

**Schoharie County Community Action Program
Board of Directors Meeting
July 25th, 2016**

Attendance:

Private Sector		
Member	Position	Attendance
Barbara Parsons	Member	X
<i>Larry Phillips</i>	<i>Treasurer</i>	X
Jason Evans	Member	X 5:13

Public Sector		
Member	Position	Attendance
Anna VanDerwerken	Member	X
Earl Van Wormer III	Member	X
George McDonnell	<i>Chair</i>	X 5:10

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

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

Guests: none

Meeting called to order at 5:05pm by George McDonnell, Chair

Approval of Minutes: *Motion made by Jonathan, seconded by Larry to accept the June 2016 minutes. Motion passed with following changes: Change Board of Directors page with members listed by sectors. Larry Phillips is listed twice. Need to remove one listing. Change second page of minutes under Governance and Nominating Committee: should read: “for Betsy for consumer position which will be vacant in October”, not July.*

Personnel/legal: Resolution 06-6/16: signatory authorization for the Bank of Richmondville updated.

Offered by Betsy, seconded by Larry. Passed.

Committees of the Board: Current committee list passed around for review - no changes to be made

Executive Committee: No meeting held.

Finance & Audit Committee: Jeannette reviewed the finance report. Waiting on 2 contracts. Line of credit: \$100,000. Visa bill is up due to purchase of computers for the DHP program and because of the opening of the food pantry.

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

Auditor in-house on Wednesday. Board to meet with the auditor in September- can be the Executive Committee if necessary.

Governance & Nominating Committee: Resolution 7-07/16: Rhonda Ferris to take Barbara Parsons position on the board. Effective 9/20/16.

Offered by Barbara, seconded by Larry. Passed.

Rhonda will be invited to the September meeting.

Program Planning and Evaluation Committee: No meeting held.

Personnel Committee: Revisions to Employee Handbook reviewed. Please see attachment.

*Motion made by Earl, seconded by Barbara to accept revisions to Employee Handbook.
Passed*

Committees of the Corporation:

Fundraising: No meeting held.

Community Needs Assessment: No meeting held.

Executive Director Report: CSBG APR/PPRs reviewed. Jeannette discussed highlighted areas projected goals appeared to not be on target for the third quarter. She explained that most of these were seasonal activities and so depended on the time of year to meet projections.

Emerging need area of emergency housing/homeless population was put on the table for discussion.

TRACS discussed: current standing 95.7%. Jeannette discussed areas that could be improved. Strategic Planning was discussed. Outreach and Fund Development were reviewed. These will be areas of focus as the agency looks to improve its TRACS score.

Food pantry was discussed. Talked about the opening and plans for the future.

Discussed upcoming agency presentation to HSCC (Human Services Coordinating Council).

Old Business: Medicaid Billing. Discussed the Consultant meeting with the Executive Committee in August. Jeannette will follow up on that. Board agreed not to be involved in Smoking Cessation outreach.

New Business: Discussion about amending the Mission Statement. Proposed change: “stronger, **healthier** families....”

Motion made by Jason, seconded by Jonathan to amend Mission Statement by adding the word healthier. One vote opposed. Motion passed.

Transportation challenges for the community were discussion. Several ideas were brought forth. Jeannette will check with the insurance company regarding possible coverage for a rental vehicle. Ongoing issue.

Motion to adjourn at 6:25 by Earl, seconded by Jonathan.

Respectfully submitted,

Jodi Gregory

Deputy Executive Director

Next Board Meeting – September 19th 2016 @ 5:00 PM

Finance Committee Meeting - September 19th 2016 @ 4:30 PM