

**Schoharie County Community Action Program  
Board of Directors Meeting  
March 22, 2021**

**Attendance:**

<b>Private Sector</b>		
Member	Position	Attendance
<i>Rhonda Ferris</i>	<i>Secretary</i>	X
Vacancy		
Vacancy		

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

<b>Consumer Sector</b>		
Member	Position	Attendance
Judy Warner	Member	X
Vacancy		
Vacancy		

**Staff:** Jeannette Spaulding – Executive Director, Justina Farris – Finance Director, Debbie Nikolaus – Administrative Coordinator, Sue deBruijn – Education Coordinator

**Guests:** Pastor Ray Richards

**Meeting called to order at 5:06 PM by Richard Lape**

**Approval of Minutes:** *Motion made by George, seconded by Rhonda, to accept the January 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:
  - County contracts were originally cut by 20%, now the 20% has been reinstated.
  - Community Services Block Grant (CSBG) contract was approved with 1% increase.
  - Emergency Food & Shelter (EFSP) has been extended until October 31, 2021.
  - United Way contract was approved.
  - United Way CASH contract was approved.
- Richard commented that the 20% on the County contracts looks very good.
  
- Finance Report:
  - PPP loan has been forgiven.
  - Current ratio is slightly lower.
  - Accounts receivable over 90 days is DHP September and October vouchers.
  - DHP February voucher is not included. Waiting on State to approve September through January vouchers
  - Accounts payable over 60 days is VISA.
  - Line of credit is at \$0 as of January and February.
  - WIC vouchers for January and February are not included. Waiting on DOH to approve line item interchange.
  - WES voucher for February is not included.
  
- Human Resources:
  - SCCAP hired a part time Supervised Visitation Associate.
  - SCCAP hired Debbie Nikolaus as a full time Administrative Coordinator/Front Desk.
  - Community Services Director, Denelle Baker, will be retiring on May 7, 2021.
  - Employment Training Center Director, Marcy Holmes, will be semi-retired in April and fully retired on June 24, 2021.
  - Employment ads have been placed for the Community Services Director position.
  - Employment ads for the Employment Training Center Director will be placed soon.
- Richard commented that COVID-19 has been driving retirements in many areas.
- Pr. Ray asked for clarification about what Supervised Visitation entails.
- Pr. Ray stated he has worked with Denelle Baker for many years, and she will be missed.

**Approval of Monthly Finance Report:** *Motion made by Rhonda, seconded by George, to accept the monthly fiscal report. Motion passed.*

**Governance & Nominating Committee:**

- Resolution: to appoint Pr. Ray Richards to a 1<sup>st</sup> term from 3/22/21 to 3/21/22 in the Consumer Sector.
- Judith commented that she is very appreciative of Pr. Ray joining the Board.

**Approval of Resolution 02-03/21:** *Motion made by George, seconded by Rhonda, to accept the resolution as presented. Motion passed.*

**Program Planning and Evaluation Committee:** No meeting held.

**Personnel Committee:** No meeting held.

**Committees of the Corporation:**

**Fundraising:**

- The Agency may have to forego the annual Brooks barbecue fundraiser this year and resume next year, as SCCAP is short-staffed, and a better location needs to be found. Brooks is currently delivering to Cobleskill weekly, which may have a negative impact on fundraising sales.
- Richard commented that it may be best to wait a year.

**Community Needs Assessment:** No meeting held.

**Executive Director Report:**

- Jeannette is participating in weekly CAA executive director/NYSCCA meetings.
- There has been significant slowness in contracts being finalized, particularly WES, which may affect staffing.
- The pandemic is affecting all the contracts and how the money is being spent.
- Jeannette meets with CaseWorthy weekly to implement the new database.
- Jeannette explained the Triennial Review for Accountability and Compliance with Standards (TRACS). She is actively participating in the redesign of the scoring tool.
- Community Action executive directors across the state are struggling with hiring, primarily because of unemployment enhanced benefits.
- Jeannette and Justina are discussing how SCCAP can be more attractive to potential employees and will bring their ideas to the Board.

**Old Business:** No old business to report

**New Business:**

- Resolution: Bank of Richmondville signatories updated to remove Denelle Baker and add Kelly Pitt.
  - Debbie P. will get the signature cards from the bank and will notify Richard and George when they are ready for signatures.
  - Both resolutions will be sent to Rhonda for signature.
- **Approval of Resolution 03-03/21:** *Motion made by Pr. Ray, seconded by Judith, to accept resolution as presented. Motion passed.*
- Judith said that she is working with Fusion Church to recruit new board members.
- Jennette thanked Pr. Ray for coming on the Board. She will send him information regarding Community Action and SCCAP.
- Justina will put together a financial packet for Pr. Ray.

Motion to adjourn at 5:31 PM by Judith.

Respectfully submitted,

Debbie Nikolaus  
Administrative Coordinator

Next Board Meeting – April 26, 2021