

**Schoharie County Community Action Program
Board of Directors Meeting
March 26, 2018**

Attendance:

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

Public Sector		
Member	Position	Attendance
<i>George McDonnell</i>	<i>Chair</i>	x
Anna VanDerwerken	Member	excused
Leo McAllister	Member	excused

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

Staff: Jeannette Spaulding – Executive Director, Debbie Palmatier – Assistant Finance Director
Guests: Rhonda Wilty – Director – Parent and Child Connections Center (PCCC)

Meeting called to order at 5:03 by George McDonnell

Approval of Minutes: *Motion made by Jonathan seconded by Dolores to accept the February 2018 minutes. Motion passed.*

Presentation by the PCCC on the services they provide to children and their families (see attached)

No personnel or legal matters at this time.

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee:

1. CSBG-17 audit completed – no findings
2. DHP-17 audit completed – no findings
3. SFS shut down scheduled for 3/20/18. All vouchers have been processed and paid
4. CCR-15/16 contract audited – no corrective actions necessary
5. CCR 2018-2023 RFP submitted to state for Schoharie County services only as Catholic Charities was submitting for Otsego County
6. SUV budget now supports the program in full. County had given us an increase in funding
7. Review of the February financial reports
8. 90 days A/R were DHP and Hunger Solutions
9. A/P's at 14 days
10. LOC at \$50,000
11. 27 F/T staff and 5 P/T staff
12. Review balance sheet and A/P checks list

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

Governance & Nominating Committee: No report

Program Planning and Evaluation Committee:

Community Needs Assessment will need to be done this year

Personnel Committee:

ED evaluation to be completed in April. Jeannette will forward to board members her evaluation from last year. Since there is no additional compensation attached to this review it was agreed it could wait until April meeting.

Committees of the Corporation:

Fundraising: Jeannette discussed the open house/BBQ in May to be held May 16 from 3-6 P.M. Purchase 500 chicken halves from Brooks BBQ @ \$4.60/half. Possible adding 40 ribs. Requested using \$300 dollars from fundraising account for required deposit.

Motion by Dolores, seconded by Larry – all in favor

Jason stated that SCCAP in on the college's list of places SUNY staff can donate to. Jason will check with human resources at college to see how we can promote SCCAP. He is also looking into using SCCAP's ETC department for continuing education classes at the college.

Community Needs Assessment: No meeting held.

Executive Director Report:

1. Discussed Jason's SUNY intern possibly designing logo for SCCAP
2. Board training to be held in April or May. To be done by NYSCAA
3. Jeannette did an overview of the federal budget - EFSP and CSBG remain the same, Child Care increased, WES and HEAP increased, WIC decreased
4. CSBG 16/17 had a carryover of \$44,000+ which will require an amendment to the current contract
5. To address administrative personnel costs staff will be on shared work for 4 months
6. Due to other budget cuts 2 staff will be laid off

Old Business: none

New Business: none

Motion to adjourn at 6:03 by Larry.

Respectfully submitted,

Debbie Palmatier

Assistant Finance Director

Next Board Meeting – April 23 at 5:00

Executive meeting – April 23 at 4:30