

**Board of Directors  
Meeting Agenda  
Monday, March 26<sup>th</sup>, 2018**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda** for March 26<sup>th</sup>, 2018
- IV. Approval of Minutes** from February 26<sup>th</sup>, 2018 meeting
- V. Board Training:** School Readiness
- VI. Standing Agenda Items:**
  - A. Reports:**
    - 1. Program
    - 2. HR
    - 3. Fiscal
    - 4. Facilities
    - 5. Grants Applications Submissions/Awards
  - B. Fundraising**
  - C. Communications from Funding Sources/Monitoring Reviews**
  - D. Legal Items/Policy Updates**
  - E. Resolutions**
    - 1. CSBG
    - 2. OFBI Senior Services
    - 3. OFBI College Readiness
- VII. Old Business:**
  - A. Expiring Leases**
- VIII. New Business:**
  - A. Agency Budget 2018/2019**
- IX. Events:**
  - A. NJHSA 2018 Conference**
- X. Adjournment:**
- XI. Enclosures:**
  - 1. Minutes from February 26<sup>th</sup>, 2018 Meeting
  - 2. Board Meeting Agenda for March 26<sup>th</sup>, 2018
  - 3. Agency Budget 2018/2019
  - 4. Program/HR/Fiscal/Facilities/Grants Reports
  - 5. Program Calendars and Event Flyers (All Programs)
- XII. Next Board Meeting:** Monday, April 23<sup>rd</sup>, 2018, 6:00 PM

## Board Meeting Minutes

**March 26, 2018**

**Board Members in Attendance:** Florence Amato, Elizabeth Falco, Suzanne Hetman, Christiane B. Hoffman, Dr. Sara Kalambur, Kenneth O'Neill, Frank Raia, George Schorr, Hovie Forman

**Board Members Absent:** Michael Cohen, Carmencita Pile, Carey Brown, Sharon Ramphir

**Staff:** Simona Ovanezian, Jessica Palencia, Yvrose Augustin, Joselyn Estevez-Vargas

- I. **Call to Order:** Frank Raia called the meeting to order at 6:02pm.
- II. **Roll Call** – A quorum was in attendance.
- III. **Approval of Agenda for March 26, 2018:** The motion to approve the agenda was made by Suzanne Hetman and seconded by George Schorr. The motion passed unanimously.
- IV. **Approval of Minutes from February 26, 2018:** The motion to approve the minutes was made by Florence Amato, seconded by Dr. Sara Kalambur. Susan Costomiris abstained.
- V. **Board Training** – School Readiness Training was conducted by Barbara Panas, Education Manager.
- VI. **Standing Agenda Items:**
  - A. **Reports**
    - a) **HR** – Dashboard Report through February 28, 2018.
    - b) **Facilities/Projects** - Report presented to Board.
    - c) **Finance** – Financial Statements, Grant Reports, CC Expense Statements and Loan Statements were presented to the Board.
    - d) **Programs** – 46% increase in In Kind donations and donations. Hoboken and Plainfield are well above special needs services due to identifying problems early on and qualifying for Early Intervention.
    - e) **Grant Application /Awards:** Report presented to the Board.
  - B. **Fundraising:** None.
  - C. **Communication from Funding Sources:** None.
  - D. **Legal Items/Policy Updates:** None.
  - E. **Resolution(s):**
    1. **CSBG** – Ken O'Neill made the motion to approve, Hovie Forman seconded.
    2. **OFBI Senior Services** - George Schorr made the motion to approve, Hovie Forman seconded.
    3. **OFBI College Readiness** - Hovie Forman made the motion to approve, George Schorr seconded.
- VII. **Old Business:**
  - A. **Expiring Leases:**
    1. **St. Anne's** - Ken O'Neill has spoken to Father Remo. Simona Ovanezian and Father Remo have been in contact and have good communication. They will speak further after the Easter holiday/week.
    2. **Bilingual** - Simona Ovanezian and Frank Raia are setting up a meeting.
- VIII. **New Business:**
  - A. **Agency Budget 2018/2019**-Board reviewed 2018/2019 Agency Budget. Motion to approve was made by Hovie Forman, seconded by George Schorr. Motion was passed unanimously.
- IX. **Events:**
  - A. **NJHSA 2018 Conference:** Conference will take place at Harrah's in Atlantic City, May 21<sup>st</sup>-24<sup>th</sup>. Please reach out to Erica Oliveras or Joselyn Estevez-Vargas for reservations.
- X. **Closed Session:** Ken O'Neill made the motion at 7:02 pm and Hovie Forman seconded. The Board of Directors went into Closed Session to approve the promotion of Ms. Simona Ovanezian to the President/CEO position, Job Description and compensation.
- XI. **Adjournment:** N/A

XII.     **Enclosures:**

1. Minutes from February 26<sup>th</sup>, 2018 Meeting
2. Board Meeting Agenda for March 26<sup>th</sup>, 2018
3. Agency Budget 2018/2019
4. Program/HR/Fiscal/Facilities/Grants Reports
5. Program Calendars and Event Flyers (All Programs)

XIII.    **Next Board Meeting:** Monday, April 23<sup>rd</sup>, 2018, 6:00 PM