

**Schoharie County Community Action Program
Board of Directors Meeting
June 28, 2016 – Annual Breakfast**

Attendance:

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

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

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: Clenard Killikelly CSBG program representative and Charlene Griffin – CSBG intern

Meeting called to order at 9:33 by Betsy

Approval of Minutes: *Motion made by Earl, seconded by Dolores to accept the May 2016 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 – May

- Received approval for the additional \$25,000 for the energy services contract for 2016-2017. The wage increase for the crew and auditor will occur when increase in contract is approved.
- Work continues on the 2016 budget
- Jason questioned the increase in the VISA card bill. Jeannette stated that DHP had an increase in their budget of \$21,400 and \$10,000 was charged for new laptops and computer equipment.
- LOC was \$45,000 at the end of May but \$55,000 in June.
- Should be submitting the 70% voucher to CSBG shortly.
- Bank of Richmondville requires LOC be paid in full for 10 days in 2015 and that requirement was met.
- Auditor will be contacted to come out in July to start 2015 review.
- Barbara gave a very brief overview of her duties to Larry as he will be the new treasurer.

Motion to accept reports by Larry, seconded by Barbara –all in favor

Governance & Nominating Committee: Barbara's last meeting will be September 19. Her replacement will be Rhonda Ferris from the Bank of Richmondville. She will be from the private sector and her term will be for 1 year. Jeannette will prepare a resolution for the next board meeting. Jonathan is looking for a replacement for Betsy for consumer position which will be vacant in July.

Program Planning and Evaluation Committee: July meeting board members will review the PPR along with customer survey results. Board training will be held in October.

Personnel Committee: Assignment to committees will be at the July meeting. Board members were asked to sign the conflict of interest statement. Earl questioned why it needed to be done every year. Clenard stated it was a NYS requirement as part of the Revitalization Act. Committee will meet in July.

Committees of the Corporation:

Fundraising: FAM 5K meeting was held at Fenimore on June 21. Jeannette, Betsy, Barbara, Jodi and Debbie attended. Board members completed volunteer forms. Cobleskill Hospital is the 5th receipt of funds starting in 2018. Pastor Litzner will be the prayer for the race and George will be the starter.

Community Needs Assessment: No meeting held.

Executive Director Report:

All 2017 contracts will be submitted to the state and county by June 30 with the exception of CCR&R and CACFP as we have not received refunding packages yet. Jeannette will be speaking to the auditor to have him come out. Staff changes are Pat O'Connor is leaving as ETC Director. Marcy Holmes will be the interim director. Met with the HCBS consultant. Possibly he would be coming to the July board meeting to speak with Board. Possible change to mission statement to include the word "health". HCBS start up funds and IT funds must be used by December 31, 2016. Exploring possible funding through Medicaid for employment and energy services. Jeannette has been certified as a ROMA trainer.

Old Business: none

New Business: Betsy asked about starting a volunteer group for SCCAP. Jeannette said she would research other CAPS and Clenard said he would be looking at a volunteer policy for SCCAP. Jason asked if it would be possible for SCCAP to distribute gift certificates to SNAP recipients that he has available from left over funding and Jeannette said yes. Food pantry grand opening will be July 8 and board members were invited to attend. Jeannette has reached out to Peter Lopez to attend. Board discussed the possibility of having the finance committee meeting be a part of the regular board meeting so as to be more efficient. *Motion by Larry, seconded by Jonathan to have the finance committee meeting part of the regular board meeting with extra meetings to be held as needed. All in favor.* September board meeting will be changed to the 19th.

Elections:

President – George McDonnell - *motion by Betsy, second by Larry – passed*
Vice president – Dolores Jackson – *motion by Betsy, second by Larry – passed*
Treasurer – Larry Phillips - *motion by Betsy, second by Earl – passed*
Secretary – Jonathan Litzner – *motion by Betsy, second by Larry – passed*

Executive Session:

Motion to move into executive session at 10:20.

Closed executive session at 10:32.

Motion to adjourn at 10:33 by Earl , seconded by Dolores.

Respectfully submitted,

Debbie Palmatier

Assistant Finance Director

Next Board Meeting – July 25 @ 5:00 PM