

**Schoharie County Community Action Program
Board of Directors Meeting
February 16, 2016**

Attendance:

Private Sector		
Member	Position	Attendance
<i>Barbra Parsons</i>	<i>Treasurer</i>	Excused
Larry Phillips	Member	X
Jason Evans	Member	X @ 5:15

Public Sector		
Member	Position	Attendance
Anna VanDerwerken	Member	Excused
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, Jodi Gregory – Deputy Executive Director, Debbie Palmatier – Assistant Finance Director

Guests: none

Meeting called to order at 5:05pm by Board Chair Betsy Bernocco

Approval of January Minutes: *Motion made by Dolores, seconded by George to accept the January minutes. Being no further discussion, vote taken, all ayes, motion approved.*

Executive Session:

5:06 *Motion made by Betsy to move to Executive Session to discuss personnel matters. Motion passed.*

5:10 Executive session closed.

Executive Director Evaluation:

After review of the Executive Director evaluation in Executive Session, Larry made the motion, seconded by Dolores, to approve of a 2% increase effective at the beginning of the first full pay period after anniversary date of appointment to ED position. Being no further discussion, vote taken, all ayes, motion approved.

Earl thanked Jeannette for the excellent job and bringing the agency to a new level. Earl noted that Jodi was a great choice as Deputy ED. Jeannette expressed appreciation for the collective efforts of the staff and board.

CSBG Work Plan:

The Program Committee had met on 8/10 to review the Work Plan and also discussed at the Work Plan at the 8/21 board meeting. However, it was discovered that an oversight occurred in the recording of the board's approval of the Work Plan. Copies of the Work Plan were again provided to board members for review.

Jonathan made the motion, seconded by Dolores, to approve of the CSBG Work Plan. Being no further discussion, vote taken, all ayes, motion approved..

Community Needs Assessment:

Discussion of the Needs Assessment took place with observations made regarding the number of children living in poverty and receiving assistance and the % of seniors living in poverty. Discussion took place regarding county median wage and the accuracy of census numbers. In smaller communities, reports are not able to 'drill down' to real figures and use estimates. Comment made regarding community member survey response regarding the stigma associated with receiving public assistance. Conversation took place regarding the difference between poverty and low-income. It was pointed out the decline in birth rates which is contributing to a decrease in population figures. Discussed where income is generated - in-county v out-of-county, the lack of living wage jobs in the county. It was observed that even though there has been an increase in income there has also been an increase in the number of individuals living in poverty. There was also a review handout provided to board members. It was discussed how feedback from focus groups and surveys were used to develop the Strategic Plan goals.

George made the motion, seconded by Larry, to approve of the Community Needs Assessment. Being no further discussion, vote taken, all ayes, motion approved.

Strategic Plan:

Utilizing the information from the Community Needs Assessment and a review of the previous Plan, the new Plan was developed. The agency is still challenged with fundraising and level-funded contracts. Achievements were noted as expanded space, an informed Board, expanded local government funding for services, and updated Mission Statement. Goals developed from the Assessment results and Board discussions will focus on two specific areas - fund development and community engagement/outreach.

Jonathan made the motion, seconded by Dolores, to approve of the 2013-2017 Strategic Plan. Being no further discussion, vote taken, all ayes, motion approved.

Jason and Jonathan commented on the new Board Member area on SCCAP's website for accessing board materials.

Employee Handbook:

Board members reviewed the latest draft from HR consultant. Discussion took place regarding comments as noted in the draft. Items no longer included in policy or adjusted: purchased vacation, hours to report, lack of attendance, breaks, limit on accrued vacation to be paid out when employees leave the agency, grievance process, bi-weekly language changed to every two weeks, meals and rest periods, change to accrual of anniversary days, use of floating holiday, tuition reimbursement, jury duty, political activity, no longer able to carry over hours in excess of 75, floating holiday and personal day not available until probationary period is completed, floating holiday must be taken as a complete day, deleted leave of absence for ill family members, included cell phone usage, social media, use of agency technology, protected class language, workplace violence, bullying & harassment. New to the policy is the dress code - members felt it appropriate to define a business casual environment in keeping with serving a diverse population.

Board members agreed to seek legal direction on the matter of drug testing and discuss at a later date.

Jason made the motion, seconded by Larry, to approve of the Employee Handbook with adjustments as discussed. Being no further discussion, vote taken, all ayes, motion approved.

7:25 pm

Dolores made the motion, seconded by Earl, to adjourn the meeting.

Minutes submitted by:

Debbie Palmatier

Next Finance Meeting - Monday, March 28, 2016 @ 4:30 pm

Next Board Meeting – Monday, March 28, 2016 @ 5:00 pm