

**Schoharie County Community Action Program  
Board of Directors Meeting  
November 14, 2016**

**Attendance:**

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

<b>Public Sector</b>		
Member	Position	Attendance
<i>George McDonnell</i>	<i>Chair</i>	x
Anna VanDerwerken	Member	x
Earl Van Wormer III	Member	absent

<b>Consumer Sector</b>		
Member	Position	Attendance
<i>Jonathan Litzner</i>	<i>Secretary</i>	x
<i>Dolores Jackson</i>	<i>Vice-chair</i>	x
Vacant	Member	

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

**Guests:** none

Meeting called to order at 5:07 pm by George McDonnell

Motion by Dolores, second by Jonathan to move into executive session at 5:08.

Closed executive session at 5:34.

**Approval of Minutes:** *Motion made by Dolores, seconded by Anna to accept the October 2016 minutes. Motion passed.*

**No personnel or legal matters at this time.**

**Committees of the Board:**

**Executive Committee:** No meeting held.

**Finance & Audit Committee:**

Larry reviewed the October financial reports – asked if assets were cash only – yes

Y/E balances on credit cards - are trying to pay in full

Interest on LOC YTD is \$4218.00

Jonathan noted SCCAP has time frames to meet purchases by end of contracts

Walmart credit card must be paid in full each month

VISA can carry a balance forward every month except must pay finance charges from unrestricted dollars

George asked if we can show interest on credit card purchases paid – yes

Motion to accept financial report by Jonathan, seconded by Anna - all in favor

**Resolution 09-12/16:**

2017 - COLA increase to 3%, SEP to remain at 1%, agency contribution toward health insurance purchased through agency broker to decrease to 85% of lowest individual premium, and the elimination of the health insurance opt out of \$1250. Jonathan presented a motion, seconded by Anna – all in favor.

**Governance & Nominating Committee:** no meeting – however 1 vacancy in consumer sector

**Program Planning and Evaluation Committee:**

Reviewed the CSBG 2015-2016 PPR for the 4th quarter of the contract

Larry noted the increases in activities from prior period – some numbers are subject to seasonal time frames.

Dolores noted some numbers exceeded benchmark numbers

Anna noted people receiving emergency assistance increased – 3Q was 17 - 4Q was 281 – Back to school program and early HEAP applications

Larry noted the WIC numbers have increased – higher numbers could be re-enrollments – for example Supervised visitation numbers started high for first quarter and then drop off to only new families as this is an ongoing service delivery.

Jeannette stated milestones can now be adjusted in the PPR based on community need as we go along

Jonathan asked if 800 to 1000 was a milestone adjustment – yes

George questioned the back to school budget VS actual amount spent – there was a delay on the state's side to implement the program with funds having to be spent by September 30. Personnel services for the program were only \$600 with funds spent on families of \$ 5349. We assisted 24 families with 44 children.

**Personnel Committee:**

**Review of the Employee Handbook -**

Employees hired late in the year are not able to use the floating holiday.

Motion by Larry, seconded by Anna to delete the floating holiday and replace with Good Friday. All in favor.

Job descriptions were updated: directors changed from exempt to nonexempt classification; all job description's essential functions reordered to reflect most important function first.

Job descriptions, employee handbook and evaluations all tie together now.

Job descriptions will be reviewed with staff and signed off by all employees.

Motion by Jonathan to approve job descriptions, seconded by Anna, all in favor, motion approved.

Volunteer policy reviewed and discussed by Board. Gives guidelines and expectations of volunteers.

Motion by Anna to approve of the volunteer policy, seconded by Jonathan – all in favor, motion approved.

It was noted that 774 hours have been donated to SCCAP from 10/1/15-9/30/16.

Discussion took place regarding exempt v non-exempt for the deputy executive director. Motion by Larry to make the position of director/deputy executive director a nonexempt position while holding both positions if meeting the classification federal/state requirements, seconded by Dolores– all in favor, motion approved.

### **Committees of the Corporation:**

**Fundraising:** No meeting held however Anna discussed some possible fund raisers – selling poinsettias grown by the college and a Schoharie County “best” pizza competition on February 9, 2017. George pointed out we still need to think about a large fundraiser for 2017. Larry asked if we could get success stories as part of a fundraising campaign. Rhonda said we could set up a table at their 3 banks. Also coats/food collection boxes.

**Community Needs Assessment:** No meeting held.

### **Executive Director Report:**

All organization foundation documents have been completed for 2016 – will only need to be updated as necessary

In 2017 outreach will be our #1 goal to make us known in the community - services and donations

Due to stressors on resources (human and fiscal) the upcoming director’s meeting will be discussing ‘Do we need to/can we do everything?’

WIC-16 audit review for April 2016 was approved by NYS DOH.

**Old Business:** none

**New Business:**

Need to send a thank you to Fenimore – board decided to send a letter of appreciation and a plant/tree for their offices.

Discussed contacting the board members to confirm if attending meeting. It was decided both text/email were acceptable.

Motion to adjourn at 7:05 by George, seconded by Larry.

Respectfully submitted,

*Debbie Palmatier*  
Assistant Finance Director

Next Board Meeting – January 23 @ 5:00 PM