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

**June 1, 2020**

**Attendance**:

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

|  |  |  |
| --- | --- | --- |
| **Public Sector** | | |
| Member | Position | Attendance |
| *George McDonnell* | *Chair* | A |
| Anna VanDerwerken | Member | X |
| *Richard Lape* | *Vice Chair*  *preside president*  president | X |

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

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

**Guests:** None

**Meeting called to order at 5:12 PM by Richard Lape**

**Attendance taken by roll call**

**Approval of Minutes**: *Motion made by Dolores seconded by Jason to accept the February 2020 minutes. Motion passed.*

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

**Committees of the Board**:

**Executive Committee**: No meeting held.

Jeannette will send the ED evaluation to the Board

**Finance & Audit Committee**:

Dolores looked over the financial reports and all is in order, with a note that there are accounts receivable for DHP.

Justina discussed changes that have occurred since running the report:

* Contract extensions due to COVID-19, EFSP and Weatherization
* Other contracts are anticipated to be extended due to COVID-19
* Additional funding received for COVID-19 as a result of the CARES Act;

$50,000 CSBG Discretionary for COVID-19

$328,878 CSBG 3yr for COVID-19 Use Only as of right now

$27,179 for Daycare provider supplies and essential worker payments

$ 19,962 Emergency Food & Shelter Program

Jason inquired if the additional funds had to be actively applied for. Jeannette replied they did not.

Justina explained what a Shared Work Plan is and that 23 staff members were put on shared work in April 2020. One staff member in Supervised Visitation – a part time Visitation Associate was laid off and the full time Visitation Associate will be laid off in June 2020 due to lack of work and not being able to perform their job duties from home.

Richard asked if there had been any furloughs and how many employees will be brought back.

Jeannette replied that there have been no furloughs, that the agency implemented the Shared Work Plan instead. All employees on the Shared Work Plan have been getting partial unemployment, plus the additional $600 per week.

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

**Governance & Nominating Committee**:

* Jeannette discussed the three upcoming vacancies on the Board - two in Consumer Sector and one in Public Sector. She also discussed three elected positions that need to shift – Chairman, Treasurer and Secretary.
* Jonathan asked what the nominating process is. Answer – Board members can make suggestions to the Nominating Committee. The committee will bring the suggestions to the Board for a vote.
* Richard inquired if the Board Members currently holding the elected positions can run for them again. Answer – No.
* Richard is interested in continuing as vice chair, but will also accept chair position   
  if needed. He asked when the committee will bring the nominees to the Board. Answer – At the next board meeting.
* Anna asked for clarification on whether Richard is willing to be the chair. Answer – Yes.
* Judith asked what is involved in the secretary position. Answer from Jonathan, the current secretary – primarily signatory responsibilities.
* Jonathan commented that he will be submitting a name as a potential Board member.

**Program Planning and Evaluation Committee**: none

* Jeannette said that COVID-19 assessment usurps all else.
* CSBG has been extended and Jeannette will go into more detail regarding that at the next meeting.

**Personnel Committee:** no meeting

* Covered during Finance Committee reporting. Jeannette reiterated that there will be a total of two lay-offs necessary in Supervised Visitation due to lack of work and inability to work from home.
* Richard recognized the amount of work involved handling personnel issues during the COVID-19 crisis.

**Committees of the Corporation**:

**Fundraising:**

* Justina reported that the Brook’s Barbecue on May 13 sold out in 1-1/2 hours with more chicken and ribs than had initially been ordered; 650 chicken halves and 144 orders of ribs, with a net profit of $1,560.38.
* Jeannette stated that this continues to be a successful fundraising event and that we may consider a second one at a larger venue. Although there are other vendors in the area, Brook’s is what people are looking for.
* Richard suggested that we begin looking now for a new location for next May’s event.
* Jeannette reminded the Board that their support at the event is necessary.

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

**Executive Director Report**:

* Jeannette is keeping the Board updated on COVID-19 related activities through email.
* CARES money is being directed toward prevention and response to COVID-19.
* Will possibly rent additional space in the building for client screening.
* Looking into secure access to the building.
* Considering an additional cleaning service for deep cleaning of public areas.
* Jonathan asked about the requirements of the current cleaning staff. Answer - Intensive cleaning is not included.
* Work schedules have been planned through June to keep staff in the office at 50%. Weatherization has different criteria for scheduling.
* Jeannette anticipates some level of client activity in the office during July.
* Waiting for County Board of Health to give guidelines before opening to the public.
* Jason asked if CARES money has to be used for client activity. Answer - It can be.
* Jason asked if there needs to be prior approval before spending can occur? Answer: No, because funding sources have to approve spending plans. Jason feels Jeannette’s instincts are accurate.
* Intake forms will be modified to determine if the client’s situation is COVID-19 related.
* Jeannette asked the Board to share what is being done in their own agencies regarding the new COVID-19 regulations.
* Dolores – Staff take their own temperatures and self-certify daily before going into work. They maintain social distancing at the office.
* Richard – Self-regulated, but not keeping any records.
* Jonathan – Albany Med checks staff’s temperatures and looks for symptoms. Staff’s names are not recorded.
* Jason – College is not doing any health checks.
* Jeannette – SCCAP employees will be required to do temperature checks and health screening questions before coming into work, which is technically paid time for employees to do these tasks at home.

**Old Business:**

None

**New Business**:

* Risk Assessment has been completed. Jeannette will do a summary sheet and action plans.
* Jeannette is working on reopening plans with department directors.
* The employee handbook will continue to be updated.
* Looking into hiring a health care/benefits manager to stay on top of the continual changes.
* Jason – Would that be an in-house or contract worker? Answer - Contracted
* Still looking for an IT manager, this could be incorporated into the CSBG CARES Act $328,878 funding.
* Richard – Would a health care manager position be something that could be kept on after the CSBG CARES Act funds run out? Answer - Depends on funding streams and levels at that time.
* Judith – Since the United Way contract is up at the end of June, is anyone reaching out to other community agencies? Answer: United Way has given us an additional $5,000 related to COVID-19. Due to potential lack of funding, we will have to consider doing/not doing VITA for 2021.

*Motion to adjourn at 6:07 PM by Dolores, seconded by Jonathan. Meeting adjourned.*

Respectfully submitted,

Sue deBruijn

Administrative Coordinator

**Next Board Meeting – June 22, 2020**