

**Schoharie County Community Action Program
Board of Directors Meeting
January 22, 2018**

Attendance:

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

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>	Arrived 4:40
Judy Warner	Member	x

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

Guests: Family Support and Resource Center – Jodi Gregory – Director, Sara Schulz – Co-coordinator, Melissa Bevins – Co-coordinator, Shelly O’Herin – Family Partner, Joann McCann – Skill Builder.

Meeting called to order at 4:31 by George McDonnell

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

No personnel or legal matters at this time.

Action Items:

1. Auditor search - 4 companies submitted RFP’s for audit years 2018-2020. Jeannette, Dolores and Debbie opened the bids January 5 at 10:00. Discussed results with board - the least expensive was Philip Beckett, CPA who is currently SCCAP’s auditor. Board is very satisfied with their services. (see attached bid results) Jeannette noted that funding sources have had no problems with presentations of audit.

Motion by Jason second by Larry to award contract to Philip Beckett, CPA. All in favor.

2. Reviewed the finance manual. Discussed raising the threshold for generating a purchase order from \$500 to \$1000 to be more in line with realistic day-to-day operations. . However,

last line of 4-A-2. (page 7) will stayed \$500 with the addition of ‘and for verification of available funds’. (see attached page)

Motion by Jason second by Rhonda to accept changes to finance manual – all in favor.

3. Jaeger & Flynn Associates reviewed employee handbook to included family paid leave and e-cigs and vaping.

Motion by Jason second by Rhonda to approve handbook changes – all in favor

4. Job descriptions: All were reviewed by department directors and Jeannette for updates/revisions as needed to reflect funding source guidelines, positions and job titles. Any needing updates presented to board for review.

Motion by Jason second by Judy to approve job descriptions descriptions – all in favor

5. Succession Plans: All were reviewed by department directors and Jeannette for possible updates to reflect the appropriate person who would be the acting/interim director. Some plans had staff that were no longer employed at SCCAP. Any needing updates present to board for review.

Motion by Jonathan, second by Dolores to approved succession plans – all in favor

FSRC did a presentation for the board discussing each of their roles and what they do to assist families.

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee: November and December finance reports reviewed

1. Sterling Foundation donation of \$1365
2. LOC at 12/21/17 was \$10,000
3. SEFCU donation of \$4000 for food pantry
4. LOC interest paid in 2017 was \$3939.56
5. A/R was 21 days and A/P was 16 days
6. Credit card balances as shown
7. 26 F/T staff end of December
8. Reviewed balance sheet
9. Moved Program Income Support acct from Bank of Richmondville to FNYFCU

Motion by Jason second by Rhonda to accept reports – all in favor

Governance & Nominating Committee:

There is a vacancy in the public sector. George said Earl spoke with the Board of Supervisors however no one stepped forward to offer to serve. George asked board for suggestions. Jason said the advantage to have someone from Board of Supervisors outweighed filling seat right away. State likes seats to be filled within 6 months. George suggested possible person from the

Economic Development Board which will be looked into. Judy made the suggestion to send Success Stories to the Schoharie County Board of Supervisors separate from regular outreach material.

Program Planning and Evaluation Committee: none

Personnel Committee: no meeting

Committees of the Corporation:

Fundraising: Larry said event at SUNY was wonderful and he thanked Jason for his hard work in planning it. Next year possible larger venue to accommodate more guests. Committee will meet Feb 26 at 4:30; prior to regular board meeting.

Community Needs Assessment: No meeting held.

Executive Director Report:

1. Jeannette read a letter from Head Start complimenting the Energy Services Department for the work they did for one of their families referred to us.
2. Government voted to extend funding for 3 weeks to February 8, 2018.
3. Possibility of CSBG not requiring the local match of 25% in new contracts
4. Jeannette and George went to Schoharie River Center in Burtonsville – they run programs for at risk youth. Possible program collaboration.
5. Harassment training held at SCCAP today for all staff.
6. Jeannette informed the board she will be leaving SCCAP in March of 2020. She will then have been with SCCAP for 20 years. Board needs to begin planning for her departure and will need to look at filling 2 positions – ED and FD.
7. In 4 years SCCAP will see a departure of 75% of staff as many directors plan to retire or transition.

Old Business: none

New Business: none

Motion to adjourn at 5:40 by Judy.

Respectfully submitted,

Debbie Palmatier

Assistant Finance Director

Next Board Meeting – February 26 at 5:00

Fundraising committee meeting – February 26 at 4:30