

**Schoharie County Community Action Program  
Board of Directors Meeting  
October 24, 2016**

**Attendance:**

<b>Private Sector</b>		
Member	Position	Attendance
Rhonda Ferris	Member	x
<i>Larry Phillips</i>	<i>Treasurer</i>	x
Jason Evans	Member	excused

<b>Public Sector</b>		
Member	Position	Attendance
Anna VanDerwerken	Member	x
Earl Van Wormer III	Member	x
George McDonnell	<i>Chair</i>	x

<b>Consumer Sector</b>		
Member	Position	Attendance
Vacant	Member	
<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:** none

Meeting called to order at 5:10pm by George McDonnell

Motion by Dolores seconded by Jonathan to move into executive session at 5:14. Motion by Larry seconded by Dolores to close executive session at 5:20.

**Approval of Minutes:** Motion made by Jonathan, seconded by Anna to accept the September 2016 minutes. Dolores questioned personnel committee regarding disciplinary action. Jeannette explained this would only happen if overtime is without prior approval. Motion passed.

**No personnel or legal matters at this time.**

**Committees of the Board:**

**Executive Committee:** No meeting held.

### **Finance & Audit Committee:**

Finance reports reviewed by Larry Phillips. Line of credit at \$80,000 as of today.

Liabilities at \$300,175 which Jeannette explained includes all contract advances to be recouped, HCB funds and the LOC balance.

High balances on the VISA and Walmart cards were for end of contract purchases of computer, for CSBG Back to School mini contract and for the food pantry.

2015 tax returns have been filed.

Motion by Jonathan to accept the finance reports, seconded by Anna – all in favor.

### **Governance & Nominating Committee:**

*Resolution 08-10/16* Motion by Larry seconded by Dolores to reappoint Jonathan to a second term expiring September 23, 2019. All in favor.

Discussed the vacant seat of Betsy that board would like to fill within 3 months. This would be a consumer sector position, possibility could be filled by a current client. Board members will explore possible candidates for the next meeting.

**Program Planning and Evaluation Committee:** no meeting

**Personnel Committee:** no meeting

### **Committees of the Corporation:**

#### **Fundraising:**

George discussed that we need to do fundraising next year to overcome the deficit caused by the legal action and continue to support the agency and move forward. Funds also allow some wiggle room to keep existing programs that may not be fully funded, seed money to start new programs, level funded contracts that cannot support increases, could fill FD, IT, HR positions with full time people.

Jonathan suggested having regular events every year including a mass mailing seeking donations.

Anna offered a 5 year rotation of 5 different events. Larry suggested a program to get people to donate \$1.00 a week and to come up with a good slogan for that idea. George suggested it go back to fundraising committee for further discussion.

**Community Needs Assessment:** No meeting held.

### **Executive Director Report:**

Outstanding policy revisions will be done by year end. Jeannette did a public speaking event at Cobleskill Regional Hospital. Submitting CAC-17 budget and a final mod for WIC-16. Met with the health insurance rep on 2017 premium increases. Will travel with Jodi to Oneonta for a HCBS (Medicaid billing) meeting. Vacant staff positions filling up. Jodi will be seeking a candidate to fill Kim Godin's position as she is moving. There will be a staff training Friday for Harassment and Workplace Violence.

**Old Business:** none

**New Business:**

Discussed upcoming COLA – SEP and health insurance options for 2017

Jeannette's proposal:

2016 lowest individual health insurance premium was Blue Shield at \$490.00

2017 lowest individual health insurance premium would be MVP at \$547.00

We currently pay 90% of the lowest individual premium. 12 staff members currently have health insurance. If we stay at 90% this would be an increase to the agency of over \$7,000. If we change to 85% this would be an increase to the agency of less than \$4,000.

Dolores asked if all plans would remain the same and if staff have the option of switching to another plan. Yes, although some employees may have to pay more.

Jeannette suggested leaving COLA at 2% and SEP at 1% for 2017.

Anna asked about the buyout we offer (\$1250) if it could be lowered or cut. Jeannette said that could be a possibility and would work up spreadsheet for members to see the impacts on employees.

Currently 24 staff are eligible for health coverage (full time only). Half take insurance and half take the buyout.

Overall wage/fringe increase should be covered due to incoming new employees starting at a lower pay rates and also will not qualify for SEP for 2 years.

Motion to adjourn at 6:10 by Earl, seconded by Dolores.

Respectfully submitted,

*Debbie Palmatier*

Assistant Finance Director

Next Board Meeting – **November 14 @ 5:00 PM**