



Board of Directors Meeting

Wednesday, March 24, 2021- 5:00 PM

AGENDA

- A. Meeting called to Order
- B. Conflict of Interest Statement
- C. Establish a Quorum
- D. **ACTION:** Approval of Amended Meeting Agenda
- E. **ACTION:** Approve minutes of the previous meeting
- F. Welcome and Introductions-**New Board Member: Traci Masso**
CSBG Program Analyst- Amy Gonsalves
ACTION: Approval of Traci Masso nomination to the Greater Opportunities Board of Directors
- G. Questions regarding Board Packet/Program Reports
ACTION: Approval of Board Packet/Program Reports
- H. Fiscal Committee Report- Clyde Birch Jr.
- I. Fiscal Report- Christine Monsen
- J. Executive Director / CEO Report- Mark Silvanic
ACTION: Review and Accepted the 2021 Risk Assessment
ACTION: Acceptance of NYS HOME Manufactured Housing Replacement Program Funds (\$1 million)
ACTION: Acceptance of NYS RESTORE Access to Home funds (\$150,000)
ACTION: Approval of the Head Start COLA-Broome
ACTION: Approval of the Head Start COLA-Chenango
ACTION: Approval of the Early Head Start COLA-Chenango
- K. Old Business:
- L. New Business:
- M. Board Member Reports & Announcements
- N. **ACTION:** Adjournment

Next Meeting: 4/28/2021

Fiscal Committee will meet at 4:30 PM Board of Directors will meet at 5:00 PM

**Greater Opportunities for Broome and Chenango, Inc.
Board of Directors Meeting Minutes**

Date: 3/24/2021

Present: Holly Abbott, Carrie King, Grace Nucero-Alger, Jerry Skrivan, Alice Decker, Xandra Angle, Clyde Birch Jr., Robert Starr, Sharon Wells, Traci Masso

Absent: Dottie Langlie, Juliebeth Holdrege

Staff Attendees: Mark Silvanic, Kelly Robertson, Karen Randall, Katha Root, Christine Monsen, Justin Roberts, Brett Dean, Donovan Smith, Amy Gagan, Robin Tuttle, Tina Gilmore

Staff Absent:

Minutes Taken By: Danelle Nolan

A. CALL TO ORDER:

There being a quorum present Jerry Skrivan called the meeting to order at 5:03 pm

B. CONFLICT OF INTEREST STATEMENT:

No conflict of interests was noted

C. ESTABLISH A QUORUM:

Quorum Established

D. ACTION: APPROVAL OF AMENDED MEETING AGENDA

Carrie King Made a motion to **approve the amended meeting agenda**. The motion was seconded by Grace Nucero-Alger. The motion was carried by a unanimous vote.

E. ACTION: APPROVAL OF MINUTES FROM PREVIOUS BOARD MEETING

Grace Nucero-Alger Made a motion to **approve minutes from the previous meeting on 2/24/2021**. The motion was seconded by Carrie King. The motion was carried by a unanimous vote.

F. WELCOME AND INTRODUCTIONS

New Board Member: Traci Masso
CSBG Program Analyst- Amy Gonsalves

Approval of Traci Masso nomination to the Greater Opportunities Board of Directors

Clyde Birch Jr. made a motion to **approve Traci Masso to the Board of Directors**. The motion was seconded by Grace Nucero-Alger. The motion was carried by a unanimous vote.

Traci will also be joining the Fiscal Committee for Greater Opportunities.

G. ACTION: APPROVAL OF BOARD PACKETS AND PROGRAM REPORTS

Grace Nucero-Alger made a motion to **approve the Board Packet and Program Reports**. The motion was seconded by Robert Starr. The motion was carried by a unanimous vote.

H. FISCAL COMMITTEE REPORT:

- None

I. FISCAL REPORT: Christine Monsen reporting

General Notes

- Head Start Training is within budget
- Head Start is in line with the budget
- Head Start Admin for Broome is at 11.10%
- Head Start Admin for Chenango is at 8.55%
- Early Head Start Admin is at 10.66%
- CACFP- billed \$4,519.12 for meals in February
- 18.09% of Broome County Head Start Inkind match has been met
- 16.9% of the Chenango County Head Start Inkind match has been met
- 21.33% of the Early Head Start Inkind match has been met
- CSBG is within budget
- CSBG Broome admin is at 14.26%
- CSBG Chenango Admin is at 14.74%
- Housing has a combined net program income of \$28,373 net of depreciation
- East Hills has a net income of \$4,977 net of depreciation and amortization.

Payments Received

- Received CACFP & UE
- Received CSBG Chenango 20%
- Received \$120,000 NeighborWorks
- Received both NYSSHP's for 1st quarter

Reports Filed

- None were due

Balance Sheet Notes

- Current ratio is 4.07
- Debt to Net assets ratio is 9%

Agency-Wide Statement of Revenue and Expenses Notes

- Total Revenue for the Agency for the current year is \$1,360,784
- Total Expenses for the Agency for the current year is \$1,341,036
- Total Profit \$19,748
- Please note all depreciation has not been booked.

Other Notes

- 2020 Audit for Greater Opportunities will be starting this week and into next week. The audit will be done virtually again this year.
- No findings on CACFP audit.

J. **CEO:** Mark Silvanic reporting

Agency Insurance

We are having trouble finding affordable insurance packages due to COVID-related issues such as wrongful termination suits have caused Insurance Companies to increase their costs. Our current insurance company quoted us an increase of \$8,000. Our broker is looking into other insurance companies that may be more affordable.

CARES Funds

We will be receiving CARES Funds from HS and NeighborWorks.

We have the opportunity to receive \$40,000 from Neighbor Works. These funds would be used for the New Berlin Project- Approval Grace and Holly.

Grace Nucero-Alger made a motion to **approve the acceptance of \$40,000 from NeighborWorks**. The motion was seconded by Holly Abbott. The motion was carried by a unanimous vote.

Review and Accepted the 2021 Risk Assessment

The Greater Opportunities Senior Administration conducted a risk assessment for our newly merged agency. The recommendations were included in the Board Packet.

Grace Nucero-Alger made a motion to **approve the 2021 Risk Assessment**. The motion was seconded by Alice Decker. The motion was carried by a unanimous vote.

NYS HOME Manufactured Housing Replacement Program

We seek board approval of the Acceptance of NYS HOME Manufactured Housing Replacement Program Funds (\$1 million). This program would be available in Broome and Chenango County.

Clyde Birch Jr. made a motion to **approve the acceptance of NYS HOME Manufactured Housing Replacement Program Funds**. The motion was seconded by Robert Starr. The motion was carried by a unanimous vote.

Acceptance of NYS RESTORE Access to Home funds

This grant (\$150,000) will help families make accessibility accommodations to their existing homes. These grant funds would be available in Broome and Chenango County.

Robert Starr made a motion to **approve the Acceptance of NYS RESTORE Access to Home Funds**. The motion was seconded by Carrie King. The motion was carried by a unanimous vote.

Approval of the Head Start COLA-Broome

\$28,657- Broome Head Start- These funds will provide a 1.35% COLA raise for employees.

Alice Decker made a motion to **approve the COLA for Broome Head Start**. The motion was seconded by Carrie King. The motion was carried by a unanimous vote.

Approval of the Head Start COLA-Chenango

\$22,268- Chenango Head Start- These funds will provide a 1.35% COLA raise for employees.

Grace Nucero-Alger made a motion to **approve COLA for Chenango Head Start**. The motion was seconded by Alice Decker. The motion was carried by a unanimous vote.

Approval of the Early Head Start COLA-Chenango

\$12,621- Chenango EHS-These funds will provide a 1.35% COLA raise for employees.

Holly Abbott made a motion to **approve the COLA for Chenango, Early Head Start**. The motion was seconded by Sharon Wells. The motion was carried by a unanimous vote.

City of Binghamton Properties

We have closed on the four properties in the City of Binghamton for our \$7.5 million HHAP Project, which will add 27 additional housing units.

New Berlin Properties

We received funding from NeighborWorks to help with costs at New Berlin. We are still working on getting the mortgage discharged.

Red Mill Properties: We are currently in the process of purchasing the property from New Berlin Housing and Preservation Company and expect the sale to go through within the next 60 days. We are hoping to have ownership by May 2021. We continue the Red Mill Property's pre-development work to gain a more comprehensive picture of what actual costs will be associated with rehabilitating the property. Once the pre-development has been completed, we will work with NYS HCR on securing the funds necessary to rehabilitate the property.

Chenango Office.

Vinyl Decals were put on the windows at both Main Offices.

Construction Projects

Chenango Bay's is being converted into a studio, commercial kitchen, and additional offices.

The back porch at 85 Liberty Street is being repaired next week.

Broome Main Office will be getting EFIS siding to assist with the energy conservation of the building.

Community Needs Assessment

This will be done in-house. Doing this Assessment in-house will save the agency thousands of dollars.

Phone App.

Approved by Apple and Android. Clients can access many vital features (mass messages sent, apply for programming, Board Packets, etc.)

K. OLD BUSINESS

L. NEW BUSINESS

Mark's anniversary is June 4th. Robin will be emailing his evaluation documents to Board Members soon.

HR Assistant Lisa Brown started a few weeks ago. Everything is going well.

M. BOARD MEMBER REPORTS AND ANNOUNCEMENTS

N. ACTION - ADJOURNMENT:

There being no further business for the Board, Sharon Wells made the **motion to adjourn** at 5:37 pm. The motion was seconded by Dottie Langlie. The motion was carried by a unanimous vote.

NEXT BOARD MEETING DATE: 4/28/2021

Fiscal Committee will meet at 4:30 pm Board of Directors will meet at 5:00 pm