

**Schoharie County Community Action Program
Board of Directors Meeting
April 18, 2016**

Attendance:

| Private Sector | | |
|------------------------|------------------|------------|
| Member | Position | Attendance |
| <i>Barbara Parsons</i> | <i>Treasurer</i> | EX |
| Larry Phillips | Member | X |
| Jason Evans | Member | X |

| Public Sector | | |
|----------------------|----------|------------|
| Member | Position | Attendance |
| Anna VanDerwerken | Member | X |
| Earl Van Wormer III | Member | X |
| George McDonnell | Member | X |

| Consumer Sector | | |
|-------------------------|-------------------|------------|
| Member | Position | Attendance |
| <i>Betsy Bernocco</i> | <i>Chair</i> | X |
| <i>Jonathan Litzner</i> | <i>Secretary</i> | X |
| <i>Dolores Jackson</i> | <i>Vice-chair</i> | X |

Staff: Jeannette Spaulding – Executive Director, Debbie Palmatier – Assistant Finance Director

Guests: none

Meeting called to order at 5:05 pm by Betsy

Approval of Minutes: *Motion made by Dolores, seconded by Jason to accept the March 28, 2016 minutes. All ayes, motion approved.*

Motion made by Jason, seconded by Jonathan to accept the April 11, 2016 minutes. All ayes, motion approved.

No personnel or legal matters at this time.

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee:

- Average current ratio of assets VS liabilities of .70 due to WAP deferred revenue at \$27,000 and HCB deferred revenue at \$49,850
- 3 months of expenses for CCR&R and CSBG not vouchered yet
- Accounts receivable at 21 days and accounts payable at 24 days
- Line of credit still at \$100,000

- Jonathan noted that the credit card balances are decreasing
- Number of employees at end of March was 26 F/T and 5 P/T – Carl Jackson has retired
- Accountant to file paperwork for extension to file tax returns
- Noted that financial reports were not signed by treasurer as she was excused from meeting
- Cash disbursement report noted payments over \$1,500
- Energy Services contract for 2016-2017 at \$300,000
- DHP funding in new state budget but we do not know amount we are to receive yet
- Updated cost allocation sheet was reviewed with some minor changes to the language. – audit fees to be based on current years contracts and personnel costs based on time spent on program tasks.

Motion by George to accept the revised allocation sheet, seconded by Dolores. All ayes, motion approved

- Betsy discussed the new time management worksheet admin will be utilizing going forward. This may possibly extend to all staff in the future.

Jonathan made a motion to accept finance reports, Jason seconded. All ayes, motion approved

Governance & Nominating Committee:

George has agreed to accept the position of board chair and Larry has agreed to accept the position of treasurer. Jonathan will remain as secretary and Dolores as vice chair. There are still 2 remaining seats to fill later in the year after Betsy and Barbara's terms end. Jason thanked George and Larry for accepting the positions and all board members agreed.

Program Planning and Evaluation Committee:

PPR, Customer Survey and Intake Database: Jeannette handed out the 3rd quarter (Jan-Mar) PPR's and the customer survey results. Lines that are over 100% will require adjustments. Reports are for all funding source activities even if not funded by CSBG. Jeannette discussed our new database and we will have the ability to compare numbers from 3 sources – board reports, PPR's and database reports to be sure there are no major discrepancies. Ie: VITA records YTD number was 405 VS 450 projected however the database number was only 351. What is the reason for the difference is to be researched. Jonathan asked why we were not close to 100% on the SNAP applications - we are only at 52% but the report only covers 6 months at this point in time. Anna said that figures below 50% would be a concern. Jason stated a line may not be at 50% but could be that people have not come in for seasonal services yet. Jonathan asked if we do not meet the numbers does that mean we will lose the funding? Jeannette stated that we would not be penalized as some services can be done on line now and no need to come into office. Betsy questioned the CSBG number of 800 to be served. Where does 800 come from? Based on historic data using PPR's from prior periods and board reports. Dolores said numbers would be adjusted quarterly as needed. Customer survey responses were positive in all categories. Anna suggested we add a column of "other" counties not just Schoharie, Otsego and Albany.

Personnel Committee:

Wage Compensation: Betsy reported on increases to some positions after a compensation review of all staff. It was recommended that:

- There be an increase of \$1.00/hr for Energy Services crew
- There be an increase of .50/ hour for Energy Services auditor
- Contingent upon increase of \$25,000 in contract amount

Motion by Jason, seconded by George. All ayes, motion approved

- There be an increase from \$3,800 to \$4,500 for the Deputy Executive Director
- Increase to start with the next full pay period

Motion by Jason to increase deputy executive director's salary, seconded by Dolores. All ayes, motion approved.

- The Program Assistant for WIC department increase was tabled

Committees of the Corporation:

Fundraising: FAM 5k discussed and board members volunteered. Staff will be asked to volunteer next.

Community Needs Assessment: No meeting held.

Executive Director Report:

In addition to items already discussed under Finance Committee Darren Beauchamp our CSBG fiscal rep was here April 13 to review CSBG contract Oct 1, 2015 – current. The updated organizational chart was handed out. Updated to include the new Parent and Child Care Connections department.

Old Business: Medicaid billing for the Home and Community Based Program was discussed:

- Betsy stated that Jeannette reached out to other CAP agency boards – some boards would and some would not participate in the program because of Medicaid billing requirements
- Betsy asked if the board wanted to keep the funding for the program? \$100,000 in funding has been received so far

Motion by Jason to go forward with the program, seconded by Jonathan. All ayes, motion approved.

Discussion:

- George asked what would happen if we send money back – we could not bill Medicaid for services. We only provide some services now. System is transitioning to a Medicaid billing system. Insurance companies have already contacted us about our providing services.
- Dolores asked if there would be new hires – no. Some credentialing may be required for our current staff. Public would have more choices as a Community Based Program. ARC would be the only other agency providing services right now.
- Discussion followed by members concerning giving out personal information – ie: DOB and SS number. Earl stated that information should only be given out for this program and no other.
- Anna asked what our policy is now concerning staff handling of this information
- Dolores brought information on training in how to handle this information and suggested SCCAP staff be required to take the training. Jeannette said all board files would be moved to her office and into a locked cabinet.
- It was stated that new board members would have to be made aware of need for personal information before deciding if they would serve on the board.
- Members decided that a personal identification information release form would be signed by each member and this information would be used only for this program. Any other requests would have to come back to the board for approval.
- All board members were in agreement to this decision.

New Business:

Annual meeting to be held at Justine's on June 28 at 8:30 am

Larry requested a get well card be sent to Senator Seward who is recovering from surgery

Motion to adjourn at 6:15 by Earl, seconded by Jonathan.

Respectfully submitted,

Debbie Palmatier

Assistant Finance Director

Finance Committee- May 23 @ 4:30 PM

Next Board Meeting – May 23 @ 5:00 PM