

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

**Attendance:**

<b>Private Sector</b>		
Member	Position	Attendance
Karen Simmons	Member	excused
Rhonda Ferris	Member	excused
Jason Evans	Member	x

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

<b>Consumer Sector</b>		
Member	Position	Attendance
<i>Dolores Jackson</i>	<i>Treasurer</i>	x
<i>Jonathan Litzner</i>	<i>Secretary</i>	x
Judy Warner	Member	x

**Staff:** Jeannette Spaulding – Executive Director, Kim Witkowski – Assistant Finance Director

**Board Meeting Call to Order:**

**Meeting called to order at 4:39 pm by George McDonnell**

George noted there were many important items which needed to be addressed and some Board members would need to leave early, so the meeting would be run as efficiently as possible to accomplish this.

**Approval of Minutes:**

No corrections to the October 22, 2018 meeting minutes.

*Motion made by Jonathan and seconded by Jason to accept the October 2018 minutes as presented. Motion passed unanimously.*

**Executive Session:**

*Motion made by Dolores and seconded by Judith to enter into executive session. Motion passed unanimously. Executive Session began at 4:43 pm.*

*Motion made by Jonathan and seconded by Dolores to come out of executive session. Motion passed unanimously. Executive Session ended at 4:48 pm.*

**Committees of the Board:**

**Executive Committee:** No meeting held.

**Finance & Audit Committee:**

Dolores reviewed the following items with the Board:

- Agency Budget
- YTD Summary of Agency Finances
- SCCAP's Balance Sheet
- Cash Disbursements Journal
- Contract/Amendment status

Kim noted that SCCAP had just received notice from the county that the 2019 Breastfeeding contract was approved.

*Motion made by Jonathan and seconded by George to accept Finance report as presented. Motion passed unanimously.*

**Governance & Nominating Committee:**

George noted this committee will need to meet to review the committee assignments, as well as filling the current vice chairperson vacancy. Any member interested in the vice chairperson position should let George know. It is encouraged to have this position filled by the January 2019 board meeting if possible.

**Program Planning and Evaluation Committee:**

- CSBG 4<sup>th</sup> quarter PPR were submitted to CSBG at the end of October. The PPR #4 numbers will be uploaded to the website so the Board members can review. Hard copies of this report were available to board members at this meeting.
- TRACS will take place in early February 2019. Administration is busy preparing for this visit.

**Personnel Committee:**

- George noted that Jeannette had uploaded the 2019 health plan rates, as well as different proposed scenarios for COLA, SEP, and agency health contributions so the Board could review the information prior to this meeting.
- Jeannette noted to the board that the minimum wage rate was going up \$.70 in January 2019 and the increase in minimum wage had not been addressed since 2016.
- BlueShield is still the lowest cost insurance plan at \$636.82 monthly and a yearly cost of \$7,741.
- There is a new fourth option through CDPHP which is a Co-Pay First Plan. This cost for this plan is \$424 per employee, or \$5,000 yearly. Jeannette noted that this plan could be offered to employees as a 100 percent covered by the agency. The employee would be responsible for the co-pays and deductibles.

After further discussion the following motions were made:

- **Resolution #11-11/18:**

*Motion made by Jason and seconded by Jonathan to accept Resolution #11-11/18 as presented to approve and direct administrative personnel to implement the payroll changes with stated effective dates. Motion passed unanimously.*

- **Resolution #12-11/18:**

*Motion made by Judith and seconded by Jonathan to accept Resolution #12-11/18 as presented to accept salary enhancement funding from NYS Office of Mental Health for the sole purpose to support salary and salary-related fringe benefit increases as stipulated in Part Q of Chapter 57 of the Laws of 2017. Motion passed unanimously.*

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

#### **Fundraising:**

- Jason reported the update on the Culinary Cook-off Fundraising Event will be held in February 2019.
- Jason also noted it was decided for a portion of the sales at the Carriage House Café Open House will be going to SCCAP.

### **Executive Director Report:**

There was no Executive Director Report at this time.

### **Old Business:**

There was no old business discussed at this time.

### **New Business:**

There was no new business discussed at this time.

### **Next Meeting:**

The next Board meeting is scheduled for Monday, January 28th at 5:00 p.m.

### **Adjournment:**

*Motion to adjourn was moved by Jonathan and seconded by Judith. The motion passed unanimously. The meeting was adjourned at 5:25 p.m.*

Respectfully submitted,  
*Kimberly Witkowski*  
Assistant Finance Director