

**Schoharie County Community Action Program  
Board of Directors Meeting  
September 24, 2018**

**Attendance:**

<b>Private Sector</b>		
Member	Position	Attendance
<i>Vacant</i>	<i>Treasurer</i>	N/A
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
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, Kim Witkowski – Assistant Finance Director, Jackie LaLonde – Director of Healthy Families Center, Lara Ackley – Nutritionist, Nardeana Bohringer – Program Coordinator, Sarah Beekman – Program Coordinator, Heather Fretto – Breastfeeding Coordinator

**Guests:** Karen Simmons – Tagua Nut Gift Shoppe, Eric Unislawski – Philip Beckett, CPA, P.C.

**Finance Committee called to order 4:35**

Eric Unislawski reviewed the 2017 Completed Independent Auditors Report with the Board.

- Mr. Unislawski began his presentation by stating that their opinion the 2017 Financial Statements present fairly, which Mr. Unislawski noted was a good opinion to have.
- Their audit showed that SCCAP is in compliance with both the Federal Requirements and the Government Auditing Standards.
- A review of SCCAP’s financial position showed that there was a drop in expenses of \$48,800.
- There were no deficiencies found in internal controls.
- Again this year, there were no findings. SCCAP is considered a low-risk auditee.

Board members asked a few questions.

- Dolores asked if there were any funding sources that were not on-going? Jeannette noted that it depends and that sometimes they are netted out. For example, HPNAP is a quick turn-around. The money comes in and is spent right away for the Food Pantry expenses.

- Dolores also asked about – Copy Center - \$10,000 pg. 4? Jeannette noted that the Agency leases some of their copiers, and others we try to purchase outright. Whichever is more cost effective for the Agency.

Staff was then excused for a few minutes so that Board members had an opportunity to speak with the Auditor directly.

### **Finance Committee meeting concluded at 5:00**

### **Board Meeting Call to Order:**

### **Meeting called to order at 5:00 pm by George McDonnell**

Staff from the Healthy Families Department did a presentation to the Board. Jackie LaLonde, Director, spoke about the new Ecard for WIC. They will no longer be issuing checks, but will now be using a debit card. This will be a great improvement for clients. They will no longer have to deal with the unfortunate stigma that has been around the WIC checks when using them in the stores. The Capital Region started today with the Ecard and so far, so good. Jackie noted that she had to attend a week-long training on the new system and then come back and train the WIC staff. The clients can even manage their accounts now with their smartphones. This will be a huge improvement for the efficiency of the program for the clients. Judy Warner asked if the other counties that have already started using the Ecard have seen an increase in people accessing WIC? Jackie responded they yes they have seen a big difference in the amount of people they are serving.

Heather Fretto then gave an update on SCCAP's new Milk Depot. Heather explained to the Board that we have been a human milk depot for the past year. Mothers who produce extra breastmilk can donate their extra milk to the Milk Depot. The milk is then sent to NYS for testing and distribution around the state. Heather also noted that there has been a push for insurance companies to approve the milk bank as something that would be covered by insurance. The insurance companies have just started approving services for babies under six weeks old, who are in need of breast milk due to congenital or gastro issues. SCCAP's Milk Depot has shipped out over 1,648 ounces of breastmilk since last September 2017! In addition, the NY Milk Bank has moved to a new location in New York City because they are growing as well.

Jeannette also noted that this department also did a Community Baby Photo Shoot in August during National Breastfeeding Week, which was also a huge success.

Heather and Jackie also shared that the Annual Community Baby Shower is happening this weekend. The Baby Shower is for pregnant mother-to-be and mothers with children under a year old. This event has been growing every year and they may have to find a new location as they are growing out of the Head Start venue. There are many community partners as well as vendors that help to make this event such a success. Some of the community partners that are participating are as follows:

- Schoharie County Health Department
- Head Start
- Insurance Navigator

- Community Maternity Services
- Cobleskill Police
- Schoharie County Lactation Support
- Duanesburg YMCA
- SCCASA
- Angela Clapper-31 (donates a lot of free stuff)
- Photographer
- WIC and NY MILK Bank
- Rural Health Network
- Safe Sleep Program
- Catholic Charities of Cobleskill
- Usborne Books
- Fidelis
- Tinkergarten
- Cobleskill Fire Department
- Studio for Arts and Crafts
- Planned Parenthood

**Approval of Minutes:**

No corrections to the July 23<sup>rd</sup>, 2018 meeting minutes.

*Motion made by Leo and seconded by Anna to accept the July 2018 minutes as presented.*

*Motion passed unanimously.*

**Executive Session:**

No personnel or legal matters at this time.

**Committees of the Board:**

**Executive Committee:** No meeting held.

**Finance & Audit Committee:**

Jeannette reported the following:

- Agency Budget – reviewed by Board members prior to meeting. This report is a great overview of the overall financial status of the agency;
- Reviewed the YTD Summary of Agency Finances;
- Reviewed Balance Sheet;
- Reviewed Cash Disbursements Journal – Jeannette noted that this item will not be uploaded but will be supplied at the Board meetings;
- Administration (Debbie, Colleen, and Michele) will be done with the shared work schedule at the end of September. This is giving the Agency a good cost savings.
- Contract/Amendment status – Kim updated the contract status which is listed on the Finance Agenda for the Board’s review.

Dolores asked why the Visa card balance was so high? Kim responded that it was high during the month of August because we had received SNAP dollars in the amount of \$18,000 through the 2017-2018 Displaced Homemakers funding source. This money needed to be spent before the end of August. Consequently, some of the purchases had to be made using the agency credit card. Most of the balance has since been paid off in September.

*Motion made by Jonathan and seconded by Dolores to accept Finance report as presented. Motion passed unanimously.*

### **2017 Financials Independent Auditor's Report:**

*Motion made by Jonathan and seconded by Leo to accept the 2017 Financials & Independent Audit Report as presented. Motion passed unanimously.*

### **Governance & Nominating Committee:**

The following three resolutions were presented and accepted as follows:

- **Resolution #08-09/18:**  
*Motion made by Leo and seconded by Anna to accept Resolution 08-0/18 as presented to appoint Karen Simmons to the Board of Directors in the Private Sector for her first term from September 24, 2018 through September 23, 2019. Motion passed unanimously.*
- **Resolution #09-09/18:**  
*Motion made by Judith and seconded by Anna to accept Resolution 09-09/18 as presented to appoint Dolores Jackson to the position of Board Treasurer. Motion passed unanimously.*
- **Resolution #10-09/18:**  
*Motion made by Leo and seconded by Anna to accept Resolution #10-09/18 as presented to approve financial depository and signatories for the purpose of SCCAP, Inc. monetary transactions. Motion passed unanimously.*

### **Program Planning and Evaluation Committee:**

- CSBG 3rd qtr PPR numbers were reviewed at the September Board meeting. This information was uploaded to the website so the Board members were able to review prior to the September Board meeting. This reflects changes in funding sources and how we are doing, as well as a narrative piece.
- Community Needs Assessment is well underway. We received a good response at the Sunshine Fair in August. We will be wrapping up the surveys within the next couple months.

### **Personnel Committee:**

- Jeannette updated the Board on the updated Succession Plans as follows:
  - Family Support and Resource Center: Becky Foland – Assistant Director of the Family Support and Resource Center.

- Employment Training Center: Jeannette Spaulding.
- Executive Director: add Kimberly Witkowski – Assistant Finance Director
- Supervised Visitation: Becky Foland – Assistant Director of the Family Support and Resource Center.
- Administration/Finance: add Kimberly Witkowski to Fiscal.
- Community Services: Kimberly Witkowski and Jeannette Spaulding.

Presented new job description for board review & approval - Family Support and Resource Center Assistant Director

*Motion made by Jonathan and seconded by Judith to accept the job description for the newly created Family Support and Resource Center Assistant Director position as presented. Motion passed unanimously.*

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

#### **Fundraising:**

- Anna reported that she had contacted Barbeque Delights in Schoharie, but was unable to coordinate this event at this time. Will look into doing this possibly in the spring and fall of next year (2019).
- Jeannette noted that she will follow up with Jason to see if we can coordinate having the chef come to the next Board meeting in October so that we can finalize preparations for this event.

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

### **Executive Director Report:**

Jeannette reported the following:

- Jeannette and Kim shared with the Board that we have purchased a new database for the Agency. Jeannette explained that the Agency was given a short turnaround for a new CSBG Discrepancy Fund that was made available to CAP agencies. Up to \$24,000 could potentially be approved for upgrading current computer tracking systems or purchasing new systems. Kim found a company called Social Solutions, and after getting bids from two other software companies, we decided to go with Social Solutions Apricot database. Kim explained that this database will allow us to create a database that we can use for tracking all of the demographic information we need for CSBG reporting, as well as give us a great tool for keeping client information such as case notes, copies of id, etc. all in one place. This is a web-based system and is completely encrypted and secure. This will make reporting to our funders (current and potential) and our Board much more efficient. We are very excited about this new venture and hope to be live with the database October 1, 2018.
- SCCAP has been awarded \$20,000 of unrestricted funds from Fennimore Assets.

- SCCAP will be running an advertisement on the Bassett Hospital public monitors located throughout the hospital. Michele did a 30 second blip that will be a great outreach for SCCAP. The cost is \$1,400 per year, which is very cost-effective, and there were only four total slots available. Anna asked if we are able to publicize our events on this as well? Jeannette responded that we cannot use it for that type of outreach, but we can update it with our services.
- Jeannette and a few of the staff participated in the Community Health and Safety Fair.
- Reminded everyone about the upcoming Community Baby Shower this weekend.
- Food Pantry – SCCAP was given the opportunity by the Regional Food Bank to receive additional donations of food from Price Chopper, since St. John’s Monastery no longer has a food pantry. This has been challenging. Client demand is low at this time and there is difficulty in distributing excess food to other food pantries. We will be discontinuing the Price Chopper pick up in the near future, and just continue with the Save-A-Lot donation.
- Jeannette will also be looking at structuring some training in 2019 around becoming a Trauma Informed agency. This training helps to raise awareness and provides resources to creating a healthy culture for staff to work in and clients to receive services. She would like to see a youth-focused path for the agency.
- Jeannette and Kim also were able to participate in the Community Action Angels Conference in Syracuse early this month.

**Old Business:**

There was no old business discussed at this time.

**New Business:**

There was no new business discussed at this time.

**Next Meeting:**

The next Board meeting is scheduled for Monday, October 22nd at 5:00 p.m.

**Adjournment:**

*Motion to adjourn was moved by Jonathan and seconded by Rhonda. The motion passed unanimously. The meeting was adjourned at 6:14 p.m.*

Respectfully submitted,

*Kimberly Witkowski*

Assistant Finance Director

