

**Schoharie County Community Action Program
Board of Directors Meeting
July 22, 2019**

Attendance:

Private Sector		
Member	Position	Attendance
Karen Simmons	Member	x
Rhonda Ferris	Member	x
Jason Evans	Member	x

Public Sector		
Member	Position	Attendance
<i>George McDonnell</i>	<i>Chair</i>	x
Anna VanDerwerken	Member	x
<i>Richard Lape</i>	<i>Vice Chair</i>	x

Consumer Sector		
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, Justina Farris – Finance Director and Debbie Palmatier – Assistant Finance Director

Guests: Denelle Baker – Director of Community Services

Meeting called to order at 5:00 by George McDonnell

Welcomed Justina Farris to SCCAP and board members introduced themselves.

Presentation by Denelle Baker of the services Community Services provides (see attached)

Corrections to April minutes – 3 resumes have been received for the finance director’s position.

Jeannette’s evaluation is due. She will email the form to Dolores and the committee will meet again before the next board meeting.

Personnel committee met on April 15, 2019.

These items should be under “Personnel Committee” not “Program Planning and Evaluation Committee”.

Approval of Minutes: *Motion made by Dolores with the corrections seconded by Rhonda to accept the July 2019 minutes. Motion passed.*

No personnel or legal matters at this time.

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee:

1. Review of the April, May and June finance reports
2. Reviewed the YTD budget – no comments
3. DHP payments are over 45 days
4. LOC at \$44,720 as of July 11, 2019
5. Employees at 25 F/T and 5 P/T
6. Taxes due end of July
7. Balance sheet reviewed
8. Cash disbursement registers reviewed
9. A review of the contract status form was done

Motion by Richard seconded by Jason – all in favor

Governance & Nominating Committee:

Resolution # 04-07/19 to nominate George to be the Board Chair - Motion by Dolores seconded by Jonathan – all in favor

Resolution #05-07/19 to nominate Richard to be the Vice Chair – Motion by Jonathan seconded by Dolores – all in favor

Resolution #06-07/19 to nominate Dolores to be the treasurer – motion by Richard seconded by Jonathan – all in favor

Resolution #07-07/19 to nominate Jonathan to be the secretary – motion by Rhonda seconded by Dolores – all in favor

Program Planning and Evaluation Committee: Community Needs Assessment will be emailed to all board members for their input and suggestions. They will email their responses back to Jeannette. Board input is required by the state.

Personnel Committee: Executive Director evaluation and review paperwork handed out to board members (see attached). Committee will meet on August 26 at 4:30 to review. Exhibit “C” to be completed by all board members and emailed to Dolores before the meeting. Jeannette stated that the committee will need to review the compensation schedules in light of minimum wage changes. She will email paperwork to the committee to review.

Committees of the Corporation:

Fundraising: Discussed the Strategic Plan #2 Fund Development – signature event. A successful chicken and ribs BBQ was held for a second year. Net profit from the event was \$1406.50.

Community Needs Assessment: Refer to discussion under “Program Planning and Evaluation”

Executive Director Report:

1. Work has been done on upcoming contracts for DSS, DOH
2. No paperwork for CSBG or DOL
3. WIC contract under review by DOH
4. CSBG discretionary funds will be used for Back to School program - \$7,000; Security cameras - \$1,000; New Case Worthy database - \$15,000
5. Discussion followed concerning the new database, costs, funding and usage. Initial cost to be \$40,000 +/- . Jonathan asked what the yearly cost would be and Jeannette stated \$12,000. She explained that CSBG funds would cover some costs and a few other contracts the cost will be built into their budgets. Jeannette envisions this database being shared with other partners.
6. Welcomed Justina as the new finance director
7. Auditor was here – things going well and no issues
8. She will attend United Way meeting. Possible loss of funding for CASH program which funds the completion of tax returns for clients.
9. Discussed how to find other funding to run the program without United Way funding

Old Business:

George suggested we may want to look at doing something else for the staff since we could not have the annual breakfast this year. Jeannette handed out the 2018 annual report to members. Jeannette suggested staff day has not been held yet so that may be a possibility.

New Business:

Resolution #08-07/19 to have new bank signature cards completed. Removed Jodi and added Richard as signatory.

Motion by Anna seconded by Rhonda – all in favor

3 succession plans were revised. Delete Jodi and add Denelle to Executive Director plan and delete Jodi and add Becky and Rhonda to FSRC succession plan and delete Jodi and add Becky to PCCC plan.

Motion by Richard to change plans seconded by Jonathan – all in favor

Board members were given conflict of interest forms to complete and return.

New form for signatory for CSBG contracts was signed adding Justina and removing Debbie.

Motion by Dolores to sign form seconded by Jonathan – all in favor

Motion to adjourn at 6:23 by Dolores.

Respectfully submitted,

Debbie Palmatier

Assistant Finance Director

Next Board Meeting – September 23 at 5:00