

**Schoharie County Community Action Program
Board of Directors Meeting
April 24, 2017**

Attendance:

Private Sector		
Member	Position	Attendance
<i>Larry Phillips</i>	<i>Treasurer</i>	x
Rhonda Ferris	Member	x
Jason Evans	Member	excused

Public Sector		
Member	Position	Attendance
<i>George McDonnell</i>	<i>Chair</i>	x
Anna VanDerwerken	Member	x
Vacant	Member	

Consumer Sector		
Member	Position	Attendance
<i>Dolores Jackson</i>	<i>Vice-chair</i>	x
<i>Jonathan Litzner</i>	<i>Secretary</i>	x
Vacant	Member	

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

Guests: Heather Head – Director Child Care Resource and Referral and Becky Foland - Child Care Resource and Referral Coordinator

Meeting called to order at 5:01 by George McDonnell

Heather and Becky presented a power point presentation on choosing quality daycare for your child
(see attached)

Approval of Minutes: *Motion made by Larry seconded by Jonathan to accept the March 2017 minutes. Motion passed.*

Motion by Dolores seconded by Rhonda to move into executive session at 5:25. Motion to close session at 5:29 by Larry, seconded by Dolores.

No personnel or legal matters at this time.

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee:

1. Review March 2017 reports
2. A/R were \$137,000 at 15 days
3. A/P were \$145,000 at 14 days
4. LOC was \$80,000
5. Lowes purchase was for a window
6. F/T staff was 25 – P/T staff was 6 – 2 left in March and are advertising their positions
7. Temporary person at front desk until end of June
8. Goal is to start audit in June
9. WES-18 contract approved for \$325,000. Cost per unit rate is \$5,500 set by state. We are submitting justification to raise it to \$6,135
10. CSB-17 20% voucher of \$58,000 submitted to state for payment
11. Member questioned hotel costs – WIC Director and WES Director went to annual conferences
12. Motion by Jonathan seconded by Anna to accept reports – all in favor

Governance & Nominating Committee:

Public seat vacant – Dolores will see Earl to see if he had spoken with Peggy Hait
Consumer seat – Judy Warner returned her paperwork for the seat.
Motion to appoint her to board from 5/22/17 to 5/21/18 by Larry second by Dolores – all in favor. She will start in May.

Program Planning and Evaluation Committee: no meeting

Personnel Committee: move forward to look at finance director responsibilities.
Dolores the chair will set up a meeting to review wages to attract and retain employees.

Committees of the Corporation:

Fundraising:

Price Chopper will not allow us to do anything for May as another group is doing something.
Possibly could do it next year with more advance notice.

Community Needs Assessment: No meeting held.

Executive Director Report:

1. Moved CSBG and WES offices
2. Open house is May 3 from 3 to 6
3. Attended Poverty Symposium in Troy on March 28 and 29
4. May is Community Action Month banner to be hung by McCarthy Tire – check it out
5. Food insecurity event on May 31
6. Jeannette will be speaking at Rotary on April 26
7. All outreach material has been reviewed and updated
8. Jeannette will attend May Board of Supervisors meeting to recognize Earl's service to SCCAP on May 19 at 9 AM
9. Food pantry in need of a refrigerator and a freezer
10. SCCAP at the MapleFest April 29

Old Business: none

New Business:

George asked Rhonda to consider a committee to serve on Discussion of increasing the LOC beyond \$100,000 mark. Jonathan asked how much possibly \$150,000. Anna said funds from CSBG and UNR will stay with agency in the future. George stated a short term loan is never guaranteed by the bank. Members agreed to have Jeannette look into increasing the line to \$150,000 - \$200,000.

Will need to set date for annual breakfast

Motion to adjourn at 6:42 by Dolores, seconded by Jonathan.

Respectfully submitted,

Debbie Palmatier

Assistant Finance Director

Next Board Meeting – May 22 at 5:00