

**Schoharie County Community Action Program
Board of Directors Meeting - Via Zoom Meeting
July 27, 2020**

Attendance:

Private Sector		
Member	Position	Attendance
Karen Simmons	Member	X
<i>Rhonda Ferris</i>	<i>Secretary</i>	X
<i>Jason Evans</i>	<i>Vice Chair</i>	X

Public Sector		
Member	Position	Attendance
<i>George McDonnell</i>	<i>Treasurer</i>	X
<i>Richard Lape</i>	<i>Chair</i>	X
Vacant		

Consumer Sector		
Member	Position	Attendance
Judy Warner	Member	X
Vacant		
Vacant		

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

Guests:

Meeting called to order at 5:05 PM by Richard Lape

Approval of Minutes: *Motion made by George, seconded by Jason to accept the June 22, 2020 minutes. Motion passed.*

No legal matters at this time.

- Executive Director Evaluation. Motion made by Richard to move into Executive Session, seconded by Jason. The Board reviewed the evaluations and all agreed that

Jeannette is doing an excellent job. Rhonda will forward to Jeannette any recommendations or items for her to work on.

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee:

- Justina reviewed the Monthly Finance Report, explaining that June had been busy with submitting contracts. She reviewed what contracts have been approved and which have been submitted.
- Richard inquired about the timeframe between contract approval and receipt of funds. Answer – It depends on the contract and they all vary in timeframes.
- Richard asked if any contracts were being held up longer than normal. Answer – Yes, the accounts receivable section of the report indicates what funds the agency is waiting for. Contracts with outstanding payments included – DHP, CCR&R, and Weatherization.
- Richard inquired if the funding sources are communicating with us about the delays. Answer – Jeannette and Justina are continually following up with them. Some are better at communication than others.
- Richard wanted to know how short term loans are being handled. Answer – Line of credit has been maxed, Paycheck Protection Plan (PPP) has been approved, and \$20,000 of unrestricted funds has been used.
- Jeannette explained that PPP should carry the agency through year end.
- Justina stated that accounts payable is doing very well and we are up-to-date with payroll.
- The Employee section of the report reflects the two new Community Greeters hired for COVID-19 screening and one layoff in Supervised Visitation.
- Tax return extensions for 2019 have been approved.
- The on-site portion of the annual audit will be performed on August 12.

Approval of Monthly Finance Report: *Motion made by Jason, seconded by Rhonda, to approve the June Finance Report. Motion passed.*

- Justina presented a draft of the 2020 Agency Budget.
 - Contract income increased significantly due to CARES.
 - Total other income is down, primarily due to loss of Fee for Service because of COVID-19 (ETC, Skill Building, Weatherization).
 - In-kind donations decreased due to the closing of Save-A-Lot, minimal volunteers and mentors, and COVID-19.
 - Contracted services were up. CARES funding is being used for extra sanitization.
 - Consumable supplies are up due to COVID-19 – PPE's and Zoom for example.
 - CARES funding will be used for the exterior door security system.

- Budget for Professional Development such as conferences will need to be moved to COVID-19 related expenses, such as copier and postage usage.
- The bottom line is positive due to the CARES funding timing of vouchers.
- The 2020 YTD actual is in the negative due to expenses being incurred while waiting for contract funds (Weatherization and CARES) to be approved.

Approval of Agency Budget: *Motion made by Jason, seconded by Rhonda, to approve the 2020 Agency Budget. Motion passed.*

Governance & Nominating Committee:

- Consumer Sector Process - Jeannette assured the Board that no income information is collected from candidates for the Board. She also noted that the income threshold has been raised from 125% to 200%.
- Jonathan Litzner's formal resignation has been received.
- Two candidates have been suggested by a staff person – Maureen Blanchard and Matthew Coltrain.
- Jason and George highly recommend Maureen.
- Judith feels that Matthew would be a good addition to the Board.
- Jeannette will reach out to both candidates.
- George asked if school board personnel might be a pool from which to pull possible Board Member candidates. Jeannette said that their schedules generally conflict.
- Judith explained that signatures for the Nomination Petition Form for the Consumer Sector can be gathered fairly easily.
- Jeannette went over the openings in the Committees of the Board. The following changes were made:
 - Finance & Audit Committee:
 - George – Chair
 - Richard – Member
 - One open position
 - Governance & Nominating Committee:
 - Jason – Chair
 - George – Member
 - One open position
 - Program Planning & Evaluation Committee:
 - One open position
 - Personnel Committee:
 - Chair position open
- Committees of the Corporation:
 - Fundraising Committee
 - Jason – Chair
 - Rhonda – Member
 - One open position
- Board members who can fill any of the open positions should contact Richard.

Program Planning and Evaluation Committee:

- Board reviewed the 2019 Annual Report.
- CSGB documents reviewed by Board.
 - PPR includes work plan – number of clients served without duplication.
 - Jason inquired if the outcomes of the work plan are favorable. Answer–Very favorable, the third quarter exceeded projected targets.
 - Jason asked if performance data shows COVID-19 impact. Answer–Absolutely
 - Jason wondered if this is the case with all Community Action Agencies. Answer – Yes.
 - Jason commented that he sits on a committee to understand how COVID-19 has affected several communities, and he feels that it should be viewed through the lens of Community Action Agencies.
- The CARES contract was submitted to the Board for information.
- COVID-19 Community Needs Assessment was submitted to the Board for review and approval. Data was compiled by Denelle Baker. It will continue to be updated.
 - Judith commented that the assessment is very informative and interesting.
 - Richard commented that these findings are affecting many local areas.
 - Jeannette stated that the demand for all food pantries in the county has been low, but as things shift away from free food give-aways the agency anticipates a greater need.

Approval of 2019 Annual Report: *Motion made by George, seconded by Judith, to approve the 2019 Annual Report. Motion passed.*

Approval of COVID-19 Community Needs Assessment: *Motion made by Judith, seconded by Jason, to approve the COVID-19 Community Needs Assessment. Motion passed.*

Personnel Committee: No meeting held.

Committees of the Corporation:

Fundraising: No meeting held.

Community Needs Assessment: No meeting held.

Executive Director Report:

- Jeannette’s report covered in previous sections.

Old Business: None

New Business:

- Jeannette suggested a payroll lag of one week, which means that staff would receive paychecks two weeks after the pay period. She recommended starting this in January 2021, with the first paychecks being issued on January 8 and every two weeks following. This would provide more adequate time to process payroll.
- Jason asked if this would mean that staff would receive a paycheck after termination.
Answer – Yes.

Approval of Payroll Lag: *Motion made by Jason seconded by George to accept the transition to Payroll Lag. Motion passed.*

Motion to adjourn at 6:01 PM by George, seconded by Jason.

Respectfully submitted,

Sue deBruijn
Administrative Coordinator

Next Board Meeting – September 21,2020