

**Schoharie County Community Action Program
Board of Directors Meeting
January 26th 2015**

Attendance:

Private Sector		
Member	Position	Attendance
<i>Barbra Parsons</i>	<i>Treasurer</i>	excused
Larry Phillips	Member	X
Jason Evans	Member	Arrived at 5:20

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

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

Staff: Jeannette Spaulding – Executive Director, Jodi Gregory – Deputy Executive Director

Guests: none

Meeting called to order at 5:10 pm by Board Chair Betsy Bernocco

Approval of Minutes: *Motion made by Larry, seconded by Dolores to accept the December minutes. Motion passed. Correction made regarding the need to change all references to Anna in the minutes to Dolores.*

Committee Reports:

Executive Committee: Meeting held. The bids for auditor were reviewed and discussed. 5 bids were submitted. Based on Board authorizing the Committee to review and award independent audit, the Committee awarded the contract to Phil Beckett’s firm.

Finance/Internal Affairs: Finance reports for November and December were reviewed by Larry. \$56,000 is out of balance in the trial balance. Jeannette reported she has narrowed it down to the closing process of the equity accounts. A software conversion issue occurred when closing 2013 and opening 2015 is the fiscal software.

The FSRC has received a new contract in the amount of \$60,000 from OMH through LOCS.

There is an additional RFP from OMH that is in process for the amount of \$109,825.

Insurance policies were discussed with the amount for 2015 being \$22,000.

Work on the 2015 budget will begin when the software issues are resolved.

W2's and 1099's will be out by the end of the week.

2014 closed with the credit line at \$0.00.

Motion made by Anna, seconded by Jonathan to approve the Finance Report. Motion passed.

Personnel: Meeting to be set up. Bylaws need to be reviewed and updated. The committee will plan to meet in February to make the changes and then present them to the board at the March meeting. Jeannette will email a copy of the bylaws to everyone on the committee prior to the meeting.

The Personnel policy will also be updated - goal is to have that ready by the April board meeting. Jeannette will also send out copies of this policy to committee members.

Nominating: No meeting held. Discussed changing the term of the board president from 3 to 4 years. This will be addressed in the Bylaws revision.

Fund Raising: No meeting held. Discussed having two fund raising events for this year to tie in with the 50th year celebration. Two ideas that will be followed up on:

A dinner at Justine's and an event in the Park.

Committee has been expanded to include Larry, Jason, Betsy and Jeannette.

Special Committees/Ad Hoc Reports: No meeting held.

Staff Reports:

ED report: One employee left, one employee was hired in December in the Family Support & Resource Center. In January a Building Analyst was hired for Weatherization.

Funding is increasing in some areas of the agency. There is growth in the agency as a whole.

Jeannette noted how pleased she is with how far the agency has come with increased programming and refined fiscal processes.

Jeannette will be working with CSBG program analyst regarding meeting the new Organizational Standards.

Unfinished Business: Anna's position in the Public sector was discussed. Earl cannot be the individual recommending Anna to serve on the Board. A resolution will be drafted and sent to the village clerk.

The need to update the Mission Statement was discussed. George and Jason will work on this with the goal of having a draft ready to present at the March board meeting

New Business: none

Other: nothing

Motion was made by Dolores, seconded by Earl to move to Executive Session at 5:52.
Motion passed.

Motion made by , seconded by to close Executive Session at . Motion passed.

Motion made by seconded by to Adjourn the meeting. Meeting adjourned at .

Respectfully Submitted,

Jodi Gregory

Next Board Meeting – February 23rd, 2015 @ 5:00 PM
Finance Committee- February 23rd, 2015 @ 4:30 PM