

**Schoharie County Community Action Program
Board of Directors Meeting
January 25, 2021**

Attendance:

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

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

Consumer Sector		
Member	Position	Attendance
Judy Warner	Member	X
Vacancy		
Vacancy		

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

Guests:

Meeting called to order at 5:00 PM by Richard Lape

Approval of Minutes: *Motion made by George seconded by Rhonda to accept the November 2020 minutes. Motion passed.*

No personnel or legal matters at this time.

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee:

Justina reviewed the Finance Agenda:

- Breastfeeding County contract was approved with \$5,000 awarded.
- Received a \$75,000 donation from CDPHP to assist those impacted by COVID.
- CSBG contract was approved with \$239,940 awarded.
- FSP contract was approved with \$90,189 awarded.
- SUV contract was approved with \$92,290 awarded.
- WIC contract was approved with \$242,627 awarded.

Justina reviewed the Finance Summary:

- Current ratio is lower than normal primarily due to the PPP liability that will be adjusted by auditor.
- Accounts receivable – DHP is greater than 90 days.
- Visa is higher due to year-end contract purchases; however a payment has been made.
- Line of credit is at \$0.
- December WIC voucher is not included.
- December WES voucher is not included.
- Quarterly CCR&R voucher is not included.
- Unable to voucher for DHP from September – December due to DOL pending contract.

Justina gave an update on staffing:

- Two part time employees left in December – CSD Assistant and SUV Associate.
- Assistant Finance Director semi-retired and is now part time.

Justina reviewed the Budget:

- There are still some revenue pieces missing, CARES and CSBG, so this is not the final figure.
- Total other income is down from 2019, but up from the budget.
- Total cost of sales down from 2019 actual and 2020 budget due to less Weatherization units because of COVID.
- Total personnel services – 2020 actual to budget is less due to shared work and turnover.
- Total actual contracted services is up from 2019 actual and 2020 budget due to extra COVID cleaning and CaseWorthy database.
- Total client services are significantly higher from 2019 actual and 2020 budget due to daycare payments to essential workers and provider restructuring/reopening expenses under CARES.
- The bottom line will change in the next few weeks.

- Richard asked how the essential worker payments work. Justina replied that we pay them once we are in receipt of the funds.

Motion made by Rhonda seconded by Judith to accept the monthly fiscal report.

Motion passed.

Audit 2021 – 2023 RFP results were reviewed by the Board.

- Jeannette explained that three first expressed interest, but only two submitted RFP's.
- Finance/Audit Committee received the RFP results prior to the meeting.
- Phillip Beckett, CPA came in with the lower bid and based on their prior knowledge of the agency it was recommended that they be awarded the contract.
- Finance/Audit committee agreed.

Motion made by Judith seconded by George to accept the Beckett bid. Motion passed.

Governance & Nominating Committee:

- Board candidate, Kelly Button, decided for personal reasons not to join the Board at this time.
- Another possible Board candidate declined due to COVID concerns.
- Jason reached out to his replacement at the college regarding Board membership. That individual is conferring with the officials at the college about it.
- **Resolution 01-01/21** was proposed to the Board. It recommends a change in the Bylaws regarding a quorum to be more in line with ACROS and TRACS requirements. Jeannette reconfirm the actual verbiage of the resolution based on a request from Jason.

Motion made by Jason seconded by Rhonda to accept Resolution #01-01/21. Motion passed.

- Jeannette expounded on the criteria for Board members in the Private and Consumer sections
 - Private – Can be involved in the community, not just a business owner.
 - Consumer – Can write a bio to be distributed to SCCAP Food Pantry clients for signatures.
- Judith has two possible candidates.

Program Planning and Evaluation Committee:

- Quarterly reports will be submitted to CSBG this week.
- ACROS audit will be conducted in-house this week.

Personnel Committee: no meeting

- Jeannette advised the Board that she would be offering a position in the ETC to an internal candidate from the Admin department who does not meet the education requirement for the job but has enough work experience to qualify.
- Richard asked if that means backfilling the Admin position. Jeannette and Justina are currently reconfiguring the Admin department positions.
- Richard inquired if there had been many applicants for the Bookkeeping position. Justina replied that there has been one from the second run of advertisements.

Committees of the Corporation:

Fundraising: No meeting held.

Community Needs Assessment: No meeting held.

Executive Director Report:

- Executive Director report was submitted to the Board prior to the meeting (attached).
- In addition to the report:
 - Jeannette mentioned that all donations are acknowledged with personal thank you notes.
 - Thanks to the SEFCU grants other CSGB funds can be reassessed to potentially be used in other areas where needed.

Old Business: None

New Business:

- As COVID cases are increasing, Jeannette asked Board members if anyone had input regarding protocols for letting employees who have tested positive return to work. Particularly whether or not a negative test is required, and if so, who pays for it.
- Jason – Different protocols for exposure and positive test. Exposure – After 5 days of quarantine they can return with a negative test result. The school pays for the test. Positive – Quarantine for a set period of time before they can return, and no test is required.
- Rhonda – Following Department of Health guidelines, if someone is positive and asymptomatic they quarantine for 14 days and do not require a test to return to work. An isolation order release from the County is required.
- Judith – A family member who tested positive was not required to get a negative test before returning to work.
- Richard stated that there are still venues that test for free.
- Justina has reached out to the Business Council to get their input.
- Jeannette reported that a client notified the Agency that they tested positive, asymptomatic. The employee who had contact with the client was immediately sent home for quarantine and extra sanitization was performed in the areas where the employee had been.
- Jeannette thanked everyone for their input.

- Jeannette thanked Jason for his years of service on the SCCAP Board.
- Jason expressed thanks for the opportunity and that it's been a pleasure for almost ten years to serve on the Board. He offered to be of service, from a distance, in any way that he may be needed.

Motion to adjourn at 5:45 PM by Jason

Respectfully submitted,

Sue deBruijn
Administrative Coordinator

Next Board Meeting – February 22, 2021