

**Schoharie County Community Action Program  
Board of Directors Meeting  
January 27, 2020**

**Attendance:**

<b>Private Sector</b>		
Member	Position	Attendance
Karen Simmons	Member	x
Rhonda Ferris	Member	x
Jason Evans	Member	x

<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>	x

<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	excused

**Staff:** Jeannette Spaulding – Executive Director, Justina Farris – Finance Director, Debbie Palmatier – Assistant Finance Director, Sue deBruijn – Administration Assistant

**Guests:** none

**Meeting called to order at 5:03 by George McDonnell**

Jeannette did a video presentation on “Community Action Agency Board Responsibilities and Your Role as a Member.” Jeannette will email to members a self-assessment tool for members to complete.

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

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

## **Committees of the Board:**

**Executive Committee:** No meeting held.

**Finance & Audit Committee:** November and December financial reports were reviewed.

1. Program report reviewed
2. Mod for WES submitted to increase contract from \$375,000 to \$400,000
3. VISA card was high as we needed to spend out the contracts for some programs
4. 24 FT and 6 PT employees – 1 new hire in December
5. Reviewed November and December balance sheets
6. Reviewed November and December cash disbursements
7. Reviewed the YTD 2019 budget. There are year end adjustments to be made

Motion by Jason seconded by Jonathan to accept the financial reports – all in favor.

**Governance & Nominating Committee:** Resolution #01-01/20 to appoint Richard Lape to 2nd term a 3 year term from 1/28/20 to 1/27/23. Motion by Jonathan seconded by Anna to appoint Richard to another term – all in favor.

Rhonda, Jason, George, Anna, Richard, Dolores, Judy and Jonathan acknowledged by email that they received the bylaws. Karen verbally stated she did receive hers.

**Program Planning and Evaluation Committee:** Jeannette handed out the draft 2019 Community Needs Assessment (see attached). Report was placed on the website prior to the meeting. Jeannette discussed the report as follows:

In prior Needs Assessment the #1 concern was employment – lack of opportunities and adequate wages. #2 was transportation. In the 2019 Needs Assessment the #1 concern – employment and the #2 is child care - lack of providers and the high cost.

George asked how we capture these numbers? Based on the surveys we did. Jeannette flagged areas of concern in red in the report.

Some areas to note:

1. 5 year unemployment rate above national and state levels While Schoharie County unemployment is trending lower, people are often working several part-time jobs.
2. Population growth 2000-2017 only 29 people
3. Decrease in people 0-17 years but increase in older people
4. 96+% white
5. 7.9% vets
6. 4186 people living at or below poverty level
7. 1052 children living at or below poverty level
8. There is an increase in people seeking assistance

If board members have any more questions they can email Jeannette. George commented on the number of youth he is seeing and increase in mental health issues.

Motion by Dolores seconded by Richard to accept the 2019 Community Needs Assessment – all in favor.

1. Reviewed the 2013-2017 plan (see attached) and reported on those goals (see attached). She discussed all the activities and the progress of the goals as written in the report.
2. Community engagement – social media posts are generating traffic and NYSCAA will design a new website for us.
3. Educational event was done and we will develop another one. George asked about possibly one on childcare.
4. Business engagement is growing with the Fee for Service classes – ETC, CCR, SKB and HEC
5. Still working on a signature event
6. Focus Groups – Jeannette hopes to be able to get out into the community more in 2020
7. Fund development – we do set aside all unrestricted funds we receive.
8. Payroll deductions - participating with SEFA and United Way

Jeannette handed out the draft 2018-2022 Strategic Plan to board member. Report was placed on the website prior to the meeting.

Board discussed the 2018-2022 Strategic Plan:

#### Strengths and Accomplishment:

1. Medicare billing
2. Finance Director position filled
3. IT is up to date
4. Surveys on website for review – people like coming here

#### Challenges:

1. Fund development
2. State funding of DHP always a concern
3. Loss of 2 funding sources
4. Level funded contract VS wage increases

Strategies:

1. Monthly articles
2. Social media
3. Events for the community
4. Increase in FFS
5. Grant writing

Richard asked how much we lost in funding which is about \$200,000. Jeannette also stated our DHP program has a 50% placement rate for jobs.

Motion by Jason seconded by Jonathan to accept the 2018-2022 Strategic Plan – all in favor.

Jeannette handed out the CSBG 2019 PPR#4 with overview (see attached). Report was placed on the website prior to the meeting. Jeannette discussed the PPR as follows:

1. She reviewed the numbers and the explanation in the summary. If a quarter had a zero it did not mean it services were ended, it could simply be a seasonal activity e.g.: taxes
2. Changes are allowed up to a 20% variance and target numbers can be adjusted along the way.
3. Programs performing as expected

Board had no questions.

**Personnel Committee:** Overview of job descriptions were placed on the website for board review. Board will be reviewing every 5 years unless a change has to be made.

Motion by Dolores seconded by Jonathan to accept the job descriptions – all in favor.

Dolores will schedule a committee meeting to review compensation schedules and email members with some dates.

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

**Fundraising: none**

**Community Needs Assessment:** see previous discussion

**Executive Director Report:**

1. Looking to hire a part time front desk receptionist to allow Sue to assist more with board items and state compliance – TRACS and ACROS. Pay rate will be \$13.40 at 3 days a week.

**Old Business: none**

**New Business:** Jason asked if the Community Needs Assessment will be done again in 2020. Jeannette said it is required every 3 years but can be done sooner.

Motion to adjourn at 5:55 by Dolores.

Respectfully submitted,

*Debbie Palmatier*

Assistant Finance Director

Next Board Meeting – February 24, 2020