

**Schoharie County Community Action Program
Board of Directors Meeting
October 23, 2017**

Attendance:

Private Sector		
Member	Position	Attendance
<i>Larry Phillips</i>	<i>Treasurer</i>	x
Rhonda Ferris	Member	excused
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>	excused
<i>Jonathan Litzner</i>	<i>Secretary</i>	Arrived at 5:45
Judy Warner	Member	x

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

Guests: Betsy Bernocco, Kelly Pitt, Energy Services Director, Adam Smith, Auditor and Norman McHargue and Everett Palmatier, crew

Meeting called to order at 5:03 by George McDonnell

Presentation by Energy Services Department (see attached). Outreach of 10,000 inserts in My Shopper have resulted in 20 applications being sent out and 8 returned to date. During the 2016-2017 contract period 42 households served with \$38,000 in energy savings for homeowners and \$30,965 to local businesses for material purchases. Improving a home also improves the life of the homeowner - success story was shared and staff shared how seeing the change for the homeowner also was a positive impact for them too. Fee for Service program being shared by Code Enforcement officers with new home builders.

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

Correction to the September minutes – Motion by Larry seconded by Jason to accept the 2016 financials reports as presented by the auditor. All in favor.

Fundraising- moved forward on agenda: Jason spoke on event at the college. Date will be Thursday November 30 from 5:30 to 7:30. It would be a food competition among the culinary students. Costs for food would be paid by the culinary department and Schoharie Fresh. The cost of your ticket would allow you to eat the appetizers, entrees and desserts and then judge them. There would also be a silent auction and board members were asked to get donations. Anna will be in charge of this. Possibly 120 tickets would be sold at a cost of \$25.00. Jason to work on firming up the details.

Motion by Anna seconded by Larry to move into executive session at 5:23. Motion by Jason seconded by Larry to close executive session at 5:31.

2018 Tentative County Budget:

Discussion followed concerning the removal of the DSS Employment contract from the 2018 County budget. Jeannette shared what the Employment Training Center does (handout) – teach job skills, resume writing, job search, interviewing, retaining a job and manage finances. Discussion took place regarding how will the county provide services for these clients in 2018?

Decrease to the Family Resource Center budget from \$199,000 to \$125,000. No communication from Bonnie Post, OCS Director as to why the decrease in funding. It was noted that she did request an increase in staff in her budget. Discussion followed comparing SCCAP budgets to County budget presentation. SCCAP's budget includes all costs to run the program. County budget only reflects wages, subcontracts, direct services and minimal other expenses with no IT, space, HR, communications, maintenance, etc. under the OCS budget layout. Concern was people will not get services as no one else in the county provides the comprehensive family support services we do.

It was decided that a meeting with Steve Wilson, County Administrator and the county finance committee be requested.

No personnel or legal matters at this time.

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee: Larry reviewed the finance reports

Ratio at .82%

A/R at 16 days

A/P at 17 days

LOC at \$45,000

Balances on credit card and Walmart were down.

Motion by Larry, seconded by Jonathan to accept reports. All in favor.

Governance & Nominating Committee: Have a vacancy in the public sector. Discussion followed that having someone from Board of Supervisors would be good. Would wait until after elections to follow up.

Program Planning and Evaluation Committee: Jeannette would email 4th quarter CSBG PPR reports to board for review.

Personnel Committee: no meeting

Committees of the Corporation:

Community Needs Assessment: No meeting held.

Executive Director Report:

1. Budget impacts – give up current SUV space and then reposition SUV and FSRC areas.
2. SUV fully funded for 2018
3. Hannaford bags for a cause for November will benefit SCCAP.
4. Jeannette going to United Way tomorrow for video shoot.
5. Jeannette submitted a LOI to United Way for financial literacy.
6. November meeting will be discussing COLA, SEP, health insurance increases and % SCCAP would pay.

Old Business: none

New Business: none

Motion to adjourn at 6:40 by Judy seconded by Jonathan.

Respectfully submitted,

Debbie Palmatier

Assistant Finance Director

Next Board Meeting – November 27, 2017