

**Schoharie County Community Action Program
Board of Directors Meeting
September 25, 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		

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

Guests: Eric Unislawski - Auditor, Kim Witkowski - Community Services Program Coordinator

Meeting called to order at 4:32 by George McDonnell

Review of 2016 Financial Statement and Tax Returns by auditor. Items noted:

- No findings, issues or deficiencies in controls
- Increases in cash, deferred revenue and an increase in net assets of \$40,000+
- Decreases in accounts receivable, fixed assets and accounts payable
- No fundraising revenue
- LOC at \$0 at year end

Jeannette was briefly excused from the meeting to allow for board and auditor to meet independent from the executive director. The board and Jeannette thanked Eric for his presentation and work performed. Board moved to accept financial reports as presented.

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

Department Presentation: Kim provided handouts to board members showing the various services that the department provides to the community. Also, included were samples of forms that the department utilizes to meet funding source(s) eligibility requirements. Kim talked about upcoming events - Coats for Kids and the opening of HEAP season on November 13.

No personnel or legal matters at this time.

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee: Reviewed July and August

As of August month end:

1. 1.23% ratio
2. 17 days A/R average
3. 17 days A/P average
4. \$50,000 LOC balance
5. \$3,033.18 LOC interest paid YTD
6. \$12,428.46 VISA credit card balance - computer equipment purchases for DHP
7. 31 staff members during the month
8. Taxes filed and paid

Motion by Larry seconded by Jason – all in favor.

Governance & Nominating Committee: George let the board know that Peggy would not be able to continue serving on the board due to scheduling conflicts. This will make a vacancy in the public sector. The board will consider possible new candidates.

Program Planning and Evaluation Committee: Review and discussion of the CSBG 2018 renewal package. The board reviewed the work plan and the summary. It was noted that due to restructuring of the spending plan, only the Community Services Department would be utilizing CSBG funds in the areas of community services, VITA, NOEP and if needed HEAP. Jeannette's focus has been for each of the 7 direct service delivery departments to be self-funded and not relying on CSBG for supportive funds.

Personnel Committee: Dolores reported on the 9/13 meeting. The purpose of the meeting was to begin discussions on future planning for filling the finance director and executive director positions separately as the functions are both currently managed on a day-to-day basis by Jeannette with the dedicated assistance of administration staff. However, due to unknown future funding as of the meeting, the committee decided to revisit options in January after the county and federal budgets are in place. Discussion also took place to consider what administrative activities could potentially be outsourced.

Committees of the Corporation:

Fundraising: Jason shared plans for having a 12/1 fundraising dinner at SUNY in the style of a food cooking competition. More details to follow. Jason and Jeannette will meet to discuss further.

Community Needs Assessment: No meeting held.

Executive Director Report:

ROMA Training for Board: In lieu of a report Jeannette did a ROMA training for board members. Handouts included the ROMA Next Generation Theory of Change - Discussion Guide; TOC graphic showing CA Goals, Services and Strategies, CA Core Principles, and Performance Management; Services and Family/Individual National Performance Indicators. The 2018 CSBG Work Plan was utilized to show how the TOC language and Implementation of Services and Strategies drives the development of the Work Plan.

Strategic Plan: Jeannette updated the board on the agency's progress in meeting the Strategic Plan goals.

Strategy #1 Outreach - The agency has consistently met the publishing expectations and held a community event. It is continuing to work on engagement of the business community and has yet to develop a signature event. It has had great success with the distribution of inserts in the My Shopper to raise awareness regarding services available at SCCAP.

Strategy #2 Fundraising - The agency has yet to develop a signature fundraising event. However, the Energy Services Department is still moving forward with it Fee-For-Service for new home builds and the agency will be reaching out to some area employers regarding payroll deduction options for employees.

ROMA Training for Staff: On 9/26 staff received a ROMA TOC training - same information as the board training noted above. Also looked at was the agency intake and how the information captured on the intake relates to CSBG PPR and APR reporting.

Old Business:

New Business:

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

Respectfully submitted,

Jeannette M Spaulding

Executive Director

Next Board Meeting – October 23, 2017 at 5PM