

**Schoharie County Community Action Program  
Board of Directors Meeting  
November 27, 2017**

**Attendance:**

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

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

<b>Consumer Sector</b>		
Member	Position	Attendance
<i>Dolores Jackson</i>	<i>Vice-chair</i>	x
<i>Jonathan Litzner</i>	<i>Secretary</i>	Arrived at 5:45
Judy Warner	Member	x

**Staff:** Jeannette Spaulding – Executive Director, Debbie Palmatier – Assistant Finance Director  
**Guests:** none

**Meeting called to order at 5:00 by George McDonnell**

**Approval of Minutes:** *Motion made by Judy second by Larry to accept the October 2017 minutes. Motion passed.*

**No personnel or legal matters at this time.**

**Committees of the Board:**

**Executive Committee:** No meeting held.

**Finance & Audit Committee:** Review of finance reports

1. Clenard K. CSBG program rep will be here 12/5
2. Zion Lutheran Church donation of \$200
3. Assets vs liabilities 1.86%
4. 24 days A/R 21 days A/P

5. LOC at \$45,000
6. Credit card balance down
7. Hunger Solutions A/R over 90 days
8. 29 staff members
9. Taxes filed and paid
10. Balance sheet reviewed
11. Cash disbursements reviewed
12. RFP for auditor out for 2018-2020

*Motion by Jason second by Rhonda to accept report. All in favor*

### **Governance & Nominating Committee:**

Discussed vacant seat. George will speak with Earl about a possible supervisor to fill the position after January 1, 2018.

### **Program Planning and Evaluation Committee:** Discussion of program reports

1. Discussed customer satisfaction survey. 1 complaint about our hours. Jason asked about % of people that completed survey. SCCAP is revamping how the data is collected.
2. Discussed PPR 4<sup>th</sup> quarter work plan for 2017 contract. All numbers within allowed variances. Can adjust benchmarks along the way. Unduplicated numbers only can be reported. Board felt that it was not an accurate representation of services provided. Judy asked if clients are counted if come in for more than 1 service – yes. Board reports numbers reflect true services provided.
3. Jeannette shared information she presented to Board of Supervisors when she attended meeting. George shared supervisors were engaged with what she was sharing. Jason asked what was Board's decision on JOBS and CCSI contracts. JOBS was not renewed and CCSI was cut to \$10,000 from \$70,000. Meeting with Bonnie Post from Office of Community Services regarding how to pay for the personnel for administering the \$10,000. Bonnie felt funds from other contracts we still had could be used for that. Jason asked if there was enough funding to keep current FTEs and Jeannette said using CSBG funds for youth development would help. Judy asked how DSS would run the programs. DSS feels they have enough staff to cover that. Whether it would be as intensive as we provide is not known.
4. We are terminating lease on Suite 9 effective January 1, 2018.
5. Jeannette reviewed spreadsheets for SEP, COLA and health insurance % for 2018. (see attached spreadsheets). All budgets for 2018 were written with 1% SEP, 2% COLA and 85% health insurance. These percentages will be an increase to the agency of \$22,000.

*After discussion of various proposals a motion by Jason to approve a 1% SEP, 2% COLA and 85% health insurance for 2018, second by Anna – all in favor.*

6. Jason asked if we can discuss starting wages for staff at the personal committee meeting in light of the increase in minimum wage in January and it was decided yes.

**Personnel Committee:** Meeting held on September 13, 2017. Employee handbook is being reviewed by Jaeger and Flynn for changes to include paid family leave.

**Committees of the Corporation:**

**Fundraising:** Jason stated dinner is moving along. Have 25 reservations so far. There will be 9 student teams. SUNY to donate 12 poinsettias for tables and they will be auctioned off. There was an ad in the Times Journal. Looking into “text to give” as a possibility. Silent auction items being collected by Anna and others.

**Community Needs Assessment:** No meeting held.

**Executive Director Report:**

Shared the results of the review performed by the County of the Mentoring and Supervised Visitation Programs excellent review!

Lease renewal - working with landlord to consolidate multiple leases with different end dates into one lease comprised of two lease spaces to work toward equalization of rates among the programs.

*Motion made by Jonathan to have Jeannette sign 2018-2022 lease renewal when paperwork received back from landlord, seconded by Anna, all ayes, motion carried.*

Discussion of program budgets: WAP - to receive an increase of \$50,000 which will allow for the hiring of an additional crew member in order to meet the increase unit production. CSBG - will have a carryover from prior FFY 2017 contract and will do an amendment once the FFY 2018 federal budget is determined.

**Old Business:** none

**New Business:** none

Motion to adjourn at 6:15 by Larry, second by Jason

Respectfully submitted,

*Debbie Palmatier*

Assistant Finance Director

Next Board Meeting – January 22, 2018 at 5:00