

**Schoharie County Community Action Program
Board of Directors Meeting
February 27, 2017**

Attendance:

Private Sector		
Member	Position	Attendance
<i>Larry Phillips</i>	<i>Treasurer</i>	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
Earl Van Wormer III	Member	absent

Consumer Sector		
Member	Position	Attendance
<i>Dolores Jackson</i>	<i>Vice-chair</i>	x
<i>Jonathan Litzner</i>	<i>Secretary</i>	x
Vacant	Member	

Staff: Jeannette Spaulding – Executive Director, Debbie Palmatier – Assistant Finance Director

Guests: Marcy Holmes – Director Employment Training Center (ETC), Richard Valetutto – ETC Coordinator/IT Specialist, Brandi Guidilli, ETC Program Assistant

Meeting called to order at 5:03 pm by George McDonnell

Employment Training Center did a power point presentation for the board as to what the ETC does to assist people in finding employment (see attached power point slides)

Motion to move into Executive session at 5:15 by Jonathan, second by Larry.

Executive session closed at 6:25.

Approval of Minutes: *Motion made by Dolores seconded by Rhonda to accept the January 2017 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 corrected December 2016 finance report – increase in the A/R as all contracts were not closed out by last board meeting.

Reviewed the January 2017 finance report – LOC at \$40,000 end of January however current balance is \$80,000.

Larry asked if there were enough HEAP funds for consumers – we only process the applications – funds come from the state and there are still funds available.

Department of Housing and Community Renewal (DHCR) no longer allows agencies to perform program income work so that bank account will be closed and the \$906.24 will be moved into the Home Energy Consultants (HEC) program.

Received the Office of Community Services contracts from the County for signature.

Motion by Jonathan, second by Rhonda to accept reports – all in favor.

Governance & Nominating Committee:

George's second term expires March 2017 and he agreed to serve another term. Motion by Larry, second by Jonathan to appoint George to another term – all in favor.

Earl's fourth and final term will be completed in April 2017, need to fill his seat and the current consumer vacant seat.

In answer to Anna's question last month regarding consumer sector requirements - Based on IM82 persons must live and serve consumers in Schoharie County.

Program Planning and Evaluation Committee: Discussion of program reports – CSBG

Report reviewed by board. Period of time is 1st quarter of 2017 contract 10/1/16 to 12/31/16. It was noted that the NOEP enrollments were projected at 500 and actual number was 478 to date. We are allowed to modify the work plan to adjust these figures. NOEP is a newer program so there was a lack of historic information during budget development.

Personnel Committee: no meeting

Committees of the Corporation:

Fundraising: Anna reported that the pizza fundraiser was not going to work as there was concern that donations for SCCAP would come at the cost of tips for business employees. She has contacted Price Chopper and Hannaford to do a “donate a dollar to SCCAP” in the month of May. She must contact their respective corporate headquarters. Save A Lot will allow us to put a donation canister out.

Jason discussed a signature fundraiser event in conjunction with the college in September focusing on local food and food insecurity. He is going to research further.

Community Needs Assessment: No meeting held.

Executive Director Report:

Board was made aware of the United Way video Jeannette participated in – received great feedback from the board.

Jeannette reported that Kelly Pitt, Director of Energy Services, met with Cobleskill Code Enforcement officer and discussed our staff performing blower door testing as now required by the state. Cost of the basic test will be \$450 with additional costs if the home owner wants more detailed results. Energy Services would do this as a fee for service.

SCCAP will be getting a VISTA volunteer to work in the food pantry and to assist with the new Schoharie County Food Pantry Coalition.

We may be getting another volunteer to assist with our outreach committee

Old Business:

Logo – still working on

New Business:

Discussed changes to SCCAP’s travel policy (attached) - changes to be made to Page 31 information and brought to next meeting

Page 32 revisions – motion by Jason, second by Jonathan to accept changes for page 32 – all in favor

Change to signatures for the Bank of Richmondville adding Larry as a signatory – motion by Jason, second by Dolores – all in favor

Executive Director Succession Plan updated to add George and removed Betsy – motion by Jonathan, second by Anna – all in favor

Discussed changing Jodi Gregory from an exempt employee to a nonexempt employee. As both a department director and the deputy executive director, she now meets the wages guidelines. There will be no change in her pay rates. Motion by Anna, second by Dolores to change Jodi's status – all in favor

Motion to adjourn at 7:16 by Jason, seconded by Dolores.

Respectfully submitted,

Debbie Palmatier

Assistant Finance Director

Next Board Meeting – March 27 @ 5:00 PM

Executive committee meeting – March 27 @ 4:30 PM