

**Schoharie County Community Action Program
Board of Directors Meeting
November 23, 2020**

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: Kelly Button, prospective Board member

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

Approval of Minutes: *Motion made by Rhonda seconded by Jason to accept the October 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
- Contracts:
 - Advocacy contract was approved, less 20% from prior contract
 - Child and Adult Care Food (CACFP) contract was approved
 - Child Care Resource & Referral (CCR&R) contract was approved
 - Community Services Block Grant (CSBG) contract has been submitted
 - Coordinated Children's Services (CSI) contract was approved, less 20% from prior contract
 - Displaced Homemaker Program (DHP) contract was awarded
 - Family Support (FAM) contract was approved, less 20% from prior contract
 - Skill Building (SKB) contract was approved, less 20% from prior contract
 - Transportation contract was approved, less 20% from prior contract
- Finance Report:
 - A/R from DHP has begun to come in, there is still an outstanding balance of \$14,664.
 - A/P is up to date
 - Visa is almost paid off
 - Line of credit as of October 31 was \$56,000 and today is \$28,842
 - WES voucher as of October was \$30,850. HCR is not currently issuing payments due to payments made thus far exceeding the advance amount.
 - PPP – There is 46% remaining - \$104,816.
- Human Resources:
 - No new hires during October
 - One new hire during November – Community Services Program Assistant
- Audit RFP for 2021 – 2023 has been posted in newspapers. Bids are due by December 31, 2020 at Noon.

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

Governance & Nominating Committee:

- Current Bylaws require 50% of the Board roster be filled to conduct business. If there are no new Board members when Jason leaves, the Board cannot conduct business
- Due to the fire at Zion Lutheran Church, Judith's participation in their food pantry is likely to come to an end at an undetermined point in time and she may no longer be able to fill a slot in the Consumer Sector. If this happens, there will be no Board members in that sector. Judith has suggested two possible candidates to take her place.
- Jason has explored a couple of potential candidates at the college without success. He will continue to try to find a replacement.
- Sue is putting together board recruitment ads for the newspapers and Facebook.
- Richard suggested that the ads stress that meetings take place virtually, versus in person.
- Richard suggested that they all review the vacancies and continue the search.
- Jason and Judith will remain on the Board through the January meeting.
- Richard asked for an explanation of the Consumer sector. Jeannette reviewed it and will send out the guidelines to Board members for further explanation.

Program Planning and Evaluation Committee:

- The CSBG Work Plan and PPR for the contract period ending September 30, 2020 was reviewed with the Board. Jeannette detailed the pandemic affected results:
 - Breastfeeding support went up, thanks to the virtual support group
 - Supervised Visitation numbers went up.
 - VITA – Kudos to Denelle who continued to provide tax services, when many tax agencies closed down
- Jason commented that the report looks good.
- Jeannette reported on the CARES funding:
 - Awarded \$328,878 through the period ending September 30, 2022.
 - The Agency will make adjustments to the Work Plan as the community needs change with the pandemic.
 - The first revision is anticipated for March 2021.
 - CARES funding has paid for many things and has been very helpful to keep the Agency operating.
 - CARES funding has been broken out on the Agency budget.
- Richard inquired if there are any more CARES funds coming. Answer: No.
- Customer Satisfaction Survey results were discussed with the Board. All of the comments from clients were very positive.
- Richard noted that 65% of clients hear of the services by friends and family.

Personnel Committee:

- Open enrollment starts soon. Justina has been pulling it together.

Committees of the Corporation:

Fundraising:

- Jeannette reported that the Agency continues to receive individual donations.

Community Needs Assessment: No meeting held.

Executive Director Report:

- Government funding for all federal agencies expires on December 11.
- Jason inquired what would be the primary concern if there is no continuing resolution regarding CSBG. Answer: The money sits at the state level, so we don't know.

Old Business:

- No old business to report.

New Business:

- Resolution #8 – COLA
 - Justina reviewed the 2021 Salary-Wage Projections report, which shows the health insurance remained at 80% , which is the same as the prior year and included in the budget.
 - SEP is at 1% for the same reasons.
 - A flat rate increase is proposed, versus a COLA percentage to keep up with minimum wage increase from \$11.80 to \$12.50 in 2021.
 - Jason asked for confirmation that the proposal was .70 flat rate and 0% COLA. Answer: Correct.
 - Jeannette stated that they are trying to maintain \$2 above minimum wage for entry level positions, however, with minimum wage rates increasing, if only COLA used, increases would be lower than flat rate increase to the employee.
- **Approval of Resolution #8:** *Motion made by Jason, seconded by George, to approve Resolution #8. Motion passed.*
- Resolution #9 – Mental Health Attestation
 - The Department of Health requires an attestation that enhanced funding is being used for the intended purpose.
- **Approval of Resolution #9:** *Motion made by Jason, seconded by Judith, to approve Resolution #9. Motion passed.*

- Pandemic Assisted Compensation
 - Payroll Protection Plan (PPP) needs to be used by year end and the funds can be used to recognize hazard pay.
 - Jeannette reviewed the Pandemic Assistance Compensation (PAC) report. In April Shared Work Plan was implemented to relieve contracts. It gave all full time employees unemployment benefits, including the additional \$600 per week. During that time the staff worked from home using their own internet and cell phones. Jeannette proposed an offset using PPP funds to a maximum of \$500 per employee. The two exempt employees could not participate in SWP, therefore a separate compensation, recognizing their extra work load and utilizing a conservative scale, was proposed.
 - Jason asked if this approach would impede the Agency's ability for loan forgiveness. Answer: No.
 - Jason stated that is seems reasonable and a nice thing to do for the staff.
 - Richard, Judith and George all stated that they agreed.
 - Jeannette said that it would be meaningful to the staff to know that the Board approves.
 - Richard expressed his thanks to the staff for all they have done.

- Jeannette has asked staff to reduce in-office schedules as COVID-19 numbers increase. She reported that some Community Actions have all staff staying home after Thanksgiving.
- Judith commented that SCCAP is always creative and thinking of the staff, as well as the clients.
- Jeannette thanked Kelly Button for attending.

Motion to adjourn at 5:53 PM by Jason.

Respectfully submitted,

Sue deBruijn
Administrative Coordinator

Next Board Meeting – January 25, 2021