

**Schoharie County Community Action Program
Board of Directors Meeting
March 28, 2016**

Attendance:

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

Public Sector		
Member	Position	Attendance
Anna VanDerwerken	Member	x
Earl Van Wormer III	Member	A
George McDonnell	Member	E

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

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

Guests: none

Meeting called to order at 5:00 pm by Dolores Jackson

Approval of Minutes: *Motion made by Betsy Bernocco, seconded by Jonathan Litzner to accept the February 2016 minutes. Motion passed.*

Moved into executive session at 5:02 to discuss legal and personnel matters. Closed at 5:07.

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee: see attached report

*Line of credit at \$100,000

*Accounts receivable at \$137,000

*State Financial System shut down 3/28/16 for 2 weeks

*Possible short term note

- *VISA balance decreasing
- * Employees – 1 left and 1 P/T to F/T
- *All taxes filed on time
- *Correction to be made on balance sheet – A/R other and employee to be reassigned to correct G/L
- *SUI rate down to 3.90% from 6.20%
- *Workers comp audit for 2015 done – no issues found
- *NYS Medicaid funds of \$49,850 to be received for the Home and Community Based Services program. Discussed the services we would provide. No new hires
- *Displaced Homemakers Program funding not in 2017 state budget but could be an add on. Current contract \$125,000 and we could extend that contract for possibly 2 more months
- * TRACS financial pieces are 100% in compliance

Motion to approve finance report by Jason Evans, seconded by Anna VanDerwerken –passed.

Governance & Nominating Committee: Discussed upcoming vacancies on the board. Position of chair and treasurer need to be filled. Will need 1 person from the private sector and 1 person from the consumer sector. Jeannette passed out information on board characteristics to consider when recruiting new board members. Anna, Betsy, Jason and George to meet/discuss the vacancies.

Program Planning and Evaluation Committee: Jason, Betsy, Earl, Barbara, Larry and Dolores to meet on April 18th at 4:00 to review the PPR's and the customer surveys.

Personnel Committee: Will meet on April 11 at 4:30 to review compensation schedule.

Committees of the Corporation:

Fundraising: No meeting held.

Community Needs Assessment: No meeting held.

Executive Director Report:

TRACS results and findings were discussed. Our overall rating was 95.45% in compliance. Areas that needed to be strengthened are Strategic Plan, Community Needs Assessment, Board trainings, program outcomes, survey results.

*Will be compiling a calendar of dates for items that need to be reviewed by the board.

*New intake database installed in departments to input client data. Database meets CSBG requirements for reporting. United Way paid for the person to build the database and we paid for the hardware. It will retain all our past history.

Old Business: none

New Business:

1. Discussed the Medicaid billing enrollment application needing board members social security numbers. This was questioned by the board as to why and how are they to be safe guarded. Jeannette

has tried to get answers but has not been successful but will continue Tuesday morning and keep board members updated.

2. Annual breakfast will be June 28 at 8:30 at Justines.
3. FAM 5K volunteers needed. The Participation Committee meeting will be held Tuesday April 12 at 7:30 at Fenimore. There will be a signup sheet at the next board meeting for volunteer opportunities.
4. No meeting will be held in August.
5. September meeting changed to Monday September 19.
6. Betsy discussed the possibility of a SCCAP auxiliary for former board members and possibly former staff.

Motion to adjourn at 6:15 by Dolores Jackson, seconded by Jonathan Litzner.

Respectfully submitted,

Debbie Palmatier

Assistant Finance Director

Program Planning and Evaluation Committee - April 18 @ 4:00 PM

Finance Committee- April 18 @ 4:30 PM

Next Board Meeting – April 18 @ 5:00 PM