

BOARD OF DIRECTORS MEETING

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

Monday, December 14th, 2015

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

MEMBERS EXCUSED: Paula Freedman, Robert Tackman

STAFF PRESENT: Joseph O'Hara, Kathleen O'Brien, Carolyn Brown, Catherine Green, Melissa Hidek, Rollin Mincher, Sharon Thompson, Jamie Colucci

GUESTS PRESENT: Crystal Horne, HS/EHS Policy Council President

CALL TO ORDER:

The Board of Directors meeting was called to order by President Scharoun at 4:40pm.

ROLL CALL:

President Scharoun noted for the record that a quorum was present. President Scharoun introduced Crystal Horne, the new President of the HS/EHS Policy Council

DEVELOPMENT COMMITTEE REPORT:

Chair James Cecile reported that the Development Committee interviewed Crystal Horne, and voted unanimously to recommend her for Board membership as a representative of the HS/EHS Policy Council.

***The President requested a motion to approve the appointment of Crystal Horne;
Judge James Cecile moved to approve the appointment of Crystal Horne;
Ms. Shirley Copes seconded the motion;
The motion carried unanimously***

***The President requested a motion to accept the Development Committee report;
Mr. Dwight Hicks moved to accept the Development Committee report;
Mr. Gary Russell seconded the motion;
The motion carried unanimously***

MOMENT OF SILENCE:

Board members observed a moment of silence.

APPROVAL OF MINUTES:

***The President requested a motion to approve the November Board Meeting minutes;
Mr. Dwight Hicks moved to approve the November Board Meeting minutes;
Mr. Richard Baker seconded the motion;
The motion carried unanimously***

PRESIDENT'S REPORT:

President Scharoun reiterated that the Board Retreat will be held at the Jefferson-Clinton Hotel on January 29th and 30th. He added that the agenda will include site visits before lunch on the 29th.

President Scharoun reported that the proposed annual budget for the next fiscal year was included in meeting packets for all Board members to review, and will be recommended for approval during the Board Retreat.

President Scharoun reported that Patricia Usherwood has agreed to serve one year as the Board representative to the HS/EHS Policy Council.

EEO/PERSONNEL COMMITTEE REPORT:

Chair Phyllis Lee-Williams reported that the EEO/Personnel Committee reviewed a revised Substance Abuse Policy for staff in safety-sensitive positions.

***The President requested a motion to approve the revised Substance Abuse Policy;
Ms. Elizabeth Hakanson moved to approve the revised Substance Abuse Policy;
Mr. Gary Russell seconded the motion;
The motion carried unanimously***

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

FINANCE COMMITTEE REPORT:

Chair Dwight Hicks asked CFO Kathleen O'Brien to discuss the proposed annual budget and the November financial report.

Ms. O'Brien reviewed the executive budget summary and the yearly comparisons (2/1/15-1/31/16 vs. 2/1/16-1/31/17) for the annual budget. She noted that the annual budget worksheet is itemized by individual cost centers grouped according to programs.

Ms. O'Brien reviewed the November financial report, noting that the net surplus before depreciation is \$696,351 versus the year-to-date budget of \$49,739, and that the current ratio of assets over liabilities is 137.88%. The disparity in the net surplus versus the YTD budget is primarily due to fixed asset purchases, which over time will be depreciated.

***The President requested a motion to accept the Finance Committee report;
Mr. Gary Russell moved to accept the Finance Committee report;
Mr. Erich Shafer seconded the motion;
The motion carried unanimously***

PLANNING COMMITTEE REPORT:

Chair Shirley Copes reported that the December committee meeting was cancelled because there were no action items.

EXECUTIVE DIRECTOR'S REPORT:

Mr. O'Hara discussed a proposed budget modification for Head Start / Early Head Start, to allow approximately \$472,000 to be utilized for the purchase of new windows and blinds for the Sumner site, new windows for the Lafayette site, playground surfacing for the UUMC site, and a new van. Ms. Hakanson asked to make sure that the new windows included safety windows where needed.

***The President requested a motion to approve the HS/EHS budget modification;
Ms. Elizabeth Hakanson moved to approve the HS/EHS budget modification;
Judge James Cecile seconded the motion;
The motion carried unanimously***

Mr. O'Hara reported that CSBG Program Analyst Theresa Walsh conducted a site visit on November 30th. Mr. O'Hara noted that her report from the visit included very positive comments regarding program governance, and in particular indicated that the Board of Directors is proactive in filling its vacancies.

Mr. O'Hara reported that the Head Start / Early Head Start Environmental Health and Safety federal review took place December 7th through 11th, and that no major transgressions were noted.

Mr. O'Hara briefly discussed arrangements for the Board Retreat.

Mr. O'Hara discussed the relocation of Project Connection from the Southside FRC to the Eastside FRC to take place during January or early February. He reviewed the history of the program and its movement from the Kennedy Square apartments to UUMC, before it was moved again to the Southside FRC where enrollment began to lag.

Mr. O'Hara reiterated that a move to the Eastside FRC would give Project Connection more appropriate facilities, and may increase enrollment in the program to the budgeted maximum of 13. He noted that he reviewed the decision with Southside Coordinator Lori Covington, but that he regretted not attending the NAC meeting to further discuss it in that forum. Referring to the views expressed by Ms. Emma Johnston on the matter at the previous Board meeting, Tonia Thornton noted that the NAC was very supportive of the relocation decision.

Mr. O'Hara presented an update on the Communication Improvement Plan. He noted that some of the Ready-or-Not funds are being utilized to retain consultant Eric Mower, who will present a report to the Board at the Retreat.

Mr. O'Hara wished everyone a happy holiday season and presented gift bags in thanks for their efforts throughout the year.

CENTER REPORTS:

None.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

ADJOURNMENT:

*The President requested a motion to adjourn the December 14th, 2015, Board meeting;
Mr. Gary Russell moved to adjourn the December 14th, 2015, Board meeting;
Mr. Richard Baker seconded the motion;
The motion carried unanimously
The December 14th, 2015, Board Meeting adjourned at 5:09pm.*