

**Schoharie County Community Action Program
Board of Directors Meeting
November 18th, 2019**

Attendance:

Private Sector		
Member	Position	Attendance
Karen Simmons	Member	Excused
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	Excused

Staff: Jeannette Spaulding – Executive Director, Justina Farris – Finance Director

Guests: None.

Meeting called to order at 5:00 by George McDonnell

Approval of Minutes: *Motion made by Johnathan seconded by Rhonda Ferris to accept the October 2019 minutes. Motion passed.*

No personnel or legal matters at this time.

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee: Reviewed the October finance reports

1. Reviewed the contract status report
2. Good current ratio
3. A/R 1 over 90 days Stinson Lock
4. \$0.00 line of credit as of 10/31/19
5. 1 employee leaving in October - Jodi
6. Payroll and other expenditures nothing unusual
7. Reviewed balance sheet and cash disbursements

Motion by Johnathan second by Rhonda to accept the finance reports – all in favor.

Governance & Nominating Committee: None.

Program Planning and Evaluation Committee: none

Personnel Committee: Jeannette handed out a spreadsheet for the health insurance, selected plans & increases for 2020. Discussed the advantages and disadvantages of the employer health insurance contribution of 80% vs 85%. The cost to the agency at 85% would be approximately \$5,930 per employee and at 80% would be approximately \$5,580 per employee.

Discussion followed.

Motion made by Anna second by Rhonda to approve an 80% employer contribution for 2020 health insurance – all in favor.

Committees of the Corporation:

Fundraising: none

Community Needs Assessment: No meeting held.

Executive Director Report:

1. Attended ROMA training & received certification which is a CSBG requirement
2. Jeannette provided ROMA handout and presentation about management & accountability cycle as well as the National Community Action Theory of Change & Community Action Goals

Old Business: none

New Business: none

Motion to adjourn at 5:42pm by Dolores second by Rhonda.

Respectfully submitted,

Justina Farris

Finance Director

Next Board Meeting – January 27th 2020