

**Schoharie County Community Action Program
Board of Directors Meeting
April 26, 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
Judy Warner	Member	X
Pr. Ray Richards	Member	X
Vacancy		

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

Guests: None

Meeting called to order at 5:03 PM by Richard Lape

Approval of Minutes: *Motion made by Rhonda, seconded by Ray, to accept the March 2021 minutes. Motion passed.*

Pr. Ray asked to receive more information on the general financials and HR items.

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 Care Resource & Referral (CCRR) – CARES (EWP) was approved for \$96,930.
 - Community Services Block Grant (CSBG) was approved for \$254,688 which includes 1% increase. Justina is working on an amendment to the budget.
 - Emergency Food & Shelter Program (EFSP) Phase 31 has been extended until October 31, 2021.
 - Hunger Prevention and Nutrition Assistance Program (HPNAP) contract has been submitted.
 - Operational Support Program (OSP) has been submitted for \$3,000.
 - Weatherization (WES) contract has been submitted.
- Richard questioned if the 1% was on a year-to-year basis, and if that is a good amount. Justina replied that it differs year to year, and any additional funding is helpful.
- Richard also asked about the time frame for approval of the HPNAP and OSP contracts. They start in November, but usually we receive approval of the contracts quickly as the funds assist the Food Pantry.

- Finance Report:
 - Current ratio is good, once the PPP liability is adjusted by Auditor, we will be back to our normal ratio.
 - Accounts receivable over 90 days are the DHP-21 vouchers from 2020. Finance follows up with them weekly.
 - Accounts payable over 60 days is VISA and a large payment has been made. Most charges are technology related.
 - Line of credit is at \$0 as of March.
 - DHP, WES, and WIC vouchers for March are not included.

- Human Resources:
 - Two employees left SCCAP in the month of March.
 - Employment ads have been placed for the vacant Community Greeter position.
 - FSRC Coordinator position has been filled.

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

Governance & Nominating Committee:

- Jeannette reviewed Board vacancies:
 - We have two vacancies in the private sector, one vacancy in the public sector, and one vacancy in the consumer sector.
- Richard then asked if someone could fill a different sector if their term in their current sector is finished and the reply was yes, that many people can often qualify for two different sectors. He commented that he will consider doing so at the end of his term.
- Judith commented that Fusion Church is a great resource for potential board members and that she continues to reach out to them to fill some vacancies.
- Jeannette is reaching out to Ron Filmer as a potential board member due to his work with HUD.
- Pr. Ray stated he will seek potential board members during his next County Clergy meeting hosted by Fusion.
- Judith also suggested contacting the Joshua Project for potential candidates.
- Richard commented that someone from the Cobleskill United Methodist Church may be interested in serving if they host their summer lunch program again this year.
- Richard also stated that Jim Heiser, a former SCCAP board member, had recently passed. Jeannette added she enjoyed having him as a board member.

Program Planning and Evaluation Committee: No meeting held.

Personnel Committee: No meeting held.

Committees of the Corporation:**Fundraising:**

- Jeannette contacted Brooks' and they are looking forward to coming back next year for the barbecue fundraiser. We will not be doing it this year because the staff are strained and there are too many parking limitations.
- Pr. Ray's church recently ran a chicken barbecue fundraiser with Cargie's Corner Deli and made \$1,400 in three hours, which was matched by a donation. Jeannette will consider this as a possible event later this year or as an alternative to Brooks' next year.
- SCCAP received a \$2,000 donation from Verizon/TCC. There should be an article and photo in the Times Journal this week.
- Richard asked if Verizon/TCC had donated money in the past or if they were a new donor. Jeannette replied that while they are a new donor, we often deal with Rory who handles our agency communication through TCC.

Community Needs Assessment: No meeting held.

Executive Director Report:

- Jeannette reported that she completed upgrades on the laptops, which means 60 agency computers have been upgraded.
- She continues to work with NYSCAA on a modern website for SCCAP and hopes to roll it out at the Annual Meeting in June. The new website will have increased security including individualized passwords for Board members.
- The CaseWorthy database is still in the process of being built and is expected later this summer. Once it is ready to be implemented, there will be two years of client intakes to input.
- Jeannette is participating in NYSCAA Executive Director meetings weekly.
- Jeannette has been participating with NYS DOS and fellow executive directors in updating the TRACS review tool, which outlines operational standards for agencies .
- Jeannette gave a presentation on TRACS to the State's regional executive directors.
- Jeannette attends a monthly Workforce Development board meeting.

Old Business: No old business to report

Debbie Nikolaus and Sue deBruijn were excused from the meeting. The remaining minutes recorded by Justina Farris, Finance Director.

New Business:

- Jeannette discussed the limitations of education requirements in agency job description when attracting qualified candidates. Someone may have 10+ years of experience without a bachelor's degree but still be the best candidate. The board agreed to being flexible with requirements where appropriate. Jeannette will review current job descriptions for updates where appropriate
- Jeannette proposed an adjustment to employees' weekly work schedules to address the challenges of attracting and retaining employees. The anticipated start date would be in July of 2021.
- Richard commented that the proposed adjustment to employee's weekly work schedules is overall a good idea. If someone is available in all departments during agency operating hours, then the proposal is excellent.
- George commented that a trail period of July until the end of the year of the proposed adjustment to employees' weekly work schedules is a good idea. Only concern is coverage in departments for PTO and being available to the public.
- Jeannette replied that not only would someone in each department be available during normal business hours, but SCCAP would be more accessible to the public with later hours.
- Judy commented that the proposed adjustment to employees' weekly work schedules would make a huge difference to employees and asked if schedules would be permanent or flexible? Also, have other agencies done something similar and have they given feedback?
- Jeannette replied that the schedules would be flexible by department and other agencies have implemented a similar adjustment to employee's weekly work schedules and like it. However, most that have Head Start struggle.
- Pr. Ray asked about any issues with overtime or PTO?
- Jeannette replied that overtime is not currently an issue as overtime is anything over 40hrs. PTO accruals would remain the same and will be re-evaluated after the trial period.
- Pr. Ray commented that the trail period seems like a win-win.

- Jeannette mentioned doing an analysis to recognize longevity in compensation by doing a one time longevity increase and then evaluate a COLA with flat rate combination going forward.

Motion to adjourn at 6:15 PM by George and seconded by Judith.

Respectfully submitted,

Debbie Nikolaus
Administrative Coordinator

Next Board Meeting – May 24, 2021