



## **Board of Directors Meeting**

Thursday, February 25, 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- Eric Birdsall
- 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:** Approval of the Greater Opportunities Security Camera Policy
- K. Old Business:
- L. New Business:
- M. Board Member Reports & Announcements
- N. **ACTION:** Adjournment

***Next Meeting: 3/24/2021***

*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:** 2/25/2021

**Present:** Holly Abbott, Carrie King, Grace Nucero-Alger, Dottie Langlie, Juliebeth Holdrege, Jerry Skrivan, Alice Decker, Xandra Angle

**Absent:** Clyde Birch Jr., Robert Starr, Sharon Wells

**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 5:00 pm

**B. CONFLICT OF INTEREST STATEMENT:**

No conflict of interests was noted

**C. ESTABLISH A QUORUM:**

Quorum Established

**D. ACTION: APPROVAL OF MEETING AGENDA**

Holly Abbott made a motion to **approve the 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 1/27/2021**. The motion was seconded by Dottie Langlie. The motion was carried by a unanimous vote.

**F. WELCOME AND INTRODUCTIONS**

Eric Birdsall- rescheduled until April's Board Meeting.

Tina Gilmore- our new Director of Community Outreach. Years of experience working with non-profits and has made a great addition to our team.

## 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 Dottie Langlie. The motion was carried by a unanimous vote.

## H. **FISCAL COMMITTEE REPORT:**

- none

## I. **FISCAL REPORT:** Christine Monsen reporting

### General Notes-end of December

- 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 9.2%
- Early Head Start Admin is at 9.92%
- CACFP- billed \$4,833.96 for meals in January
- 8.23% of Broome County Head Start Inkind match has been met
- 5.66% of the Chenango County Head Start Inkind match has been met
- 9.94% of the Early Head Start Inkind match has been met
- CSBG is within budget
- CSBG Broome admin is at 14.88%
- Housing has a combined net program income of \$10,770.00 net of depreciation
- East Hills has a net income of \$726.00 net of depreciation and amortization.

### Payments Received

- Received CACFP & UE
  - We did receive a donation from Our lady of Good Counsel in Endicott for \$9,000.00

### Reports Filed

- None were due

### Balance Sheet Notes

- Current ratio is 3.23
- Debt to Net assets ratio is 10%

### Agency-Wide Statement of Revenue and Expenses Notes

- Total Revenue for the Agency for the current year is \$561,256.11
- Total Expenses for the Agency for the current year is \$563,120.29

- Total loss (\$1,864.00). Some revenue has not been accrued for January.
- Please note all depreciation has not been booked.
- \$27,083.00 Credit Cards expenditures.
  - A detailed report was included in the Board Packet.

J. **CEO:** Mark Silvanic reporting

### **Senior Management Retreat**

We started to work on the strategic plan. We will need the board's help with that. Emails will be sent out asking questions to help with the plan. A SWOT analysis was completed during the retreat.

### **Current Projects**

Binghamton Project- 27 apartments. 7.5 million dollars. We are waiting on the contract from HHAP.

85 Liberty- 125,000.00. A portion will be taken out of the reserves to pay for repairs. The remaining cost will be paid by HHAP.

New Berlin Project- 5 million project. Environmental testing is currently being done.

Chenango Main Office- Bay Conversion- The current Garage Bay will be made into a training center, with studio and commercial kitchen.

These are just a few of our many projects that are currently happening. Most of the money is being provided by grants. 59 beds in total will be added to our Supportive Housing Program. The entire agency will have almost 200 beds Broome and Chenango. Close to 200,000.00 in unrestricted funding through developer fees will be brought into the agency.

### **Greater Opportunities App**

Information about our agency, program forms, agency announcements, health announcements, and more information can be accessed from the app.

### **HHAP**

Kelly is starting to write a grant for Homeless Housing for in the City of Norwich.

### **HR**

We are going to be working on improving our onboarding and recruitment process for the agency. We need to show new staff members the history of the agency.

### **Wage Scales**

We have been reviewing our wage scales in Senior Management. We are giving increases to some positions in Broome County Head Start as these positions were getting a lower hourly wage than the Chenango County HS staff in the same positions.

We will continue to review our wage scale in order to bring all positions in line with each other after the merge.

### **Approval of Security Camera Policy**

This policy was included in the Board Packet.

Grace Nucero-Alger made a motion to **approve Security Camera Policy**. The motion was seconded by Carrie King. The motion was carried by a unanimous vote.

### **K. OLD BUSINESS**

#### **L. NEW BUSINESS**

The Golf Tournament will be on August 6<sup>th</sup>. Save the Date cards will be sent soon. A possible new Board Member bio will be sent for Board members to review.

### **M. BOARD MEMBER REPORTS AND ANNOUNCEMENTS**

#### **N. ACTION - ADJOURNMENT:**

There being no further business for the Board, Carrie King 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: 3/24/2021**

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