

**Schoharie County Community Action Program
Board of Directors Meeting
September 21st, 2015**

Attendance:

Private Sector		
Member	Position	Attendance
<i>Barbra Parsons</i>	<i>Treasurer</i>	X
Larry Phillips	Member	X
Jason Evans	Member	X

Public Sector		
Member	Position	Attendance
Anna VanDerwerken	Member	X 5:18
Earl Van Wormer III	Member	X 5:17
George McDonnell	Member	X

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

Staff: Jeannette Spaulding – Executive Director, Jodi Gregory – Deputy Executive Director

Guests: Eric Unislawski, Auditor

Meeting called to order at 5:03pm by Board Chair Betsy Bernocco

Approval of Minutes: *Motion made by Dolores, seconded by Jason to accept the July minutes. Motion passed.*

Committees of the Board:

Executive Committee: no meeting held.

Finance & Audit: Eric U reviewed the audit. Final opinion- unqualified, no problems. Assets are down a little. Liability up to \$18,000- mostly deferred income. Total revenues down \$60,000, Contracts/Grants down \$50,000, Expenses down \$70,000. New programs for 2014: Creative Connections for Youth (CCY), Skill Building (SKB), Childbirth Education (CBE), Nutrition Education Outreach Program (NOEP). No deficiencies noted, complied with standards. Low risk audit. Appropriate paperwork signed. *Motion made by George, seconded by Dolores, to accept the audit. Motion passed,* Jeannette and Jodi excused at 5:25 so the auditor could present to the board alone, returned 5:31. Finance report reviewed by Larry. 1 employee left in August. No areas of concern. *Motion made by Jonathan, seconded by Betsy to accept the Finance Report. Motion passed.*

Governance & Nominating: Discussed the upcoming vacancies on the board in 2016. Discussed possibilities for the consumer position. Secession plan discussed. Template will be emailed to be worked on

in the October meeting. Talked about the current evaluation form that is being reworked by the program directors in ongoing meetings.

Program Planning and Evaluation: Meeting held 8/10. Reviewed work plan.

Personnel Committee: Board does not like current evaluation form for the Executive Director. Review needs to be done before February. Jason will work on an updated form and review it and send to all board members via email.

Committees of the Corporation:

Fundraising: The fundraising dinner scheduled for 9/26/15 was discussed. Final details were reviewed. Senator Seward and Assemblyman Lopez will be attending. FAM 5K is also Saturday. There are adequate volunteers from the agency and two board members will also be attending.

Community Needs Assessment: No meeting held.

Executive Director Report:

Jeannette passed out and reviewed the ED report.

Unfinished Business:

Bylaws changes reviewed. Changes were mostly clarification for consistency. Comments passed out with changes notes. Bylaws will be finalized next month.

New/Postponed Business:

None

6:27 Motion made by Betsy to move to Executive Session.

6:35 Executive Session closed.

Review of new job descriptions: Community Services Program Coordinator, Community Services Program Assistant, Supervised Visitation Coordinator, and Supervised Visitation Associate. Motion made by Jason, seconded by Barbara, to approve the job descriptions. Motion approved.

6:42 Motion to adjourn meeting.

Minutes submitted by:

Jodi Gregory

Next Board Meeting – October 26th, 2015 @ 5:00 PM
Finance Committee- October 26th, 2015 @ 4:30 PM