

**Schoharie County Community Action Program
Board of Directors Meeting
January 23, 2017**

Attendance:

Private Sector		
Member	Position	Attendance
Rhonda Ferris	Member	Excused
<i>Larry Phillips</i>	<i>Treasurer</i>	X
Jason Evans	Member	X

Public Sector		
Member	Position	Attendance
Anna VanDerwerken	Member	X
Earl Van Wormer III	Member	X
George McDonnell	<i>Chair</i>	X

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

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

Guests: Rhonda Wilty, Director PCCC, Nancy Becker, Program Assistant and Cassidy Holliday, SUNY Intern

Meeting called to order at 5:00pm by George McDonnell

Presentation given to the board by Rhonda and Nancy of the Parent and Child Connections Center. Rhonda explained the purpose of their program is to provide a safe and nurturing environment for children to visit family members or to re-establish or continue contact with family members (see attached presentation).

Approval of Minutes: *Motion made by Dolores, seconded by Jonathan to accept the November 2016 minutes. Motion passed.*

Motion by Dolores seconded by Anna to move into executive session at 5:28. Closed session at 5:30.

No personnel or legal matters at this time.

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee: Jeannette reviewed the November and December 2016 finance reports.

1. Line of credit at zero on December 31, 2016
2. SEFCU donation of \$5000 to assist vulnerable population
3. LOC was paid off for required 10 days for 2107
4. County contracts approved however awaiting the Office of Community Services contracts
5. Jeannette attended United Way meeting and our 2017/2018 funding was approved at same level of \$33,602
6. Home and Community Based program extended the use of funds until June 30, 2017. If not expended by then must be returned to the State
7. Will be updating December finance report once all A/R are posted for December 31
8. Medicaid billing has finally been approved
9. Jeannette attended conference in which Richard Ball was the speaker

Motion by Jonathan, seconded by Jason to approve reports – all in favor

Fiscal policy was reviewed by the board. A few typos were corrected and change made as to whom receives incoming mail from administrative assistant to bookkeeper.

Motion by Anna, seconded by George to approve – all in favor

Jeannette reviewed the 2016 annual budget with the board. There were several variances with the budgeted amounts vs the actual expenses. Some A/R not booked yet. Accrued wage/vacation not booked yet. Personnel budget was \$1,098,000 vs actual of \$1,085,000. Space was \$138,521 vs \$152,000 because of expanded space for Family Support and Resource Center. Most other expenses were in line with our budgeted amounts with the exception of equipment. Purchases were made for the Home and Community Based program. OTPS expenses were \$1,630,000 vs \$1,582,000.

Motion to approve 2016 budget by Jonathan, seconded by Jason – all in favor

Jeannette presented the 2017 budget to the board. Figures were based on the 2016 budget.

Motion to approve the 2017 budget by Jonathan, seconded by Jason – all in favor

Governance & Nominating Committee: Discussed upcoming vacancies on the board:

Larry's term will end 2/24/17 and he graciously agreed to a second three year term.

Motion by Earl, seconded by Anna – all in favor

Earl's term will end in May and he cannot serve again. Earl stated he has someone in mind for the position. Anna questioned the vacant consumer position if person had to serve residents in Schoharie County? Jeannette will research.

Program Planning and Evaluation Committee: no meeting held

Personnel Committee: Director Evaluation coming up in March . Jeannette to email forms to the board to be completed by the February meeting.

Committees of the Corporation:

Fundraising: Anna looking at doing a fundraiser for National Pizza Day February 9. It will run from February 5-13 placing canisters in various pizza places so customers can “vote” for their favorite pizza. Dollar counts as 1 vote. Place that raises the most would be declared the winner. Also discussed a possible lily sale for Easter. College would grow the plants and possibly donate them to SCCAP to sell.

Community Needs Assessment: No meeting held.

Executive Director Report:

1. Rhonda doing diversity training for all staff
2. Jeannette is working on her “certified community action professional” course
3. Working on more outreach for 2017
4. Jeannette is heading a Schoharie County Food Pantry coalition working with all pantries in the county
5. George requested acronyms be spelled out in report.

Old Business:

Logo – Albany law firm will research 5 different classes for \$1390.00 and give a written opinion for \$550.00 additional. Board asked if possible to have them research a second or third logo at same time for same price. Jeannette to discuss with attorney. Matter tabled for now.

New Business:

Jeannette discussed the possibility of expanding our space to take over the entire floor. Additional space would be for Family Support and Resource Center and another meeting room. Budgets were reviewed and space can be paid for from current contracts. Cost would be \$12.00/sq. ft. Total additional would be \$15,000 a year.

Motion by Larry, seconded by Earl – all in favor

Motion to adjourn at 6:25 by Earl, seconded by Anna.

Respectfully submitted,

Debbie Palmatier

Assistant Finance Director

Next Board Meeting – February 27 @ 5:00 PM