

**Schoharie County Community Action Program
Board of Directors Meeting
March 23rd 2015**

Attendance:

Private Sector		
Member	Position	Attendance
<i>Barbra Parsons</i>	<i>Treasurer</i>	X
Larry Phillips	Member	X
Jason Evans	Member	arrived at 5:10

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

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

Staff: Jeannette Spaulding – Executive Director

Guests: none

Meeting called to order at 5:04 pm by Board Vice-chair Dolores Jackson

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

Committee Reports:

Executive Committee: Did not meet

Finance/Internal Affairs: Finance reports for February were reviewed by Larry. \$56,000 is still out of balance in the trial balance. Jeannette reported she has narrowed it down to the closing process of the equity accounts. The 2015 annual budget is to be presented to finance committee at the March committee meeting.

A modification to extend the current Displaced Homemaker's Program budget until 5/31/15 was submitted to DOL. Also, the 2015-16 DHP has been included in the proposed governor's budget.

SCCAP not awarded the Schoharie County Outreach RFP.

Receive \$2,000 from Stewarts for youth camp sponsorships.

Weatherization contract received an additional \$25,000 for a total budget of \$325,000.

Motion to approve the Finance Report. Motion passed.

Personnel: Due to ED family member death the draft of the amended Bylaws will be presented to the board for review prior to the April board meeting.

Nominating: No meeting held.

Fund Raising: Continue to work on the 50th Fundraising Dinner to be held on September 26th at Justines - space for 120 people in the upstairs room.

Special Committees/Ad Hoc Reports: No meeting held.

Staff Reports:

ED report:

- Staff
 - New hires in February all in Family Support and Resource Center
 - Linda Angell – Mentoring Associate FT
 - Wendy Russ – Supervised Visitation PT
 - Susan Riquier – Skill Builder FT
- Budgets
 - Waiting on news from CSBG regarding amended budget amount
- Programs
 - With increased WAP funds and the impending retirement of the current department director, members asked if we would be seeking to fill the position. Jeannette discussed the pro and cons of hiring a replacement vs. working with the current assistant department director and energy auditor to operate WAP. Jeannette is in support of working with current staff and providing a salary adjustment to remaining staff to compensate for increased duties and to address the wage inequity for the crew members. Board indicated support of Jeannette's approach for the upcoming 2015-2016 contract period.
- Board Trainings:
 - Discussion took place regarding the need for board trainings. Jason requested a training to focus on CAA programming e.g. what services do other agencies offer and how are rural CAAs meeting fiscal and program challenges.
 - Jeannette recommended another training should focus on fiscal responsibilities of board members
 - Months to consider holding trainings would be May, June, and July.

Unfinished Business: Dolores requested completed ED evaluations. Board members requested it to be emailed to them so they could be completed electronically and submitted. Jeannette to follow up with email after board meeting.

New Business: May is Community Action month – Earl recommended to contact County board clerk to get on board of supervisors meeting schedule.

WIC incentive request. State DOH WIC has made provision to offer incentive payments to WIC clinic staff. SCCAP's Personnel Policy allows for incentive payments. Anna inquired if incentives could be given to selected departments/individuals vs. agency as a whole. Jeannette explained that incentives could be, and often are, funding source specific. But there should also be an expectation of performance achievement as justification to receive an incentive payment. Katie Palmer, WIC Director, prepared justification based increased program performance and expanded activities above and beyond standard programming. Also, in this case DOH is providing additional funding to cover incentives therefore there would be no additional financial burden to the current WIC budget. Policy requires board approval of incentive payments.

Motion made by Jason, seconded by Larry to approve incentive payments to the WIC clinic staff. Motion passed.

Other: None

Motion made by Earl to adjourn meeting. Meeting adjourned at 5:35.

Respectfully Submitted,

Jeannette M. Spaulding

Next Board Meeting – April 27th, 2015 @ 5:00 PM
Finance Committee- March 27th, 2015 @ 4:30 PM