

**Schoharie County Community Action Program
Board of Directors Meeting
May 23, 2016**

Attendance:

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

| Public Sector | | |
|----------------------|----------|------------|
| Member | Position | Attendance |
| Anna VanDerwerken | Member | x |
| Earl Van Wormer III | Member | x |
| George McDonnell | Member | x |

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

Staff: Jeannette Spaulding – Executive Director arrived at 6:15. Jodi Gregory – Deputy Executive Director, Debbie Palmatier – Assistant Finance Director

Guests: none

Meeting called to order at 5:00 pm by Betsy.

Executive session: Motion by George seconded by Larry to move into executive session at 5: 00. Session ended at 6:10.

Approval of Minutes: *Motion made by Dolores, seconded by George to accept the April 2016 minutes. Motion passed.*

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee:

- Review of finance reports – April
- Colleen and Debbie completed the PII training

- Displaced Homemaker's Program funding is \$125,384 for 2016-2017. Current contract extended to 6/30/16. Mod #1 increased contract by \$21,104
- Exempt VS Non-exempt employees change in the DOL overtime law effective 12/1/16. Wage for exempt employees increasing from \$23,000 to \$47,476. This affects 7 directors. To increase their wage to \$47,476 will cost SCCAP \$60,486 plus fringe (FICA/MEDI and SEP)
- Received the CSBG-16 45% voucher of \$55,153
- Received CSBG-16 amendment paperwork for CYE 9/30/16 for an increase in funding of \$13,488
- TRACS final report has been received from the state
- Audit confirmation letters have been sent to funding sources
- Should have 2016 budget completed for next month
- Received a check for \$2000 from Stewart's Holiday Match for camps
- Received a thank you from Bethany Lutheran Church for donation for food pantry from the funds SCCAP received from the Canadian Pacific Railway

Motion to accept the finance reports by Larry, seconded by Dolores - approved

Governance & Nominating Committee: No meeting

Program Planning and Evaluation Committee: No meeting

Personnel Committee: No meeting

Committees of the Corporation:

Fundraising: Meeting will be held at Fenimore Tuesday May 24. To be attended by Betsy, Barbara, Jeannette and Debbie

Community Needs Assessment: No meeting held.

Executive Director Report:

- Awaiting approval from Medicaid for enrollment. Consultant to meet with SCCAP on June 8 for a full day at \$250.00/hour
- Annual meeting will be June 28 at Justine's at 8:30

Old Business: none

New Business: none

Motion by Betsy to move into Executive Session at 6:20. Motion by Earl to close the session at 6:47.

Meeting adjourned at 6:50.

Respectfully submitted,

Debbie Palmatier

Assistant Finance Director

Finance Committee- June 28 @ Justine's

Next Board Meeting – June 28 @ Justine's