

**Schoharie County Community Action Program  
Board of Directors Meeting  
February 26, 2018**

**Attendance:**

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

<b>Public Sector</b>		
Member	Position	Attendance
<i>George McDonnell</i>	<i>Chair</i>	x
Anna VanDerwerken	Member	x
Leo McAllister	Member	x

<b>Consumer Sector</b>		
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:** Aimee Kollar – CSBG program representative, Marcy Holmes – Director Employment Training Center, Richard Valetutto – ETC Coordinator and Carlina Morales – ETC Coordinator

**Meeting called to order at 4:48 by George McDonnell**

Everyone was introduced to new board member Leo McAllister and Aimee Kollar CSBG rep.

ETC presented a power point presentation on the services offered to their clients to gain skills needed to find employment.

All present board members completed an updated board bio for their files.

**Approval of Minutes:** Motion made by Dolores seconded by Anna to accept the January 2018 minutes. Motion passed.

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

**Committees of the Board:**

**Executive Committee:** No meeting held.

**Finance & Audit Committee:**

Reviewed January reports

Received balance of CSB-18 advance

Office of Community Services contracts signed and returned

WES-19 contract out for completion for \$375,000

Assets vs liabilities ratio 1.47%

A/R at 60 and 90 days was for Hunger Solutions and DHP

LOC at \$50,000

1 new hire – Carlina Morales in DHP

Motion by Rhonda, seconded by Jonathan – all in favor to accept reports

**Governance & Nominating Committee:**

Leo McAllister has joined the board to fill the public sector position as he is a supervisor on the County Board of Supervisors. He was a previous board member 20 years ago and also served as board chair.

Resolution #01-02/18 to have Leo serve from 2/26/18 to 2/25/19 offered by Jason seconded by Anna – all in favor.

Copies of the by-laws were distributed to all members.

**Program Planning and Evaluation Committee:** Copy of CSB 1Q PPR 10/1/17 to 12/31/17 was sent to all members. Members can see overview of all programs we provide. Summary page gives insight as to difference in numbers and the reasons. We have volunteers that donate a lot of time to SCCAP. Also looking for more mentors as we have a list of children waiting.

**Personnel Committee:** ED performance review to be completed by board and copies returned to George. Previous review is available to board members. Employee turnover rates discussed. George asked if our rates were on par with other agencies. (see attached)

**Committees of the Corporation:**

**Fundraising:** Continue with the college fundraiser. Jason to pursue possible payroll deductions with businesses. Jason also will look into SCCAP providing quik books training to students.

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

Motion by Jonathan seconded by Jason to move into executive session at 5:43.

Motion by Dolores seconded by Leo to close executive session at 6:05.

**Executive Director Report:**

Activities limited due to health

Agency to participate in Empty Bowls fundraiser for local food pantries.

**Old Business:** none

**New Business:** none

Motion to adjourn at 6:15 by Judy.

Respectfully submitted,

*Debbie Palmatier*

Assistant Finance Director

Next Board Meeting – March 26, 2018