

**Schoharie County Community Action Program
Board of Directors Meeting
March 27, 2017**

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
Earl Van Wormer III	Member	x

Consumer Sector		
Member	Position	Attendance
<i>Dolores Jackson</i>	<i>Vice-chair</i>	x
<i>Jonathan Litzner</i>	<i>Secretary</i>	x
Vacant	Member	

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

Guests: Jodi Gregory, Director Family Support and Resource Center, Shelly O’Herin, Family Partner and Theresa Rushford, Youth Development Associate.

Meeting called to order at 5:03 by George McDonnell

Family Support and Resource Center did a presentation on the services they offer to families (see attached)

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

Motion by Dolores seconded by Rhonda to move into executive session at 5:18.

Motion by Jonathan seconded by Larry to close session at 5:56.

No personnel or legal matters at this time.

Committees of the Board:

Executive Committee: Discussed Jeannette's evaluation for the past year and discussed compensation. Motion by Earl to increase Jeannette's salary to \$76,284 (3% COLA increase) and a flat rate of \$8717 for finance director duties effective March 27, 2017. Seconded by Jonathan - all in favor

Finance & Audit Committee: Larry reviewed the finance reports
Decrease in the NYSUI rate from 3.90% to 3.20%
Cell phone savings by staff as to who needs a phone
ACROS review completed by NYS DOS and all 58 standards were met – of the 49 CAP's in state less than half received a perfect score – YEA US!
LOC is at \$80,000
VISA charges - \$1900 was for Sage annual fee
Kelly – Energy Services Director putting together a package about our blower door testing at a fee of \$450. Earl stated that out of area companies were charging \$2000. Jeannette said if more information was wanted by the homeowner there would be additional fees charged. Earl said we need to consider this as a fee for the energy and should not cut ourselves short. Jeannette will meet with Kelly again to discuss.
Motion to accept reports by George, seconded by Dolores – all in favor

Governance & Nominating Committee: Currently have vacant seats in consumer and public sector. Judy Warner is willing to serve. Peggy Hait, Town Supervisor from Jefferson also a possibility but would like more information. Earl will speak with her. Jeannette will send a letter and package to Judy.

Program Planning and Evaluation Committee: No meeting

Personnel Committee: no meeting

Committees of the Corporation:

Fundraising: Anna received a call back from Price Chopper and will call them back. Jason working on September event at the college. Discussed possibly changing it to November.

Community Needs Assessment: No meeting held.

Executive Director Report:

Staff outreach committee formed to promote SCCAP

Developing an access data base of all businesses, public officials, community partners

Community Services and Energy Services to swap spaces next month

Personnel changes in CSBG

We have an intern through VISTA/AmeriCorps for a month working in the food pantry

SCCAP Open House will be May 3 from 3-6 PM

May 31 speaker coming for half a day to present to community partners and staff regarding serving low income families and food insecurity

Old Business:

Reviewed travel policy page 31 and 32 changes (attached) motion by Earl, seconded by Jason to accept changes – all in favor

New Business:

Recognized Earl for his 20 years of service on the SCCAP board and presented him with an engraved clock. Thank you Earl!

Motion to adjourn at 6:32 by Earl.

Respectfully submitted,

Debbie Palmatier

Assistant Finance Director

Next Board Meeting – April 24 at 5:00