**Schoharie County Community Action Program   
Board of Directors Meeting**

**February 24, 2020**

**Attendance**:

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| --- | --- | --- |
| **Private Sector** | | |
| **Member** | **Position** | **Attendance** |
| Karen Simmons | Member | X |
| Rhonda Ferris | Member | X |
| Jason Evans | Member | Excused |

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| --- | --- | --- |
| **Public Sector** | | |
| **Member** | **Position** | **Attendance** |
| *George McDonnell* | *Chair* | X |
| Anna VanDerwerken | Member | Excused |
| *Richard Lape* | *Vice Chair*  *presid prpresident*  president | X |

|  |  |  |
| --- | --- | --- |
| **Consumer Sector** | | |
| **Member** | **Position** | **Attendance** |
| *Dolores Jackson* | *Treasurer* | X |
| *Jonathan Litzner* | *Secretary* | Absent |
| Judy Warner | Member | X |

**Staff:** Jeannette Spaulding – Executive Director, Sue deBruijn – Administrative Coordinator

**Guests:** Marcy Holmes – Employment Training Center Director

**Meeting called to order at 4:50 PM by George McDonnell**

Presentation by Marcy Holmes regarding services offered in the Employment Training Center, including the Displaced Homemakers program, and results of the prior year.

Video presentation on Community Action Agency Board responsibilities, with a focus on the importance of organizational performance standards. George inquired if the videos could be put on the Board section of the website. Jeannette will try to put a link to the YouTube site for Board members to access.

**Approval of Minutes**: *Motion made by Dolores, seconded by Rhonda, to accept the   
January 2020 minutes. Motion passed.*

**No personnel or legal matters at this time.**

**Committees of the Board**:

**Executive Committee**: No meeting held.

**Finance & Audit Committee**:

Dolores reported on contracts and amendment status. All is in order.

Judy asked if the $10,000 United Way contract was normal. Jeannette explained that it was related to Tax Services and noted that we will lose that on July 1, as United Way will no longer be offering it. We will need to find a way to fund Tax Services in the amount of approximately $12,000 if we want to continue offering the service.

Accounts Payable – All is in order. The Visa total is actually less than what is indicated on the report. Board members had no questions regarding Accounts Payable.

Board reviewed the balance sheet with no questions. Justina will provide the annual budget for the March Board Meeting.

**Approval of Finance Report**: *Motion made by Richard, seconded by George, to approve the Finance Report. Motion passed.*

**Governance & Nominating Committee**: No meeting held.

**Program Planning and Evaluation Committee**: No meeting held.

**Personnel Committee:**

Dolores distributed reports on minimum wage history in NYS and turnover rates for the Agency.

Richard asked what the current total number of employees is, and what the 20% turnover rate would equate to.

Jeannette provided reasons for those employees who left during 2019, and discussed the 5 year rate of turnover.

The new hire minimum wage sheet was reviewed. Jeannette explained the rationale behind the rate structure and suggested that the ratio between full time and part time rates remain the same. Judy asked for comment on the two positions that were highlighted on the report. Jeannette explained that those two employees would need to be adjusted because of their current rate.

The maximum and minimum rates for certain positions were clarified during the Committee Meeting, and Jeannette explained that this was to standardize the minimum rates. The Committee agreed to eliminate the maximums.

**Approval of Personnel Committee Report**:   
*Motion made by Dolores, seconded by Richard, to approve:*

*New hire base rates as presented*

*Elimination of maximum rates*

*Standardization of minimum rates*

*Motion passed.*

**Committees of the Corporation**:

**Fundraising:** No meeting held.

**Community Needs Assessment:** No meeting held.

**Executive Director Report**:

Jeannette, Justina and Sue are continuing with Caseworthy training.

Tax Services has been very busy. HEAP is continuing.

Jeannette is applying to the County for funds for the 2020 Census.

The Agency may potentially be losing funds, such as Cash Coalition.

Jeannette reminded the Board that there will be two upcoming Board positions to be filled, one in the Public Sector and the other in the Consumer Sector, and that the committee will need to look for replacements. Judy mentioned the new Cobleskill Mayor as a possibility.

**Old Business:**  No old business reported.

**New Business**:

Sue will be assisting with ACROS and TRACS preparation.

Social media posts have been far reaching. SCCAP’s Facebook page currently has over   
400 followers.

*Motion to adjourn at 5:45 PM by Judy, seconded by Dolores. Meeting Adjourned.*

Respectfully submitted,

Sue deBruijn

Administrative Coordinator

Next Board Meeting – March 23, 2020