

**Schoharie County Community Action Program
Board of Directors Meeting
October 26th, 2015**

Attendance:

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

Public Sector		
Member	Position	Attendance
Anna VanDerwerken	Member	X 5:12
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, Jodi Gregory – Deputy Executive Director

Guests: none

Meeting called to order at 5:03pm by Board Chair Betsy Bernocco

Approval of Minutes: *Motion made by Dolores, seconded by Betsy to accept the September minutes. Motion passed.*

Committees of the Board:

Executive Committee: no meeting held.

Finance & Audit: Finance Committee meeting combined with regular board meeting. Review of fundraising event. Net of \$447. Discussed need of short term (90 day) note due to the shutdown of the NYS Statewide Financial System in October which also coincided with the change in federally funded contracts. *Motion made by Jason, seconded by Betsy, to obtain a 90 day short term note for up to \$100,000 from the Bank of Richmondville. Motion passed, one abstained.*

Jeannette is meeting with the insurance broker tomorrow to discuss new plans for health insurance. One current plan will no longer be offered in 2016 and the other is expected to have a 20% premium rate increase.

Finance report reviewed. New hires in Supervised Visitation, Community Services, and two in Administration.

Motion made by George, seconded by Jason to accept the Finance Report. Motion passed.

Governance & Nominating: no meeting

Program Planning and Evaluation: Updated evaluation forms reviewed. Barbara commented on the good work put into the process.

Motion made by Jason, seconded by Anna to implement the new evaluation forms. Motion passed.

New job description for temporary administrative assistant reviewed.

Motion made by Jason, seconded by Betsy to accept new job description. Motion passed.

Personnel Committee: No meeting

Committees of the Corporation:

Fundraising: No updates

Community Needs Assessment: No meeting held.

Executive Director Report:

Jeannette discussed the database that will soon be put in place. This has been a collaborative effort with the United Way. The new database will allow for greater accuracy in reporting to stakeholders.

PPR/APR reports discussed.

Jeannette attended the Donor Recognition Dinner for the United Way.

Administration staff went on a two day Finance Retreat.

Unfinished Business: Waiting on Incorporation Papers.

New/Postponed Business: None.

5:47 Motion made by Earl to move to Executive Session. Motion passed.

6:08 Executive session closed.

6:10 Earl made the motion to adjourn meeting, approved.

Minutes submitted by:

Jodi Gregory

Finance Committee- November 16, 2015 @ 4:30 PM

Next Board Meeting – November 16, 2015 @ 5:00 PM