

Board of Directors
Meeting Minutes
September 14, 2023
9:30am to 10:30am
Zoom

Present: Kelli Johnson, Mary Ellen Darling, Joe Campbell, Maureen O'Connor, John Eberle, Bradley Loliger, Pat Rajala, Christos Gkolias

Staff: Kathy Houghton, Kitty Hotles-Samson, Mary Abousaid

9:31 a.m. Johnson called the meeting to order.

Johnson began the meeting reading the Literacy New York Mission.

Johnson asked if there were any changes to the Consent Agenda. The Consent Agenda included the September 14, 2023 Meeting Agenda, the June 9, 2023 Minutes and the Board Financial Report and Summary Report. No changes, questions or comments.

Johnson asked for a motion to approve the Consent Agenda.

Motion made by Eberle

2nd by Darling

Johnson requested vote.

All in favor, motion approved without objections or abstentions.

Auditor, Julie Jagoda-Booth was not yet present on the Zoom meeting. The Board agreed to move to the next item on the Agenda. The next item on the Agenda was the Resolution to update the Literacy NY Fiscal Policies Manual. Houghton presented the Resolution and the Board reviewed the Resolution regarding the amendment to the Check Signing Limit Policy.

Approval of Amended Literacy New York Inc.'s Fiscal/Internal Control Policies Manual

Resolution to approve the amended Literacy New York, Inc.'s Fiscal/Internal Control Policies Manual; dated May 25, 2022; amended September 2023;

Whereas, the Board of Directors has previously approved Page 4, Cash and Checks #9 which states checks in excess of \$500.00 must contain two signatures from authorized personnel.

Whereas, the Board of Directors acknowledges the amendment in the check amount; checks in excess of \$1000.00 must contain two signatures from authorized personnel with the exception of fixed, recurring checks (ie: rent). Fixed, recurring checks may be signed by one authorized signer.

Therefore, the Literacy New York Board of Directors approves the amended Literacy New York Inc.'s Fiscal/Internal Control Policies Manual.

Johnson asked for a motion to approve the Resolution of the Amended Literacy New York Inc.'s Fiscal/Internal Control Policies Manual.

Motion made by Eberle

2nd by Loliger

Johnson requested vote.

All in favor, motion approved.

Literacy Texas:

Houghton shared information from the Executive Director's Report. Houghton stated that there has been a continuation of LNY's contract with Literacy Texas—it has been written into their WIOA contract. This contract will provide LNY with \$1200/month in unrestricted funds. Literacy Texas and Houghton will talk about furthering the use of this program.

ALL-IN Initiative:

Houghton stated that this initiative is sponsored by the Barbara Bush Foundation. LNY was a participant in an interview providing information that could be a part of a national plan for adult literacy. The plan does not yet include a role for volunteers and community-based organizations (CBO's). National CBO/Volunteer literacy leaders are advocating for volunteer inclusion.

Stop Reading Challenge:

Houghton announced that the Stop Reading Challenge has officially started and is taking place around NY State. Event locations are on the LNY website. A recent challenge event outcome at Utica University resulted in two federally funded work study positions, building the capacity of a Utica area ALE funded program.

The Journey's End Rally in Buffalo was well attended. There was News coverage and Houghton was interviewed on a 4pm news program for a local station.

Auditor, Julie Jagoda-Booth joined the Zoom meeting.

LNY Auditor Update:

Jagoda-Booth presented the Audit. An explanation of the Management Letter was provided. Two recommendations were made:

1. More frequent password changes which has already been implemented by the Staff
2. Review the Fiscal Internal Control Policy Manual regarding the number of signatures needed on checks. A resolution to amend the Manual regarding this concern was passed earlier in the meeting prior to Jagoda-Booth's arrival to the meeting.

Jagoda-Booth reviewed all of the financial statements.

Johnson asked if there were any questions for Jagoda-Booth. No questions were asked.

Johnson asked for a motion to approve the Audit.

Motion made by Eberle

2nd by Rajala

Johnson requested vote.

All in favor, motion approved.

Review of the Executive Director Report resumed.

Houghton shared that KeyBank's donation is supporting Stop Reading Challenge activities and a traveling exhibit. Eberle asked for additional financial information about the \$11,000 Stop Reading Challenge donation and expenses, and about LNY's \$180,000 investment for brokered CD's and requested Board discussion at a future meeting. Both topics will be included in next board meeting.

Houghton concluded the ED Report review by sharing the Stop Reading Challenge upcoming events.

Rajala inquired about and made comments related to ALE surveys received by recipients in ALE Rest of State and NYC about the upcoming ALE RFP expected in the Spring of 2024. Houghton shared that Literacy NY took the lead on gathering suggestions for the next RFP from ALE funded agencies and submitted the findings to NYSED/AEPP. Johnson asked Houghton to share the results with her.

Darling stated that the Governance Committee is gathering organizational procedures and policies.

Houghton reviewed the LNY Organizational Chart which came out of the Governance Committee Meeting that incorrectly showed the position of the LNY Board. Corrected version will be distributed to board via email.

Darling reviewed a draft of the Literacy NY Board Tenure Chart. The chart indicates board terms, member's responsibilities as officers and committee members. Everyone is on a Committee or is an Officer.

Houghton asked to be notified if there is more information to be included on their expertise or if any information provided needs to be revised.

Johnson acknowledged upcoming Birthdays and Anniversaries and included them in the Chat box.

Johnson asked for a motion to Adjourn.

Motion made by Campbell

2nd by Rajala

Johnson requested vote.

All in favor, motion approved.

10:32 a.m. Meeting adjourned.

Next Meeting: December 14, 2023 9:30am-10:30am