

**Schoharie County Community Action Program
Board of Directors Meeting
June 22, 2020
Annual Meeting**

Attendance:

Private Sector		
Member	Position	Attendance
Karen Simmons	Member	E
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>	E
Judy Warner	Member	X

Staff: Jeannette Spaulding – Executive Director, Justina Farris – Finance Director, Sue deBruijn – Administrative Coordinator

Guests: John Jarvis

Board members were given the 2019 Annual Report to review before the Annual Meeting.

Meeting called to order at 5:05 PM by George McDonnell

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

No personnel or legal matters at this time.

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee:

- Dolores reported that there was nothing out of the ordinary with the contract status report.
- George asked if there were any issues with the County holding up aid. Jeannette replied that Justina is submitting budgets and no issues have been raised.
- Dolores reviewed the Finance Summary and noted that there is an accounts payable over 60 days for Visa. Justina replied that this is due to CARES funding which was used for purchasing masks related to COVID-19.
- Dolores noted that the line of credit is down.

Approval of Finance Report: Motion made by Jonathan, seconded by Anna. Motion passed.

Governance & Nominating Committee:

- Jeannette read the resolutions for each position.
- Richard Lape will fill the chair position. *Motion to accept resolution by Jason, seconded by Dolores. Motion passed.*
- Jason Evans will fill the vice chair position. *Motion to accept resolution by Anna, seconded by Judy. Motion passed.*
- George McDonnell will fill the treasurer position. *Motion to accept resolution by Jason, seconded by Anna. Motion passed.*
- Rhonda Farris will fill the secretary position. *Motion to accept resolution by Jason, seconded by Dolores. Motion passed.*
- Jeannette read the bank resolution, explaining that the requirement for two signatures is an internal policy. The required signatures cannot include the secretary because of Rhonda's affiliation with the bank. Also, the department director's signature cannot be used for amounts over \$3,000 if not part of normal monthly transactions i.e. payroll, rent, etc. *Motion to accept resolution by Jason, seconded by Rhonda. Motion passed.*
- Jeannette will contact new officers to make arrangements for required signatures and is willing to meet them wherever is necessary. Until those signatures have been gathered, Jeannette and Denelle Baker are the only people who can sign checks.

Program Planning and Evaluation Committee: none

- Jeannette will send out program planning reports at the next meeting.

Personnel Committee: No meeting held.

Committees of the Corporation:

Fundraising: No meeting held.

Community Needs Assessment: No meeting held.

Executive Director Report:

- Jeannette reported that COVID-19 has been all consuming, but that she feels she is on top of it.
- Staff continue to do online training.
- No longer required to do reduced workforce, but Jeannette has kept work-from-home and shared work going as an extra safety measure and because she didn't want to unfairly charge contracts.
- Shared work will only continue based on the funding source concerns. Weatherization is one area that may be affected because they don't have a contract at this point. If the contract is delayed, they will go back on the shared work plan.
- Cash flow is low. Weatherization and Department of Labor are behind by several months. Jeannette continues to follow up with them. The line of credit could be affected by this.
- DSS has questioned why Supervised Visitation should continue to be paid. Jeannette replied that the staff kept logs of their work from home for this program. Waiting to hear from the commissioner.
- Jason asked if funds could be moved from some contracts to cover shortfalls. Answer: No. Using CARES funding as much as possible, but there is a need to backfill where contracts have dropped. Also reducing administration costs by using CARES.
- Jason asked what options have been chosen for temperature testing since the previous meeting's discussion on that topic. Answer: Infrared thermometers were purchased using CARES money for the staff and will be used for clients. Staff use an on-line survey to report their self-assessment each day they are in the office. All thermometers have been inventoried and will be returned to the Agency.
- Richard asked if there were any positive cases of COVID-19 among the staff or in the building. Answer: Waiting to hear, and nothing can be disclosed at this point.
- Clients will be traced by department log books so they can be notified if they have been exposed to COVID-19.
- Richard asked if there are delayed payments on any bills. Answer: No.

Old Business: None

New Business:

- Risk assessment has been presented to the Board. There were no questions.
- Board approved updates to the employee handbook related to COVID-19: Employment Policies and Leaves of Absence.
- Executive Director evaluation normally goes to the Personnel Committee, but the only members left are Rhonda and Judith. Rhonda asked that all evaluation summaries be sent to her.
- Jeannette suggested Board members look over the committee list to see who could take on new roles. Anyone interested in serving on a committee should contact Richard.
- Richard asked if George would be remaining on the Finance and Audit Committee. Answer: Yes.
- Jason asked Jeannette to review the vacancies on the Board. Two in Consumer, one in Public. The Public opening cannot be filled by someone representing a political party. Mr. Jarvis will let us know if he is interested.
- George expressed thanks from the Board to Dolores and Anna for their service and time.

- Jeannette thanked Dolores and Anna for serving on the Board and expressed regret that due to the pandemic there could not be a proper farewell.
- George thanked Jeannette for her continued leadership, particularly during the pandemic.

Motion to adjourn at 5:55 PM by Dolores, seconded by Anna.

Respectfully submitted,

Sue deBruijn
Administrative Coordinator

Next Board Meeting – July 27, 2020 at 5:00 pm Via Zoom