

**Schoharie County Community Action Program
Board of Directors Meeting**

June 26, 2017 - Annual Breakfast

Annual Meeting with agency staff: Opening comments by George McDonnell – thanked the staff for their hard work. Also thanked the board and Jeannette for their support in his first year as board chair. Larry offered his thanks to all the staff for their hard work. Anna thanked staff for their hard work. Jonathan commented on how our work is very important. SCCAP’s 2016 Annual Report presented. Anna presented the proposed slate of officers – President – George McDonnell, Vice president – Dolores Jackson, Secretary - Jonathan Litzner – and Treasurer – Larry Phillips.

Board Meeting Attendance:

Member	Position	Attendance
Private Sector		
<i>Larry Phillips</i>	<i>Treasurer</i>	x
Rhonda Ferris	Member	x
Jason Evans	Member	Excused
Public Sector		
<i>George McDonnell</i>	<i>Chair</i>	x
Anna VanDerwerken	Member	x
Peggy Hait	Member	absent
Consumer Sector		
<i>Dolores Jackson</i>	<i>Vice-chair</i>	x
<i>Jonathan Litzner</i>	<i>Secretary</i>	x
Judy Warner	Member	x

Staff:

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

Guests: none

Meeting called to order at 9:20 by George McDonnell

Governance & Nominating Committee: (slate of officers moved forward)

Resolution #06-06/17 to approve George as president – motion by Judy seconded by Larry – all in favor

Resolution # 07-06/17to approve Dolores as vice president - motion by Judy seconded by Jonathan – all in favor

Resolution # 08-06/17 to approve Larry as treasurer – motion by Jonathan seconded by Judy – all in favor

Resolution # 09-06/17 to approve Jonathan as secretary – motion by Anna seconded by Dolores – all in favor

Approval of Minutes:

Motion made by Rhonda seconded by Anna to accept the May 2017 minutes. Motion passed.

Motion by George seconded by Dolores to move into executive session at 9:26.

Motion by Dolores seconded by Larry to close executive session at 9:36.

No personnel or legal matters at this time.

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee: See attached reports

1. Work has begun on 2016 audit
2. WES advance received
3. Paperwork for DHP contract for 2018 received
4. Donation from Bellevue Builders of windows and hardware
5. Health insurance increases for 2018
 - a. CDPHP proposed 11.6 %
 - b. Blue Shield proposed 10%
 - c. MVP – nothing received yet
6. Finance report reviewed
7. Jonathan questioned current LOC balance of \$100,000 – delay in WES 18 advance and 2 vouchers and CSB only paying partial vouchers on 45% voucher as State has not received all their funding from Federal
8. Dolores asked if any FFS work being done – Adam just received is certification to start and outreach to community and code officers will be done
9. 1 new hire and 3 vacant positions have been advertised – WIC, CSB and ETC
10. Extension filed for tax returns

Motion by George seconded by Anna to approve report – all in favor.

Governance & Nominating Committee:

Resolution #10-06/17 to appoint Dolores to her third term (6/28/17-6/27/20) – motion by Jonathan seconded by Anna – all in favor

Resolution #11-06/17 to appoint Anna to her third term (6/28/17-6/27/20) – motion by Dolores seconded by Rhonda – all in favor

George stated that the Schoharie County Board of Supervisors has approved Peggy Hait to serve on SCCAP's board.

Reviewed Bylaws to confirm number of members on committees – we are in compliance.

Program Planning and Evaluation Committee: Discussion of program reports

1. BSROES were send to members
2. Reviewed the corrective action plan for CCR&R:
Motion by Dolores seconded by Jonathan - all in favor
3. Reviewed results of SCCAP's client survey – clients very satisfied with our services
4. Reviewed and updated SCCAP's Strategic Plan to include a section on goal reporting and evaluation.
Motion by Dolores seconded by Jonathan - all in favor
5. Reviewed the food pantry survey to be sent out to local food pantries
6. May 31 event attended by 60 people – overall survey results were positive. Jonathan felt the one speaker's ideas were more geared to an urban area than a rural area and would not work here. Jonathan asked about the cost - \$600+/- speakers were free however we did pay \$99 for hotel room for 1 speaker. Jonathan and George felt more events such as this should be held.
7. Jonathan asked about the status of Food pantry coalition – Jeannette mentioned that surveys are the first step

Personnel Committee: Reviewed the updated job description for FSRC coordinators.
Motion by Larry seconded by Anna – all in favor

Committees of the Corporation:

Fundraising: No update on November event as Jason was not there

Community Needs Assessment: No meeting held.

Executive Director Report:

1. Contract changes for CSBG, CCR&R and CACFP
2. Contracts being prepared for county for 2018
3. WIC line item interchange and new contract working on

Old Business: None

New Business:

All board members need to sign new conflict of interest forms

PII release forms need to be signed by Rhonda, Peggy and Judy – this information is needed as SCCAP is an approved Medicaid billing organization.

July board training to be done by NYSCAA at 4pm prior to regular board meeting

Motion to adjourn at 10:11 by Anna seconded by Rhonda

Respectfully submitted,

Debbie Palmatier

Assistant Finance Director

July 24, 2017

Board Training at 4:00

Board Meeting at 5:00