

**Schoharie County Community Action Program
Board of Directors Annual Meeting
July 27th, 2015**

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 5:15
George McDonnell	Member	X

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

Prior to the board meeting, board training took place at 3:00 hosted by Jackie Orr of NYSCAA on Organizational Standards. All board members were in attendance except Earl Van Wormer.

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

Guests: none

Meeting called to order at 5:00 PM by Board Chair Betsy Bernocco

Approval of Minutes: *Motion made by Larry, seconded by Dolores to accept the June minutes.*

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit: Finance report reviewed by Jeannette Spaulding. Deb Palmatier reviewed the rest of the agenda. Awarded the WIC contract for 5 years in the amount of \$1,213,135. Budgets submitted to County for Supervised Visitation (SUV), DSS Employment (JOBS), Family Support Project (FSP), and HEAP (HEP). Received Emergency Food and Shelter (EFSP) grant for \$6,666. Three contracts were changing

years – UWF, NOEP and CCY. New CCRC contract to be submitted and we sent a WIC modification for their new space. See attached report for details.
Motion made by George, seconded by Jonathan to accept the Finance Report. Motion passed.

Governance & Nominating: No meeting held

Program Planning and Evaluation: Meeting changed to 8/10 at 5:00 in the board room. Earl, Jason, Barbara and Larry will attend. Committee list was reviewed. Larry, Jason and Betsy were added to the fundraising committee. No other changes.

Committees of the Corporation:

Fundraising: The fundraising dinner scheduled for 9/26/15 was discussed. Jason will be Master of Ceremonies. There will be a blanket invitation in the newspaper to past staff and board members. First round of invitations have been sent out. Board members to respond via email rather than thru the mail. Entertainment will be from 7:30 – 8:30. Committee to meet August 24 at 5:00 in the board room.

Community Needs Assessment: No meeting held.

Executive Director Report:

Jeannette reviewed the ED report. Jeannette is working with United Way on the development of an intake data base. Auditor's report will be completed for the September 21 finance committee meeting at 4:30. Discussed areas that need to be reviewed – Organizational Standards, Succession Planning, Risk Assessment, Triennial Review for Accountability and Compliance with Standards (TRACS). Bylaws and personnel policy to be reviewed by an attorney before TRACS review. Staff day will be August 19 with George McDonnell doing a presentation. Also discussed Bridges Out of Poverty and Family Development training for staff.

Unfinished Business: none

5:50 Motion was made by Larry, seconded by Anna to move to Executive Session. Motion passed.

6:00 Motion was made by Dolores, seconded by Larry to close Executive Session. Motion passed.

6:02 Earl made the motion to adjourn meeting, seconded by Jonathan, approved.

Minutes submitted by:

Debbie Palmatier

No meeting in August

Next Board Meeting – September 21, 2015 @ 5:00 PM
Finance Committee- September 21, 2015 @ 4:30 PM