

**Schoharie County Community Action Program
Board of Directors Meeting
July 24, 2017**

Attendance:

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

Public Sector		
Member	Position	Attendance
<i>George McDonnell</i>	<i>Chair</i>	x
Anna VanDerwerken	Member	x
Peggy Hait	Member	x

Consumer Sector		
Member	Position	Attendance
<i>Dolores Jackson</i>	<i>Vice-chair</i>	x
<i>Jonathan Litzner</i>	<i>Secretary</i>	excused
Judy Warner	Member	absent

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

Guests: Karla Digirolamo – NYSCAA and Clenard Killikelly – CSBG program analyst
Healthy Families Center – Jackie LaLonde, Nardeana Bohringer, Alex Karlewicz, Sarah Beekman,
Heather Fretto and Wendy Abbott-Egnor.

4:10 - Presentation by Karla Digirolamo of NYSCCA on Board Roles and Responsibilities (see attached)

Meeting called to order at 5:10 by George McDonnell

Healthy Families Center did a presentation on the services their department offers to the community (see attached).

Approval of Minutes: *Motion made by Larry seconded by Anna to accept the June 2017 minutes. Motion passed.*

Motion by Dolores, seconded by Larry to move into executive session at 5:32. Motion by

Larry seconded by Anna to close session at 6:10.

No personnel or legal matters at this time.

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee:

1. July LOC balance is \$75,000
2. 1.46% ratio at end of June
3. A/R at 19 days
4. A/P at 13 days
5. LOC interest paid \$512.00
6. Credit card balance was up – computer purchases for HCB contract – will be used again for DHP purchases
7. 32 staff members
8. Taxes filed and paid

Motion by Larry seconded by Rhonda – all in favor.

Governance & Nominating Committee:

Rhonda's term expires on 9/19/17. Resolution # 12-07/17 to appoint Rhonda to a second term from 9/20/17 to 9/19/20.

Motion by Larry, seconded by Anna – all in favor.

Program Planning and Evaluation Committee: Discussion of program reports

CSBG 3Q PPR will be sent to board members to review and will be discussed at the September meeting.

Personnel Committee: will set a meeting of the committee – Judy, Rhonda, Jonathan and Dolores

Committees of the Corporation:

Fundraising: possible reach out to Hannaford. Anna to call Price Chopper to see if can get on their schedule for May 2018. Dolores suggested using Amazon Smiles which SCCAP already does. Larry suggested a possible putt putt golf fundraiser. George mentioned that Karla had stated that board members support their organizations. Jeannette said possibly more for private foundations rather than federal/state funded agencies such as us.

Community Needs Assessment: No meeting held.

Executive Director Report:

1. SCCAP received United Way Bank On award of \$4,000
2. CSBG letter for 2017-2018 year of \$234,101
3. CRRR ends 9/30/17 – no paperwork for new year
4. WIC 17-18 submitted
5. WES to receive increase of \$25,000 for current contract
6. NOEP 18-19 RFP out. This time \$65,000
7. United Way and Bank of America visited agency

Old Business:

Auditor will be in house on August 3

New Business:

Fam Fund Run will be September 23 and SCCAP will be reaching out for volunteers.

Motion to adjourn at 6:40 by Larry.

Respectfully submitted,

Debbie Palmatier

Assistant Finance Director

Meeting with independent auditor @ 4:30PM - September 25, 2017

Next Board Meeting – September 25, 2017 at 5PM