

**Schoharie County Community Action Program
Board of Directors Meeting
May 22, 2017**

Attendance:

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

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

Consumer Sector		
Member	Position	Attendance
<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, Debbie Palmatier – Assistant Finance Director
Jodi Gregory – Deputy Executive Director
Guests: Colleen Wojcik – Bookkeeper/Administrative Assistant

Meeting called to order at 5:00 by George McDonnell

George welcomed our new board member Judy Warner.

George shared with the board the Proclamation presented to SCCAP by the Schoharie County Board of Supervisors for National Community Action Month.

Presentation by the Administration Department (see attached)

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

Motion by Larry seconded by Jonathan to move into executive session at 5:10. Motion to close the session by Larry seconded by Dolores at 5:18.

No personnel or legal matters at this time.

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee:

Reviewed April reports

Ratio is at 1.68%

A/R at 24 days

A/P at 19 days

LOC at \$80,000 as of May 22

Reviewed credit card balances

25 F/T employees and 5 P/T employees – 2 left the agency 1 was anticipated and 1 was unexpected. We have a temporary person at the front desk however a new person has been hired with skills in marketing and outreach

Extension to file taxes done

Cash disbursement journal reviewed. Yellow highlighted means checks over \$3000 require board signature

Motion by Larry seconded by Anna to accept reports – all in favor

Jonathan asked about increasing the line of credit amount

Jeannette explained Michelle at the bank stated based on our current financials we are on the watch list. Bank wanted to know the purpose of increase, cash flow projections, legal matter and current financials to review. Jeannette feels once some issues are cleared up SCCAP would be in a better position to apply.

Larry asked about the blower door testing – currently we have had no requests.

Governance & Nominating Committee:

Vacancy in the public sector – Peggy Hait Town of Jefferson Supervisor said she would be willing to serve. Judy thought she would be a very good and Anna felt it would be good to have a representative from the southern part of the county. Board needs to approve before the Board of Supervisors appoints her to serve.

Resolution #05-05/17 to appoint Peggy Hait for a 1 year term beginning June 26, 2017 to June 25, 2018. Motion by Jonathan seconded by Dolores – all in favor.

Program Planning and Evaluation Committee: Discussion of program reports

CSBG-17 PPR review:

Clenard will be here on June 13 for site visit

Dolores stated that we have exceeded or met many of our goals

Jonathan asked about ROMA training which will be done
Dolores commented on the number of volunteers we have for the food pantry
Larry stated the mail carriers collected 4000# of food for local food pantries

Personnel Committee:

Need to set up meetings to look at Jeannette doing both roles as ED and FD.
Rhonda said she would serve on the evaluation committee, personnel committee and fund raising committee.
Dolores to chair personnel committee and Judy will also join that committee.
Anna questioned the number of people required to be on the committees. Jeannette will look into.

Committees of the Corporation:

Fundraising:

Jason spoke on fundraising event in November at the college. Date will be middle of November.
More details to follow.

Community Needs Assessment: No meeting held.

Executive Director Report:

Rotary will give a \$150 donation for the May 31 event
5/3 was open house at SCCAP
Met with Howard Group to review leases on spaces
May 17 attended Anti-Hunger event in Albany. Met with Richard Ball who will be a speaker at our May 31 event. Pete Lopez will try to send someone.
May 19 attended Board of Supervisors meeting and received a Proclamation for National Community Action month and thanked Earl Van Wormer for his 20 years of service on SCCAP Board
June 1 and 2 will attend conference in Lake Placid
Working on CSBG 16-17-18 contracts and mods
NOEP-18 budget submitted and approved
DHP-17 SNAP additional funds of \$19,000+
UWF-18 contract will be \$33,602
Bank On grant submitted to United Way for \$4,000

Old Business: none

New Business:

Annual breakfast at Justine's June 26 at 8:30
George commented on the open house and how good it was
Judy commented on a grant she submitted for healthy foods

Today is Jonathan's birthday!

Motion to adjourn at 6:00 by Jason seconded by Jonathan.

Respectfully submitted,

Debbie Palmatier

Assistant Finance Director

Next Board Meeting – June 26 at Justine's