

**Schoharie County Community Action Program
Board of Directors Meeting
October 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	x
<i>Richard Lape</i>	<i>Vice Chair</i>	x

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

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

Guests: Kelly Pitt – Energy Services Director, Adam Smith – Building Analyst, Norm McHargue, Richard Hagadorn and Ed Hurn – Field Crew

Meeting called to order at 5:00 by George McDonnell

Presentation by the Energy Services Department as to the energy savings work they perform on homes. Also installation of 32 A/C units this summer. (See attached sheet)

Approval of Minutes: *Motion made by Anna seconded by Judy to accept the September 2019 minutes. Motion passed.*

No personnel or legal matters at this time.

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee: Reviewed the September finance reports

1. Reviewed the contract status report
2. A/R 1 over 90 days
3. A/P credit of \$117
4. Purchases on credit card were back to school clothes
5. LOC paid off 10/10/19 – no current balance
6. 1 new employee Brianna and 2 left Kim and April
7. Reviewed balance sheet and cash disbursements
8. Unrestricted funds of \$33,113 and fundraising funds of \$8,132
9. Reviewed the quarterly year to date budget numbers

Motion by Jason second by Rhonda to accept the finance reports – all in favor.

Justina presented some updates to be made to the finance manual – outstanding check policy, allocation policy and removal of section regarding salary advances. (see attached)

Motion by Richard second by Jonathan to accept these updates to the finance manual – all in favor

Governance & Nominating Committee: none

Program Planning and Evaluation Committee: none

Personnel Committee: Jeannette handed out a spreadsheet for the health insurance, COLA and SEP increases for 2020. Discussed various scenarios in bringing wages up to fair and equitable rates especially with the changes coming in minimum wage. Cost to the agency with a flat \$1.05 wage increase and a 2% COLA would be \$83,000. These figures were written into the 2020 budgets. Discussion followed. Decided to set a personnel committee meeting for January 2020 to continue to review wages going forward.

Motion by Anna second by Richard to approve a 2% COLA followed by a flat rate increase of \$1.05 for 2020 – all in favor.

Motion by Jason second by Jonathan to approve a 1% SEP for 2020 – all in favor.

Committees of the Corporation:

Fundraising: none

Community Needs Assessment: No meeting held.

Executive Director Report:

1. Met with Case Worthy rep regarding the new data base
2. To attend ROMA training to finish certification which is a CSBG requirement

Old Business: none

New Business: none

Motion to adjourn at 6:08 by Richard second by Jonathan.

Respectfully submitted,

Debbie Palmatier

Assistant Finance Director

Next Board Meeting – November 18 at 5:00