

**Schoharie County Community Action Program
Board of Directors Meeting
January 28, 2019**

Attendance:

Private Sector		
Member	Position	Attendance
Karen Simmons	Member	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	excused
Richard Lape	Member	x

Consumer Sector		
Member	Position	Attendance
<i>Dolores Jackson</i>	<i>Treasurer</i>	x
<i>Jonathan Litzner</i>	<i>Secretary</i>	x
Judy Warner	Member	x

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

Guests: none

Meeting called to order at 5:00 by George McDonnell

George welcomed our new board member Richard Lape from the Schoharie County Board of Supervisors and board members introduced themselves.

Approval of Minutes: *Motion made by Dolores second by Jonathan to accept the November 2018 minutes. Motion passed.*

No personnel or legal matters at this time.

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee: Dolores reviewed the November and December financial reports.

Motion by Jason second by Rhonda to approve. All in favor.

Governance & Nominating Committee:

George asked board members to review the committee list and let him know which if any committees they would like to serve on. Important positions to fill are Vice chair and Chair of finance committee.

Resolution #02-01/19 to appoint Richard Lape to serve on the board as a member of the public sector for a 3 year term.

Motion by Judith second by Dolores. All in favor.

Resolution #01-01/19 for Jason Evans to serve another 3 year term.

Motion by Jonathan second by Dolores. All in favor.

Program Planning and Evaluation Committee: Jeannette told board members that CSBG PPR#4 has been uploaded to the website for their review .

Personnel Committee: Jeannette stated she would like to advertise for the Finance Director position in March or April. She will reach out to NYSCAA to see what level other CAA offer as compensation. Board members asked where funding would come from. A cost savings with the departure of a staff member and also a carryover of CSBG funds from last contract. Also admin staff did shared work this summer and currently working 35 hours a week.

2 succession plans were revised - one for the Executive Director and one for the Finance Director.

Motion by Dolores second by Jonathan to approve the revised plans. All in favor.

Committees of the Corporation:

Fundraising: Jason stated a date of March 4, 2019 was set for the culinary event at the college. It would be either and wine/beer pairing event or a sit down dinner. Details to follow.

Community Needs Assessment: No meeting held.

Executive Director Report: see attached report for November and December activities.

TRACS review will be held on February 12,13 and 14.
Jeannette will also be reviewing FTE's and OTPS expenses on current contracts on the quarter.

Old Business: none

New Business:

Resolution #03-01/19 to add Denelle Baker as a signatory on SCCAP accounts.

Motion by Jason second by Dolores to approve new signatures for Bank of Richmondville accounts.
All in favor.

Judith asked about the impact of the government shut down on the agency. Jeannette said only possible contracts that may be affected now would be WIC and CACFP. Depends on how quickly the state draws down funds from the federal government. Possible reduction of work hours for those departments.

Motion to adjourn at 5:48 by Richard.

Respectfully submitted,

Debbie Palmatier

Assistant Finance Director

Next Board Meeting – February 25 at 5:00