

**Schoharie County Community Action Program
Board of Directors Meeting
October 26, 2020**

Attendance:

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

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

Consumer Sector		
Member	Position	Attendance
Judith Warner	Member	X
<i>Vacancy</i>		
<i>Vacancy</i>		

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

Guests:

Meeting called to order at 5:19 PM by Richard Lape

Approval of Minutes: *Motion made by Jason, seconded by Rhonda, to accept the September 21, 2020 minutes. Motion passed.*

No personnel or legal matters at this time.

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee:

- Jeannette went over the contract listing – Breastfeeding, CACFP, DSS and SUV have all been approved.
- Jeannette reviewed Monthly Finance Report for period ending 9/30/20.
- Overall everything is in good standing.
- Accounts receivable outstanding is due to DHP outstanding payments. The Department of Labor is behind on everything due to COVID-19.
- The Agency has been replacing equipment to update work-from-home capabilities.
- There is a substantial amount of money in unrestricted funds that will be used instead of the line of credit, which reduces interest payments. Once DHP comes through with their payments, those will be used pay off the line of credit.
- Added two new employees – One in Administration to replace a greeter who had been hired for the summer, and one in Supervised Visitation.
- Budget:
 - Using PPP money to reduce expenses on contracts. It is currently 38% expended and will be used through December.
 - Client in-house services are down due to COVID-19.
 - Travel and professional development expenses are down due to COVID-19.
 - Richard asked for confirmation on when PPP money has to be used. Answer: End of December or early January.
 - Richard asked if the entire amount would be used by that time. Answer: Yes.
 - Richard asked what the total amount is. Answer: \$200K +.

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

Governance & Nominating Committee:

- There are still vacancies on the Board which need to be filled.
- Jeannette will reach out again to a previously suggested candidate.
- Jason announced that due to a career opportunity he will be moving out of the state. He will remain on the Board through December and will actively try to find someone at the college to fill his seat.

Program Planning and Evaluation Committee:

- Jeannette will provide reports on the CSBG Work Plan at the next Board meeting, as well as discuss client surveys.

Personnel Committee:

- A new employee will begin in November for the Community Services Department.
- Cares funding is helping with hiring.

Committees of the Corporation:

Fundraising: No meeting held.

Community Needs Assessment: No meeting held.

Executive Director Report:

- All staff are to participate in Sexual Harassment Training this week.
- The Executive Director Succession Plan was sent to all Board Members for review.
- Jeannette will be meeting with the health insurance broker.
- The health insurance is done through CDPHP, with three plan options for staff.
- At the November meeting the Board will set the COLA for staff.
- Discussion if November meeting date needs to be changed based on Thanksgiving holiday in the same week. All Board members said they would be available for the regularly scheduled meeting on November 23.

Approval of Executive Director Succession Plan: *Motion made by George, seconded by Jason, to approve the Executive Director Succession Plan. Motion passed.*

Old Business:

- Jeannette thanked the Board for agreeing to do business outside of regular board meetings.
 - Approved were Rhonda's term renewal and the independent audit and tax returns.
- Strategic Plans Goals Report:
 - Difficult to achieve goals during the pandemic because outreach is difficult.
 - Social media has been effectively utilized to help achieve strategic plan outreach goals.
 - Facebook account has over 600 followers, up from 250 the prior year. This was attributed to Sue deBruijn's efforts to alert the community about what's happening at SCCAP and what services are available.
- Community Needs Assessment:
 - CSBG Cares funding requires a Community Needs Assessment COVID-19 update, which Jeannette is working on with Denelle Baker.
 - As unemployment is COVID-19 impact, Jeannette cited the section regarding employment impact on Schoharie County with a 2019 – 2020 comparison. In April 2019 the unemployment rate was 4.2%, compared to April 2020 at 11.8%.
 - However, comparing Schoharie County to the state and national numbers, Schoharie is lower than both.
- There are still several vacancies on the committees, and after Jason leaves in January there will be more. Jeannette encouraged Board members to review the vacancies and determine where they may be able to fill in.
- The Board Member search will be put out to the HSCC meeting and the newspapers.

New Business: None.

Motion to adjourn at 5:50 PM by George.

Respectfully submitted,

Sue deBruijn
Administrative Coordinator

Next Board Meeting – November 23, 2020