**Greater Opportunities for Broome and Chenango, Inc.**

**Board of Directors Meeting Minutes**

**Date:**  4/28/2021

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

**Absent:** Jerry Skrivan, 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

1. **CALL TO ORDER:**

There being a quorum present Robert Starr called the meeting to order at 5:05 pm

1. **CONFLICT OF INTEREST STATEMENT:**

No conflict of interests was noted

1. **ROLL CALL-** completed
2. **ESTABLISH A QUORUM:**

Quorum Established

1. **ACTION: APPROVAL OF AMENDED MEETING AGENDA**

Changing Approval of HS/EHS COLA to Approval of Agency Wage Scale.

Alice Decker 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.

1. **ACTION:** **APPROVAL OF MINUTES FROM PREVIOUS BOARD MEETING**

Clyde Birch Jr. Made a motion to **approve minutes from the previous meeting on 3/24/2021**. The motion was seconded by Grace Nucero-Alger. The motion was carried by a unanimous vote.

1. **WELCOME AND INTRODUCTIONS**
2. **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 Clyde Birch Jr. . The motion was carried by a unanimous vote.

1. **FISCAL COMMITTEE REPORT:**
* None
1. **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 10.92%
* Head Start Admin for Chenango is at 8.70%
* Early Head Start Admin is at 10.89%
* CACFP- billed $7,105.75 for meals in March
* 29.88% of Broome County Head Start Inkind match has been met
* 26.39% of the Chenango County Head Start Inkind match has been met
* 30.01% of the Early Head Start Inkind match has been met
* CSBG is within budget
* CSBG Broome admin is at 14.48%
* CSBG Chenango Admin is at 14.22%
* Housing has a combined net program income of $54,190.95 net of depreciation
* East Hills has a net loss of $1,977 net of depreciation and amortization.
	+ Had to fix concrete slab and replace carpet
	+ This month recorded the Asset Management fee of Alliant

Credit Card Expenses

* HS- $7,985.28
* CSBG- $2,198.52
* CSBG- $4,962.96

Payments Received

* Received CACFP & UE
* Received CSBG Broom Advancement and 20%
* NYSSHP 1st Q
* Neighborworks

Reports Filed

* Filed the 1st Q Federal Financial Report
* Filed the 1st Q ESSHI 27P, NYSSHP Adults, NYSSHP Families
* Filed all the required MWBE Reports

Balance Sheet Notes

* Current Ratio is 3.72
* Debt to Net Assets Ratio is 10%

Agency Wide Statement of Revenue and Expenses Notes:

* Total Revenue for the Agency for the current ear is $2,386,036.29
* Total Expenses for the Agency for the current year is $2,289,079.33
* Total Profit $96,956,96

The Audit is just about complete. They are finalizing the Financial Statements and once Chris receives them, she will review them and will email the draft to the Fiscal Committee and board for review.

1. **CEO:** Mark Silvanic reporting

**Strategic Plan- Kelly Robertson**

Kelly thanked everyone for participating.

The process started with a SWOT (Strengths, Weaknesses, Opportunities, Thoughts Analysis at the Senior Admin. Strategic Planning.

This Strategic goals and objectives were developed in coordinator with staff and Board Members.

The Strategic Plan has been finalized and now needs board approval.

Clyde Birch Jr. made a motion to **approve The Strategic Plan 2021-2026.** The motion was seconded by Grace Nucero-Alger. The motion was carried by a unanimous vote.

**Broome Head Start Self-Assessment**

An in-depth analysis for Broome Head Start Program was completed. 6 new goals to work on during the next year. They do align with current plan.

Expanding curriculum. Additional resources, parent actives, making sure IEP received services, coaching model**.** Working on relationship with their families.

Xandra Angle made a motion to **approve the Broome Head Start Self-Assessment.** The motion was seconded by Carrie King. The motion was carried by a unanimous vote.

**Chenango Head Start Self-Assessment**

An in-depth analysis for Chenango Head Start Program was completed with Input from parents and community members. Established 15 goals for the next year. A complete list was included in the Board Packet.

Grace Nucero-Alger made a motion to **approve the Chenango Head Start Self-Assessment.** The motion was seconded by Xandra Angle. The motion was carried by a unanimous vote.

**Wage Range- Robin**

Wage range was increased by 1.22%. There were a few staff members who received a higher amount to cover all employees with the new wage range.

Mark added- COLA was 1.35%

Holly Abbottmade a motion to **approve the Wage Range.** The motion was seconded by Grace Nucero-Alger. The motion was carried by a unanimous vote.

**Construction**

Many projects that are about to start.

Kitchen/Training Area

Studio for virtual learning and puppet show

27 Units from the City of Binghamton HHAP Project.

Resolution- general contractor for Bay Project. This resolution will allow us to utilize the exemption contained in our Fiscal policies and Procedures and utilize a pre-selected contactor verses bidding out the projects. This is due to an emergency circumstance.

Tom Ellis- HVAC

Kline Construction- we have done several projects with them in the past.

We have checked with funders, and this will decision will not affect any grant funding.

Time Frame- approx.2.5 months. We are hesitant to name a time frame due to ordering and receiving materials.

Clyde added that the fiscal committee also supports this decision.

Mark reminded Board Members that this using CARES funding for these projects.

Clyde Birch Jr. made a motion to **approve Resolution to Fiscal Section 4,011.** The motion was seconded by Holly Abbott. The motion was carried by a unanimous vote.

**St. Francis School**

Current location of our CVHS Head Start program.

Greater Ops staff members will be going to look at this site with the possibility of maybe purchasing this building.

We are hoping to utilize grant funding for purchasing the building and not to take a loan.

**Supervisory Training**

Went very well. We feel that our employees got a lot of out of the training. Eggs in the Basket activity allows us to see what systems are working, who is responsible for them, etc.

We hope to make our Mid Mangers comfortable and that they continue to grow with our Agency.

1. **OLD BUSINESS**
2. **NEW BUSINESS**

Golf Tour- Justin- Aug 6th. Major Sponsors- CS Plus is now a $10,000 sponsor. Kline Constructions, Computer Emergency Plus moved from a Gold to Platinum Sponsor.

$20,000 guaranteed funds so far.

Looking for additional sponsorships, basket items, etc.

First year of the re brand, 11th annual agency event.

1. **BOARD MEMBER REPORTS AND ANNOUNCEMENTS**

HS PC-attendance down (due to COVID) all sites are busy, parents are busy. Everyone is working hard.

1. **ACTION - ADJOURNMENT:**

There being no further business for the Board, Sharon Wells made the **motion to adjourn** at 5:40 pm. The motion was seconded by Dottie Langlie. The motion was carried by a unanimous vote.

**NEXT BOARD MEETING DATE:** 5/26/2021

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