

**Schoharie County Community Action Program
Board of Directors Meeting
March 25, 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 | x |
| <i>Richard Lape</i> | <i>Vice Chair</i> | 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: Lynn Berger – SUNY Cobleskill Director Human Resources and Affirmative Action; Becky Foland - Assistant Director Family Support and Resource Center (FSRC), Sara Schulz (FSRC), JoAnn McCann (FSRC), Rhonda Wilty - Director Parent and Child Connections Center (PCCC)

Lynn Berger presented Sexual Harassment Training for the board

FSRC presented an overview of the programs they provide for the community (see attached flyers)

Meeting called to order at 5:03 by George McDonnell

Approval of Minutes: Motion made by Anna seconded by Rhonda to accept the February 2019 minutes. All in favor.

No personnel or legal matters at this time.

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee:

1. Review of the February finance reports
2. Review of the 2019 budget
 - a. Wide variance of actual to budget due to initially low budget projection
 - b. Watching expenses for electric, gas, garbage, copy/fax, insurance
 - c. Revisions for budget numbers will be made in the future after determination of state budget
3. Reviewed balance sheet
4. A/P 16 days
5. A/R 24 days
6. Increase on the LOC
7. DHP contract finally approved and signed

Motion by Jason second by Jonathan to approve reports. All in favor.

Governance & Nominating Committee:

Finance chairperson position still open

Program Planning and Evaluation Committee:

APR sent to State

Community Needs Assessment: No meeting held.

Personnel Committee:

Will set up a meeting in April or May to review the compensation schedule.

Committees of the Corporation:

Fundraising: SUNY Culinary Event April 1

1. 46 RSVP to date
2. 3 breweries to participate
3. 4 course sit down meal
4. Silent auction items
5. SCCAP BBQ May 15
6. Maple Fest April 27

Executive Director Report:

1. Stewart's Holiday match of \$3,000 received
2. Sterling Insurance Foundation donation of \$5,000 received for youth development

Old Business:

Finance Director job description revised and will be posted in local papers. Changed the requirement to include the option of an Associate's Degree with more experience.

Motion by Richard second by Jason to update the job description and post job opening. All in favor

New Business: none

Motion to adjourn at 5:51 by Dolores.

Respectfully submitted,

Debbie Palmatier

Assistant Finance Director

Next Board Meeting – April 22 at 5:00