at 4:51pm.

**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 September Board Meeting minutes;  
Mr. Gary Russell moved to approve the September Board Meeting minutes;  
Pastor Phyllis Lee-Williams seconded the motion;  
The motion carried unanimously***

**FINANCE COMMITTEE REPORT:**

Chair Dwight Hicks asked CFO Kathleen O'Brien to present the September financial report. Ms. O'Brien reported that the net surplus before depreciation is \$646,054 versus the year-to-date budget of \$17,537, and that the current ratio is 147.41%.

Ms. O'Brien also reviewed the breakdown of the net surplus of which \$593,021 is due to fixed asset purchases. She also noted that the line of credit balance is \$450,000 due to the anticipated timing of the receipt of two CSBG payments and one DHCR payment.

Ms. O'Brien reported that the Captive Health Plan has resulted in savings year-to-date of \$303,000.

Mr. O'Hara noted that recent fixed asset purchases included a new playground and windows for the Merrick site, and new buses and vans.

***The President requested a motion to accept the Finance Committee report;  
Judge James Cecile moved to accept the Finance Committee report;  
Mr. Richard Baker seconded the motion;  
The motion carried unanimously***

### **PRESIDENT'S REPORT:**

President Scharoun reported that Ms. Elizabeth Hakanson has served her limit of three years as the Board representative to the HS/EHS Policy Council, and will therefore need to be replaced by another Board member.

President Scharoun noted that the most recent review by the Department of State critiqued the enforcement of Board attendance by-laws. He reported that he has repeatedly attempted to contact Mr. W. Michael Short regarding many excused and unexcused absences, and received an e-mail reply acknowledging difficulties with attendance and asking for guidance. President Scharoun reiterated the need to continue to recruit Board member candidates who are able to attend scheduled meetings.

### **EEO/PERSONNEL COMMITTEE REPORT:**

Chair Phyllis Lee-Williams asked Mr. Steve Hodgens to present the EEO/Personnel Committee report for its October meeting. Mr. Hodgens reported that the committee discussed the initiative to raise the pay rates of the lowest-paid regular staff to \$10.10 per hour, and to provide a 2% pay increase to any eligible staff who had not received a recent pay raise.

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

### **PLANNING COMMITTEE REPORT:**

Chair Shirley Copes reported that the October committee meeting included a presentation from HS/EHS on the 2014 HS/EHS Annual Report and the FY2016 HS/EHS Training & Technical Assistance Plan. Ms. Copes encouraged Board members to review these documents in detail which were included in their meeting packets.

Mr. O'Hara discussed the HS/EHS Reapplication request for grant year 2/1/16 through 1/31/17, which includes a change of scope to convert 14 slots from home based to the existing collaborations. Mr. O'Hara also discussed the future plan to convert a Head Start double-session classroom into a full-day Early Head Start classroom in September 2016.

***The President requested a motion to approve the HS/EHS 2/1/16 - 1/31/17 Reapplication;  
Ms. Shirley Copes moved to approve the HS/EHS 2/1/16 - 1/31/17 Reapplication;  
Ms. Elizabeth Hakanson seconded the motion;  
The motion carried unanimously***

***The President requested a motion to accept the Planning Committee report;  
Judge James Cecile 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 survey responses were received from 15 out of 18 Board members regarding their interest in continuing to serve, noting that nine Board members will be term-limited during 2016. Judge Cecile noted that Ms. Hakanson is at the end of her term as Board representative to the HS/EHS Policy Council and will need to hand that role over to another Board member. He also noted that Ms. Fatriyah Jones will reach the end of her term on the HS/EHS Policy Council in November and will then be replaced on the Board by another Policy Council representative.

Judge Cecile reported that the Development Committee has scheduled a November interview with a prospective Board member, Eric Caballero, who was referred by Mr. Robert Tackman.

***The President requested a motion to accept the Development Committee report;  
Pastor Phyllis Lee-Williams moved to accept the Development Committee report;  
Mr. Dwight Hicks seconded the motion;  
The motion carried unanimously***

#### **EXECUTIVE DIRECTOR'S REPORT:**

Mr. O'Hara reported that the agency's CSBG Program Analyst, Theresa Walsh, will attend the November 23<sup>rd</sup> Board meeting.

Mr. O'Hara reported that the agency was not awarded a Healthy Marriage Grant.

Mr. O'Hara discussed the recent annual Champions of Diversity fundraiser, noting that it may have been the most successful to date.

Mr. O'Hara provided an update on the Capital Improvement Plan, noting that most of the agency-owned buildings have been examined and that the list of improvements sought will be ready within another month. Ms. Emma Johnston reported that the Southside FRC is planning to refinish some of its hardwood flooring and install new carpeting.

Mr. O'Hara reported that some of the funding from the Health Foundation of Central and Western New York Ready-or-Not grant will be utilized to retain a consultant to analyze how we can improve communications. Community Engagement staff have already interviewed one consultant.

Mr. O'Hara reported that a health and safety review of HS/EHS sites will take place the week of 12/7/15.

#### **CENTER REPORTS:**

None.

**NEW BUSINESS:**

None.

**OLD BUSINESS:**

Mr. O'Hara noted that Ms. Paula Freedman has been a big help to the Ready-or-Not committee.

**ADJOURNMENT:**

*The President requested a motion to adjourn the October 26<sup>th</sup>, 2015, Board meeting;  
Mr. Gary Russell moved to adjourn the October 26<sup>th</sup>, 2015, Board meeting;  
Pastor Phyllis Lee-Williams seconded the motion;  
The motion carried unanimously  
The October 26<sup>th</sup>, 2015, Board Meeting adjourned at 5:23pm.*