

**Schoharie County Community Action Program
Board of Directors Meeting
January 25, 2016**

Attendance:

Private Sector		
Member	Position	Attendance
<i>Barbra Parsons</i>	<i>Treasurer</i>	X
Larry Phillips	Member	X
Jason Evans	Member	X

Public Sector		
Member	Position	Attendance
Anna VanDerwerken	Member	X
Earl Van Wormer III	Member	X
George McDonnell	Member	X

Consumer Sector		
Member	Position	Attendance
<i>Betsy Bernocco</i>	<i>Chair</i>	Via conf call
<i>Jonathan Litzner</i>	<i>Secretary</i>	Excused
<i>Dolores Jackson</i>	<i>Vice-chair</i>	X

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

Guests: none

Meeting called to order at 5:00pm by Board Vice-Chair Dolores Jackson

Resolution 01-01/16

Dolores discussed the expiring term of Jason Evans. Motion made by Betsy seconded by Larry to appoint Jason to a third board term in the Private Sector – 01/23/2016 - 01/22/2019. All ayes, Resolution approved.

Compensation Schedule: In light of the minimum hourly wage increase on January 1 from \$8.74 to \$9.00 per hour, the board discussed the need to adjust the agency compensation schedule to maintain compliancy. Motion made by George seconded by Barbara to make the adjustment. Motion passed.

Board members reviewed comparative compensation schedules/studies from other CAAs, by industry, regions, organization size and annual budgets. Current agency compensation schedule reviewed against information. It was agreed to schedule a Personnel Committee (Earl, Dolores, Betsy and Jonathan) meeting to review schedule for any possible inconsistencies. Also how to

address the anticipated annual increases in minimum wage and potential impact of new hire rates narrowing the gap with existing employee rates.

Executive Session:

5:10 Motion made by Dolores to move to Executive Session to discuss personnel matters. Motion passed.

5:22 Executive session closed.

Approval of November Minutes: *Motion made by Barbara, seconded by Larry to accept the November minutes. Motion passed.*

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee:

Monthly Finance Reports: November and December were reviewed. Jason found a typo on the accounts payable report. Report will be corrected and the amended report brought back to the board for approval.

2016 Rent Increase: Discussed the rents for 2016. A small increase of \$45.37 per month for the 3 main areas. Finance committee recommended Board accept the rent increase. Motion by Dolores, seconded by Barbara. Motion passed.

Executive Director's Evaluation: Performance and compensation will be discussed by the Personnel Committee.

Minimum Wage Increase: Discussed increasing the minimum wage on the agency compensation schedule to \$9.00 per finance committee recommendation.

Employee Turnover Rate for 2015: 27 employees in January of 2015 with 37 employees at the end of December 2105. 2015 rate turnover rate was 13%. The rate is reflective of both new and exited employees. Agency currently has 33 active employees.

Cash Disbursements and Required Signature Threshold: Discussed the finance committee's recommendation of increasing the disbursement amount of checks from \$1500 to \$2500 before a board signature is required. Board discussed same and decided to raise the amount to \$3,000. As a method for board monitoring of disbursement, it was decided that a monthly cash disbursements report will be included for the Board Treasurer and the Finance Committee to review. Motion by Jason, seconded by Betsy to increase amount to \$3,000. Motion passed.

Short Term Note of \$100,000 was paid in full at the end of December. LOC owed at end of December was \$45,000.

Approval of November and December Finance Reports:

All December vouchering should be done by the end of January 2016 and amended financial reports will be presented at next meeting. Motion by Jason, seconded by Betsy to accept finance reports. Motion passed.

Governance & Nominating Committee: Betsy and Anna discussed the board chair and the treasurer positions becoming vacant and a meeting will be held the week of February 15, 2016.

Program Planning and Evaluation Committee:

No meeting

Personnel Committee: Committee of Dolores, Betsy, Jonathan and Earl will meet April 11, 2016 at 4:30 to review compensation schedule.

Committees of the Corporation:

Fundraising: No updates

Community Needs Assessment: No meeting held.

Executive Director Report:

Board Orientation: Executive Director did a review/mini training with the Board of the new and updated Board Manuals. All members received new manuals.

PPR & APR: Discussed PPR report for 10/1/15-12/31/15 and the APR for 10/1/14-9/30/15. Reviewed the projected outcomes versus the actual outcomes. Changes are being allowed by CSBG on the work plan rather than needing to submit changes during the amendment which will save considerable time and effort. WIC had a lower caseload per contract and CCRC changed some language.

Client Surveys: Discussed the result of the SCCAP survey being done. All clients completing them were happy with our hours, customer service and outcomes of visits.

TRACS will be done the week of February 18. Board members will not be interviewed this time.

Poverty Symposium will be March 8 with 21 staff members attending plus 1 board member.

Annual Report was sent to our political officials, state reps and community partners. Senator Seward responded with a nice letter appreciating all our hard work.

Community Outreach: It was decided that we would not have a booth at the Sunshine Fair this year although we will still maintain the nursing hut. September 24 SCCAP is the recipient of the FAM 5k Fund Run. Executive Director encouraged staff and board participation.

Board Materials: Executive Director discussed the emailing of board information to members personal computer, tablets, phones etc. Some of this information contains confidential material. Discussed the possibility of having members go to the SCCAP website and log in under Board Member with a secure password to access board information. Board agreed this was a better way to do this. Larry asked if board records were public information and was told yes. However Jeannette felt some information i.e.: specific director's name/salary information should be FOILED rather than easily accessible. She will research this and discuss at March board meeting.

Community Needs Assessment, Strategic Plan, updated Personnel Policy and ED evaluation will be discussed at the February board meeting. Board agreed that there was a need to develop strategies which will focus on fund development and community outreach. The Board recognized the need to maintain sufficient financial reserves to reduce the use of the LOC and short-term notes. Also, more focus needs to be given to agency outreach in support of funding but also to educate the community about who we are and what we do.

New Business: Addressed at beginning of meeting

Motion to adjourn at 6:15 by Larry, seconded by Jason.

Minutes submitted by:

Debbie Palmatier

No Finance Meeting in February
Next Board Meeting – Tuesday, February 16 @ 5:00 PM