

**Schoharie County Community Action Program
Board of Directors Discussion
September 21, 2020**

Attendance:

Private Sector		
Member	Position	Attendance
<i>Rhonda Ferris</i>	<i>Secretary</i>	N/A
<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

Consumer Sector		
Member	Position	Attendance
Judy Warner	Member	Absent

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

Guests: Aimee Kollar, CSBG Program Analyst and Eric Unislawski, Auditor

Not enough Board Members present for a quorum

No personnel or legal matters at this time.

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee:

Eric Unislawski Reviewed the 990 and 990T tax forms.

- They compare favorably to the financial statements.
- The 990T reflects an overpayment based on the auditor's error in 2018. A refund is due.
- Jeannette, Justina and Sue stepped out of the meeting for about 10 minutes so that board members could meet with the auditor separate from staff.
- Jeannette thanked both Eric and Justina for a smooth process.
- Eric left the meeting at 5:30 PM.

Justina presented the Monthly Financial Report.

- CSBG approved - \$328,878
- CCR&R – Cares 2 & 3 are in the works.
- HEAP approved - \$20,575
- HPNAP food dollars approved at \$2,900
- Weatherization contract approved through 3/31/21 - \$800,000
- A/R – Several programs still outstanding – CCR&R, DHP, SUV, WES
- A/P – BTS shopping is the reason that the Walmart card is up.
- Hoping to see payment from DHP, WES and CCR&R in the next few weeks.
- A part-time position for Community Greeter is open. Interviewing soon.
- Paycheck Protection Program (PPP) – Managing in separate account. Reconcile on a monthly basis. As of 8/31/20 approximately 20% has been spent, on track to spend in full by the end of the year.

Governance & Nominating Committee: No meeting held.

Program Planning and Evaluation Committee: No meeting held.

Personnel Committee: No meeting held.

Committees of the Corporation:

Fundraising: No meeting held.

Community Needs Assessment: No meeting held.

Executive Director Report:

- Jeannette reviewed the vacancies on the Board. Reported that she hasn't heard from the two candidates mentioned previously.
- Will pursue Board action items via email when Rhonda returns.

- ETC had 3 students accept well paying positions.
- Awarded \$5,700 in grants from Arby's Foundation.
- CCR&R received a 100% rating on Legally Exempt Enrollment packets.
- CCY received positive feedback from a client for activities coordinated throughout the pandemic.
- Community Services department received an appreciation card from a small business owner who received back pay thanks to Denelle's assistance.
- WIC – Department of Health has extended in-person waivers, but our staff is available to see clients if that is requested.
- Maximizing PPP to the fullest extent, which will help to stay under 20% budget reductions
- Jason asked if this is a press opportunity so the community knows wear to trun for assistance. Jeannette replied that it is using the Arby's grant news and also as an opportunity for people to become involved by participating on the Board.
- Richard asked what percent of the staff are currently working. Answer: Everyone is back to work with appropriate measures in place for safely distancing from one another.
- Richard asked if Weatherization is busy. Answer: Very.

Old Business: None

New Business: None

Discussion concluded at 5:45 PM.

Respectfully submitted,

Sue deBruijn
Administrative Coordinator

Next Board Meeting – October 26, 2020