

**BOARD OF DIRECTORS MEETING**

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

**Monday, November 23<sup>rd</sup>, 2015**

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

STAFF PRESENT: Joseph O'Hara, Kathleen O'Brien, Catherine Green, Nancy Turo, Mary Beth Welsh, Jamie Colucci

STAFF PRESENT: Theresa Walsh, Program Analyst – Department of State

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**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 all Board members were present. President Scharoun introduced Theresa Walsh from the Department of State.

**MOMENT OF SILENCE:**

Board members observed a moment of silence.

**APPROVAL OF MINUTES:**

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

**PRESIDENT'S REPORT:**

President Scharoun asked Mr. O'Hara to review the CDBG Reapplication.

***The President requested a motion to approve the CDBG Reapplication;  
Mr. George Chapman moved to approve the CDBG Reapplication;  
Ms. Shirley Copes seconded the motion;  
The motion carried unanimously***

President Scharoun reported that he had accepted Mr. W. Michael Short's resignation from the Board of Directors, citing scheduling conflicts due to career demands.

President Scharoun reported that arrangements regarding accommodations for the Board Retreat in January will be forthcoming, and that the Board December meeting and holiday party will be at Dinosaur Bar-B-Q on the 14<sup>th</sup> starting at 4:30pm.

**EEO/PERSONNEL COMMITTEE REPORT:**

Chair Phyllis Lee-Williams reported that the EEO/Personnel Committee discussed the recent 401(k) plan audit, which directed that the plan provider must perform "top-heavy" testing to ensure that higher contributors do not benefit inordinately more than others.

Pastor Lee-Williams reported that the committee also reviewed recent FRC staff changes, the summary of recent hires and vacancies, and the October 30<sup>th</sup> employee wellness fair.

***The President requested a motion to accept the EEO/Personnel Committee report;  
Mr. Richard Baker moved to accept the EEO/Personnel Committee report;  
Mr. Robert Tackman seconded the motion;  
The motion carried unanimously***

**DEVELOPMENT COMMITTEE REPORT:**

Chair James Cecile reported that the Development Committee interviewed prospective Board member Eric Caballero, and voted unanimously approved to Mr. Caballero for Board membership.

***The President requested a motion to approve the appointment of Eric Caballero;  
Judge James Cecile moved to approve the appointment of Eric Caballero;  
Ms. Elizabeth Hakanson seconded the motion;  
The motion carried unanimously***

Judge Cecile reiterated that Ms. Hakanson has reached the end of her term as Board representative to the HS/EHS Policy Council, and another Board member will need to assume that role.

Judge Cecile also reported that Patricia Usherwood was assigned to the Finance Committee, and that the Development Committee unanimously approved Rick Shafer for Board Emeritus membership.

***The President requested a motion to approve Rick Shafer for Emeritus status;  
Judge James Cecile moved to approve Rick Shafer for Emeritus status;  
Ms. Elizabeth Hakanson seconded the motion;  
The motion carried unanimously***

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

## **FINANCE COMMITTEE REPORT:**

Chair Dwight Hicks asked CFO Kathleen O'Brien to present the October financial report. Ms. O'Brien reported that the net surplus before depreciation is \$669,866 versus the year-to-date budget of \$46,862. Ms. O'Brien also reviewed the breakdown of the net surplus, noting approximately \$600,000 is due to fixed asset purchases.

Ms. O'Brien stated that the current ratio is 140.00% of assets over liabilities.

Ms. O'Brien reported that the annual budget will be presented at the next Finance committee meeting, and that the annual audit process is underway.

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

## **PLANNING COMMITTEE REPORT:**

Chair Shirley Copes reported that the November committee meeting included presentations from HS/EHS summarizing child outcomes data from Spring 2015. These reports included the Teaching Strategies Gold (TGS) Snapshot Report, the TSG Widely-Held Expectations Summary, the TGS Growth Expectations Summary, the TGS Comparative Report, and the 2014-2015 program year results from the Classroom Assessment Scoring System.

***The President requested a motion to accept the Planning Committee report;  
Ms. Paula Freedman moved to accept the Planning Committee report;  
Mr. Robert Tackman seconded the motion;  
The motion carried unanimously***

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

Mr. O'Hara reported that the next phase of wage increases for staff will take effect in the first pay period of December.

Mr. O'Hara reported he attended the NYSCAA Executive Director's seminar on November 5<sup>th</sup> and 6<sup>th</sup> in Canandaigua, which included discussion of the impact of raising the threshold for exempt employees.

Mr. O'Hara reported that the October 30<sup>th</sup> employee wellness fair was well-attended and successful.

Mr. O'Hara discussed the agency buildings assessment report, which will be finalized and summarized at the Board meeting in January.

Mr. O'Hara reported that the Foster Grandparent Program conducted an in-service pinning ceremony for its volunteers who are veterans.

Mr. O'Hara reported that the Project Connection program will relocate from the Southside FRC to the Eastside FRC in January, in order to provide the program with facilities with better wheelchair accessibility and improved program space. Mr. O'Hara noted that this move may increase enrollment in the program from the 7 children currently to the budgeted maximum of 13.

Mr. O'Hara discussed Capital Improvement Funds that are expected to become available. Ms. Emma Johnston and Pastor Lee-Williams noted improvements sought for the Southside FRC, to prevent leakage in the basement and to enhance lighting for the parking area entrance. Mr. O'Hara stated that those needs will be reviewed.

Mr. O'Hara expressed thanks to the Board of Directors for their efforts, and wished everyone present a Happy Thanksgiving.

**CENTER REPORTS:**

None.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

Mr. George Chapman distributed copies of a Wikipedia article on the function of a Moment of Silence at a gathering.

Mr. O'Hara reiterated that the Board December meeting and holiday party will be at Dinosaur Bar-B-Q on the 14<sup>th</sup> starting at 4:30pm.

**ADJOURNMENT:**

***The President requested a motion to adjourn the November 23<sup>rd</sup>, 2015, Board meeting;  
Mr. Gary Russell moved to adjourn the November 23<sup>rd</sup>, 2015, Board meeting;  
Mr. Erich Shafer seconded the motion;  
The motion carried unanimously  
The November 23<sup>rd</sup>, 2015, Board Meeting adjourned at 5:31pm.***