

**Schoharie County Community Action Program
Board of Directors Meeting
October 27, 2021**

Attendance:

Private Sector		
Member	Position	Attendance
<i>Rhonda Ferris</i>	<i>Secretary</i>	X
Vacancy		
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
Pastor Ray Richards	Member	X
Vacancy		
Vacancy		

Staff: Jeannette Spaulding – Executive Director, Justina Farris – Finance Director, Debbie Nikolaus – Community Engagement Coordinator

Guests: Robin Ressler, potential Board member

Meeting called to order at 5:02 by Richard Lape

Approval of Minutes: *Motion made by George, seconded by Rhonda to accept the September 2021 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.
- Contracts:
 - Child & Adult Care Food Program Contract was submitted for \$17,280
 - Child Care Resource Center Contract was submitted for \$72,239
 - Community Services Block Grant was approved for \$257,130
 - Community Services Block Grant was submitted for \$244,739
 - Displaced Homemakers Program Contract was approved for \$135,000
 - Family Support Program County Contract was approved for \$90,189
 - HEAP Program County Contract was approved for \$20,575
 - Operations Support Program Contract was approved for \$1,560
 - Supervised Visitation County Contract was approved for \$92,290
 - Women, Infant, & Children Contract was approved for \$242,627
 - Youth CCY County Contract was approved for \$3,000
 - Youth Supervised Visitation County Contract was approved for \$500
- Richard inquired about payments on the approved contracts. Justina replied that each contract varies on payment disbursements. Some contracts pay monthly up front, others require a voucher to be submitted for reimbursement, and some require a certain percentage expended before payment is issued.
- Finance Report:
 - The current ratio is 5.93 which reflects the PPP liability Audit Adjustment and the increase in our current assets, as unrestricted and cash accounts have higher balances.
 - Accounts receivables are in good standing
 - Accounts Payable are in good standing and significantly lower than August
 - Energy Services has been utilizing the Lowe's credit card to purchase materials for Weatherization units while available.
 - Sunoco, Visa, and Walmart credit cards are all in good standing
 - As of 9/30/21, the balance on the line of credit is \$0.
 - The finance report does not include BRE-21, CAC-21, or DHP-22 September vouchers.
- George commented that it's nice to see the finances in good position and not having to utilize the line of credit.
- Richard inquired where the PPP funds were utilized. Justina replied that SCCAP received \$226,030, and assisted with salaries, wages, fringe benefits, electric, and rent.
- Pr. Ray asked if the FAM 5K donation had been received yet. Jeannette confirmed that SCCAP did receive the check.
- Human Resources:
 - A part-time Supervised Visitation Associate exited in September

Approval of Monthly Finance Report: Motion made by George, seconded by Pr. Ray. Motion passed.

- **Review of 2021 Annual Budget:**
 - Contract income is higher than 2020 due to CARES Stabilization Grant funding
 - Decrease in income category due to PPP funding that we would have received
 - Decrease in the in-kind income as well, food drives and food give a ways have gone down drastically and we no longer receive food from Save A Lot
 - Total revenue is down, but that does not include CDPHP. If that was included, we would be above
 - Cost of sales including materials for Weatherization is up
 - Expenses such as personnel services and salaries have decreased as admin staff have been utilizing time on the program aspect of CARES
 - Benefits have increased, which is normal
 - Contracted services are lower than 2020. A cleaning service used to come in twice a day during the height of the pandemic, but now staff is also assisting with cleaning
 - Audit stayed the same
 - Legal fees are incurred due to review of the by-laws
 - Rent increased due to the addition of Suite 9
 - Storage barn rent went down since we moved to our new location
 - Vehicle repairs and maintenance is down. WES has 4 vehicles; 3 vans, a box truck for insulation, and a pickup truck
 - Consumable supplies for 2021 is less than 2020 actual due to the pandemic
 - Supplies were up including PPE, cleaning, and masks due to the pandemic
 - Medical stayed the same
 - Educational remained the same
 - Minor equipment is up
 - Leased equipment is up due to Caseworthy intake database
 - Client services do not have any major changes, more funding is available for client shelter. WIC and food allowances have changed
 - \$68,853 was given to daycare providers in 2020. While the bulk of it was distributed in 2020, some was distributed in 2021 as well
 - Professional development and partnerships are down due to the pandemic. Some of the remainder of this budgeted money will be used in staff certification and development. Hopefully, we will be able to attend in-person development in 2022
 - Other operating expenses are in line where they need to be
 - Finance service charges are significantly down. Since we didn't tap into our line of credit, we had funding to pay off the VISA bill
 - Our largest client services expense is for food, followed by Back-to-School shopping and supplies. We have funding to cover the expenses without having to do fundraising drives

- Pr. Ray questioned if we have a projected deficit for the year. Justina replied that in some cases, we need to pay money up front before we can send in a voucher when we reach a certain percentage of the contract. Some contracts go year to year while others do not. Pr. Ray then stated that sometimes we may not know it is coming, and Justina replied yes, and that 2021 year to date verses actual is 51% better.

*Motion made by Pr. Ray, seconded by Rhonda, to approve the review of the 2021 Annual Budget.
Motion passed.*

Governance & Nominating Committee:

- **By-laws review and approval of recommended changes**

- Under the CSBG Grant, a review of the by-laws is to be performed every 5 years to stay in compliance. Jeannette reached out to NYCON, the New York Council of Non-Profits, for review. They stated SCCAP's by-laws were one of the best they had ever seen and they made sure the language was brought forward to be compliant over the years. She appreciates them making comments on the side to make recommendations more clearly understood and bringing it up to date. Jeannette emailed NYCON for further clarification regarding dismissal of members/executive director with and without cause. Response from NYCON: It could be a violation elsewhere that could reflect badly on the Agency. Another example would be aggressive behavior at a Board meeting or dementia, in which case there is no cause or direct violation. By stating without cause in the executive director position, it allows the Board to remove the executive director.
- Richard stated that in any of these cases, the Board should seek an attorney's advice before acting on the situation.
 - Pr. Ray asked where in the by-laws it states business could not be conducted if there a board member from each sector was not present at the Board meeting. SCCAP has historically followed this practice and it was in prior bylaws. Pr. Ray commented that it should be clearly stated. Jeannette will check into this. If it has been missed and she will ask DOS about composition for a quorum.
 - Pr. Ray asked about the Board consisting of no less than nine member seats filled. Jeannette responded that the number of seats available must be divisible by three so there would not be a tie. However, because nine-member board is the current established number it doesn't mean there has to be nine seats filled.
 - Employee handbook review will be tabled until the November Board meeting.

Program Planning and Evaluation Committee: none

Personnel Committee:

- Jeannette is creating a survey for the employees regarding the changes in the work week so the Board can take staff comments into consideration when deciding whether or not the 34-hour work week will become permanent.
- George questioned if the employee survey comments will come directly to the Board or if they will go through Jeannette. Jeannette responded that it is under her purview as executive director to collect the responses, but full disclosure of the results will be made available to the board. Survey respondents have the option to remain anonymous.
- George also asked if the Board will receive Jeannette's recommendation from an employee standpoint or from the management aspect. Jeannette replied she could do both, but as of now, there have been no consumer complaints received and it could be added to the community assessment with regard to hours of operation and meeting the need of the

community. She also stated that if the Board had any questions they would like answered on the survey, they could email them to her for inclusion.

- Richard stated the survey will provide good input from the staff as they will be 4 months into the new work week cycle. Jeannette replied that the staff are trying to balance work schedules, work from home, quarantine, work-flow processes, and unexpected occurrences such as kids needing to be kept home from school due to COVID. Most departments have found their rhythm with their designated days off.

Committees of the Corporation:

Fundraising: None.

Community Needs Assessment: No meeting held.

Staff Reports:

Executive Director Report:

- Jeannette has joined a DOS committee on compliancy and they are now looking at other CSBG processes in order to streamline the level of paperwork. In small agencies, there typically isn't enough staff to handle paperwork, so employees are wearing multiple hats.
- Discussions are taking place regarding navigating the employment world with topics such as ghosting, who is hiring, and bonuses. The Dept. of Labor did a presentation about what the workforce feels is important in employment. At the top of the list was quality of work and employees wanting to feel fulfilled verses more money and bonuses. More money isn't necessarily a top consideration anymore. Age discrimination was also an interesting point with many employees under the age of 40 feeling unheard because of their age and inexperience. One of the biggest challenges is skill set and the Board puts a lot of thought into accommodating their employees.
- Jeannette has purchased the required anti-sexual harassment training through the NYS Business Council and is offering it to Board members also who may have not completed one recently. If they have, please forward a copy of their certificate to her.
- Yager and Flynn have merged with Marshall and Sterling, who handle our COBRA and health insurance. Jeannette is looking at streamlining onboarding processes and creating efficiency through trainings.

Old Business: None

New Business:

- Robin would like to join the Board and will meet with Jeannette next week to go over basic Board items.
- Items on the agenda for the November Board meeting will include employee handbook revisions, COLA, health insurance, and compensation.

Motion adjourned at 5:53 by George, seconded by Pr. Ray.

Respectfully submitted,

Debbie Nikolaus
Community Engagement Coordinator

The next Board meeting will be held on Monday, November 29, 2021 at 5:00 pm.