

**Schoharie County Community Action Program
Board of Directors Meeting
September 19, 2016**

Attendance:

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

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

Consumer Sector		
Member	Position	Attendance
Betsy Bernocco	Member	X
<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: Eric Unislawski – auditor and Rhonda Ferris – incoming board member

Meeting called to order at 5:30pm by George McDonnell

Introduction of Rhonda Ferris who will be replacing Barbara Parsons effective 9/20/16.

George presented a certificate and a gift to outgoing members Barbara Parsons who served 14 years and
Betsy Bernocco who served 10 years on the board.

Approval of Minutes: *Motion made by Jonathan, seconded by Larry to accept the July 2016 minutes. Motion passed.*

No personnel or legal matters at this time.

Committees of the Board:

Executive Committee: Motion by Larry, seconded by Jonathan to move into executive session at 5:34. Session ended at 5:39.

Finance & Audit Committee: met at 4:30 prior to board meeting to review the 2015 audit with Eric. **In attendance were** – Jonathan, Dolores, Betsy, George, Jeannette, Barbara, Rhonda, Larry, Jason, Anna.

Eric presented the 2015 SCCAP audit and the supplemental information to the finance committee.

1. Eric discussed the changes from an A133 audit to the uniform guidance regulations. A major difference is purchases
2. His opinion is it was a clean audit which is good.
3. Page 3 balance sheet compared 2014 to 2015 – assets up \$18,000 net assets down \$50,000. Agency needs to work on turning that around.
4. LOC at end of 2015 was at \$45,000
5. There was a decrease in cash and a decrease in net assets
6. Total revenue increased to \$400,000
7. Decrease in net asset of \$50,000 VS \$55,000 prior year
8. Little fundraising was done
9. All expenses were broken down by program, admin, general and fundraising
10. No depreciation for 2015 – Jonathan asked if new computers were depreciated – No only if over \$5,000
11. Cash flows for 2015 reflect a decrease of \$41,000 – Jonathan asked if this was because of a delay in funding – yes and also because of the settlement. Betsy asked does the money we wait for penalize us – no fundraising is the key.
12. Jeannette stated that the settlement is hurting us as we paid out \$75,000 in 2015 – half came from unrestricted, 100% from flood reimbursement and Fenimore donation and also paid out \$3,000 in interest on LOC. The settlement payment from the 2017 CSBG contract will not be paid until 2017. Without the settlement SCCAP would have had a net asset of \$25,000. How we close out 2016 will be defining for the agency.
13. No deficiencies were identified
14. Discussion was held concerning indirect rate of 10%. We currently run 13-15%.
15. For the settlement \$37,500 came from unrestricted funds and \$37,000 came from CSBG funds

Board then met with Eric alone for any questions they may have.

Motion to approve and accept the audit by Barbara, seconded by Jonathan – all in favor.

Handed out the July and August finance reports for review.

Motion to accept reports by Betsy, seconded by Jonathan – all in favor.

Governance & Nominating Committee: no meeting

Program Planning and Evaluation Committee: no meeting

Personnel Committee: Earl handed out spreadsheet to review compensation package for exempt VS nonexempt employees. Jeannette discussed the spreadsheet and the effect different scenarios would have on the agency. To bring all directors up to \$47,476 would cost the agency \$160,000. To do an across the board increase proportionately would cost the agency \$540,000. Permission to work any overtime would be needed by a supervisor. All directors would be limited to 37.5 hours a week. Remote access would go away. Those working without prior approval would need to be paid overtime however they could be subject to

disciplinary action. Dolores asked what impact this would have on services – directors would have to figure out how to meet client needs. Jason asked how to pay overtime – Jeannette said budgets will not allow it and employees cannot “volunteer” their time. Jeannette is already over the \$47,476 so she can work as many hours as needed.

Motion by Jason, seconded by Dolores to make all directors nonexempt effective December 1, 2016 – all in favor

Committees of the Corporation:

Fundraising: No meeting held.

Community Needs Assessment: No meeting held.

Executive Director Report: Jeannette to become certified as a Community Action Professional. Courses will be done on line. Work experience will also count towards becoming certified.

Old Business: HCBS meeting will be held on September 28 from 9 – 10:30 with our consultant. Jonathan, Larry, Dolores, George and Jeannette will meet. FAM 5K all food has been covered. Volunteers to meet at 8:30 behind the grandstands. Currently SCCAP has 19 volunteers.

New Business: Handed out and discussed the succession plans for all departments. Plan is the same for all except for the person in charge for that department.

Motion by Jonathan, seconded by Barbara to accept succession plans - all in favor

Reviewed the extended introduction for the Strategic Plan incorporating Community Needs Assessment Plan info into the plan.

Motion by Jason, seconded by Larry to accept revised Strategic Plan – all in favor.

Jeannette presented a ROMA PowerPoint to the board. Discussed upcoming changes to ROMA next year with ROMA Next Generation. Changes will be NPI indicators, 6 goals changing to 3 and family, community and agency changes. The positive is the agency can adapt reporting software revising for their needs but the negative is there is currently no way to measure outcomes for all agencies the same way.

Motion to adjourn at 6:59 by Earl, seconded by Jonathan.

Respectfully submitted,

Debbie Palmatier

Assistant Finance Director

Next Board Meeting – October 24, 2016 @ 5:00 PM