



Board of Directors Meeting

Wednesday, January 27, 2021- 5:00 PM

AGENDA

- A. Meeting called to Order
- B. Conflict of Interest Statement
- C. Establish a Quorum
- D. **ACTION:** Approve Meeting Agenda
- E. **ACTION:** Approve minutes of the previous meeting
- F. Welcome and Introductions
- 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:** Change date of February's Meeting
 - ACTION:** Approval of the Greater Opportunities Fiscal Policy and Procedure Manual
 - ACTION:** Approval of the Greater Opportunities Agency-Wide Budget
 - ACTION:** Opportunities for Broome Financial Statements
 - ACTION:** Approval of Community Outreach Director Job Description
 - ACTION:** Approval of Intensive Life Skill Advocate
- K. Old Business:
- L. New Business:
- M. Board Member Reports & Announcements
- N. **ACTION:** Adjournment

Next Meeting: TBD

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: 1/27/2021

Present: Holly Abbott, Clyde Birch Jr., Carrie King, Grace Nucero-Alger, Robert Starr, Dottie Langlie, Sharon Wells, Julie-Beth Holdrege, Jerry Skrivan

Absent: Alice Decker, Xandra Angle

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

Staff Absent:

Minutes Taken By: Danelle Nolan

A. CALL TO ORDER:

There being a quorum present Jerry Skrivan called the meeting to order at 5:02 PM

B. CONFLICT OF INTEREST STATEMENT:

No conflict of interests was noted

C. ESTABLISH A QUORUM:

Quorum Established

D. ACTION: APPROVAL OF MEETING AGENDA

Grace Nucero-Alger made a motion to **approve the meeting agenda**. The motion was seconded by Sharon Wells. The motion was carried by a unanimous vote.

E. ACTION: APPROVAL OF MINUTES FROM PREVIOUS BOARD MEETING

Clyde Birch Jr. made a motion to **approve minutes from the previous meeting on 12/16/2020**. The motion was seconded by Grace Nucero-Alger. The motion was carried by a unanimous vote.

F. WELCOME AND INTRODUCTIONS

G. ACTION: APPROVAL OF BOARD PACKETS AND PROGRAM REPORTS

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

H. FISCAL COMMITTEE REPORT: Clyde Birch Jr. Reporting

- none

I. **FISCAL REPORT:** Christine Mosen reporting

General Notes-end of December

- Broome and Chenango Head Start Training is within budget
- Broome and Chenango Head Start is in line with the budget
- Head Start Admin for Broome is at 12.34%
- CACFP- billed \$2,822.00 for meals in December- low because schools are doing free meals.
- 99.18% of Broome County Head Start Inkind match has been met- is at 100% as of today.
- 100% of the Chenango County Head Start Inkind match has been met
- CSBG is within budget
- CSBG Broome admin is at 15.74%
- This is high due to payroll accrual for the 9 days in December. This will decrease to under the 15% threshold.
- Housing has a combined net program income of \$94,793.00 net of depreciation
- audit for East Hills is almost complete

Payments Received

- Received UE, CACFP and WP 2nd Q
- Received ESSHI 27 Pine & ESSHI 88 3rd Q
- Received CSBG Chenango's Advancement.
 - Still waiting for Broomes Advancement.
- Received WIC

Reports Filed

- Filed the 4th Q for both NYSSHP grants and ESSHI 27P
- Filed the 20% Financial Reports for both CSBG grants.
- Filed the CACFP Desk review. No response yet.

Balance Sheet Notes

- Current ratio is 2.59
- Debt to net assets ratio is 13%

Agency-Wide Statement of Revenue and Expenses Notes

- Total Revenue for the Agency for the current year is \$8,419,555.00
- Total Expenses for the Agency for the current year is \$8,395,684.00
- The total excess is \$23,870.00
- All reports are not yet 100% complete
- Depreciation for December has not been booked.

Clyde noted to the Board that when looking at the Fiscal Budget, we need to keep in mind that there are significant changes because of the merger. Therefore, some of the budgeting figures have increased dramatically.

J. **CEO:** Mark Silvanic reporting

Agency Notes

In the upcoming months, construction will begin at the Chenango Office. Construction will consist of a community kitchen, a studio for videos. We are finalizing the final blueprints. Maintenance and Head Start staff have begun the process of moving items. Construction should be starting within two months.

COVID- Agency is still doing ok. Some centers have shut down, but we are working well. Virtual options are still available if needed. Technology upgrades make this possible. Senior managers will give an update regarding COVID-19 data. Our staff continues to make great strides during this difficult time.

Golf Tournament- we still plan on having the event on August 6th. More information to come.

Change date of February's Board Meeting

Senior managers will be going on a retreat next month. We are looking to pick the wed before the scheduled Board Meeting date or the Thursday after the originally scheduled date.

Chris- for fiscal reasons, the 25th would work better.

Robert cannot do a Thursday due to another commitment.

Sharon Wells made a motion to **approve the February Board of Director's Meeting's date change to the 25th of February**. Clyde Birch Jr. seconded the motion. The activity was carried by a unanimous vote.

Greater Opportunities Fiscal Policy and Procedure Manual

This was in the Board packet that was sent out. The Manual has a few changes, including the direct and indirect rates. The new Procedure Manual mainly includes policies that have already received approval from the Board.

Robert Starr made a motion to **approve the Greater Opportunities Fiscal Policy and Procedure Manual**. The motion was seconded by Grace Nucero-Alger. The motion was carried by a unanimous vote.

Approval of the Greater Opportunities Agency-Wide Budget

This report is user friendly. Board Members can use this to show where our funds go.

Robert Starr made a motion to **approve the Greater Opportunities Agency-Wide Budget.** The motion was seconded by JulieBeth Holdrege. The motion was carried by a unanimous vote.

Opportunities for Broome Financial Statements

no significant findings. Clean audit.

Clyde Birch Jr. made a motion to **approve the Opportunities for Broome Financial Statements.** The motion was seconded by Holly Abbott. The motion was carried by a unanimous vote.

Approval of Community Outreach Director Job Description

This is a new/temporary position that that will join our Senior Management Team. **Job Duties** would include setting up the community center, helping in the studio.

Grace Nucero-Alger made a motion to **approve Community Outreach Director Job Description.** The motion was seconded by JulieBeth Holdrege. The motion was carried by a unanimous vote.

Approval of Intensive Life Skill Advocate

Updated qualifications.

Grace Nucero-Alger made a motion to **approve the Intensive Life Skill Advocate Job Description.** The motion was seconded by Sharon Wells. The motion was carried by a unanimous vote.

K. OLD BUSINESS

L. NEW BUSINESS

M. BOARD MEMBER REPORTS AND ANNOUNCEMENTS

Katha recently celebrating 40 years with the WIC organization.

N. ACTION - ADJOURNMENT:

There being no further business for the Board, Sharon Wells made the **motion to adjourn** at 5:24 pm. The motion was seconded by JulieBeth Holdrege The motion was carried by a unanimous vote.

NEXT BOARD MEETING DATE: 2/25/2021

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