

**Schoharie County Community Action Program  
Board of Directors Meeting  
September 23, 2019**

**Attendance:**

<b>Private Sector</b>		
Member	Position	Attendance
Karen Simmons	Member	x
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
<i>Richard Lape</i>	<i>Vice Chair</i>	excused

<b>Consumer Sector</b>		
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, Justina Farris-Finance Director, Debbie Palmatier – Assistant Finance Director

**Guests:** Eric Unislawski, auditor, Jackie LaLonde-WIC Director, Heather Fretto-Breastfeeding Peer Counselor, Amber Shultes-Breastfeeding Peer Co-ordinator, Lara Ackley-Nutritionist, Nardeana Bohringer – WIC Program Assistant and Sarah Beekman-WIC Program Assistant.

**Meeting called to order at 5:02 by George McDonnell**

Presentation by the Healthy Families Department. They explained the programs they offer – Farmer’s Market coupons, E-WIC benefits, Community Baby Shower, Breastfeeding support and the Milk Depot.

**Approval of Minutes:** Motion made by Dolores seconded by Rhonda to accept the July 2019 minutes. Motion passed.

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

**Committees of the Board:**

**Executive Committee:** No meeting held.

**Finance & Audit Committee:** Eric presented the 2018 audit to the board. Assets have increased. Depreciation schedule has been revised. LOC at 12/31/18 was zero.

Motion by George to accept the 2018 audit seconded by Jonathan – all in favor.

Eric presented the 990 forms and CHAR 500. Motion by Judy to approved the forms seconded by Jonathan – all in favor.

Reviewed the list of current and pending contracts. Judy asked if there had been an increase in the EFSP funds – yes

DSS contracts have been signed and returned to county same as 2019

DHP closed 8/31 and the mod was approved in September 2019

CSBG new year contract submitted

VITA contract approved for 2020

Dolores presented the July and August finance reports.

A/R 0-30 days was \$61,000

90 days past due was WES-19 close out

A/P runs 10 days average for paying

VISA card up for the DHP charges to close contract

Walmart card up because of back to school purchases

3 new employees

Cash disbursements reviewed

Motion by Jonathan to accept the July and August reports seconded by Anna – all in favor

**Governance & Nominating Committee:**

**Resolution #09-09/19** to appoint Jonathan to another 3 year term ending 9/23/22. Motion by Anna seconded by Dolores – all in favor. This will be his final term.

**Resolution #10-09/19** to appoint Karen to another 3 year term ending 9/23/22. Motion by Judy seconded by Anna – all in favor.

**Program Planning and Evaluation Committee:**

**Community Needs Assessment** – discussed the results of the 126 surveys conducted at the fair. (copy is attached). Cobleskill and Richmondville largest respondents, Retired and unemployed were largest respondents, Females > males, age 62 and over highest respondents. Unemployment was the #1 concern.

**CSBG work plan:** was submitted to the state. Reviewed by the board. Last page shows a summary of the budget overview. Shows where money comes from and where we put it into services. Breakout of admin dollars to program dollars. Admin percent was @ 22%

**Personnel Committee:** Met in August to review executive director evaluations. Jeannette scored 4.87%. Only area of concern was promoting SCCAP. Challenges were wage considerations. Jeannette will send board members spreadsheet with updated information on compensation schedules for the members to review for discussion at the November meeting. Jeannette noted that increases to the wages would cost SCCAP around \$100,000.

**Committees of the Corporation:**

**Fundraising:** none

**Community Needs Assessment:** See previous discussion.

**Executive Director Report:**

1. Received 2 checks from Fenimore
2. Work continues on the new data base
3. Results of the survey were handed out
4. Attended Workforce Solutions meeting

**Old Business:** none

**New Business:** Discussed new signators for CSBG as follows:

1. George and Jeannette to sign contracts
2. George and Jeannette to sign program reports
3. Jeannette and Justina to sign fiscal reports and vouchers.

Motion by Dolores seconded by Rhonda to approve these signators – all in favor

**Resolution #11-09/19** to updated safety deposit signators as follows:

George, Jeannette, Justina and Debbie

Motion by Anna seconded by Jonathan to approve these signators – all in favor

George discussed the upcoming Youth Bureau event “Safe harbor at SUNY.

Motion to adjourn at 6:05 by Dolores.

Respectfully submitted,

*Debbie Palmatier*

Assistant Finance Director

Next Board Meeting – October 28 at 5:00