

**Schoharie County Community Action Program
Board of Directors Meeting
May 24, 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	Guest
Pastor Ray Richards	Member	E
Vacancy		

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

Guests: Judith Warner

Due to lack of a quorum, meeting was for discussion purposes only. Discussion began at 5:02 pm.

No personnel or legal matters at this time.

Committees of the Board:

Executive Committee: no committee meeting held

Finance & Audit Committee: no meeting committee held

Justina reviewed the Finance Agenda:

- Advocacy and CSI Respite contract amounts had slight increases.
- Child Care Resource Center CARES contract amount has increased for essential worker payment and has been extended to June 30, 2021.
- Weatherization contract ended March 31, 2021, with no new approved contract for April 1, 2021. SCCAP has not received an advance and is not anticipated until August. Jeannette is looking at a shared work option for the department.
- Justina submitted a 45% voucher for CSBG.

Justina reviewed the Finance Report:

- Accounts receivable over 90 days are the DHP-21 September to November 2020 vouchers. Justina continues to contact DOL to check on the status of payments. DHP-21 total outstanding for September-April is \$42,985.53.
- A payment has been made on the Visa card. Weatherization is utilizing the Lowe's credit card to order materials.
- Eric, Independent Auditor, filed extensions for 2020 tax returns on May 12, 2021.
- A Bookkeeper and a Breastfeeding Peer Counselor were hired in April.
- Richard asked if DOL is working with us on the DHP outstanding vouchers? Jeannette replied they are taking accountability but are not giving answers.
- Richard asked if we have enough funds to cover the \$43,000? Justina replied that, yes, we do. We have the line of credit that we may have to tap into.
- Richard questioned if not having the \$43,000 was costing us? Justina replied, no, not right now, but when we tap into a line of credit, it will. Hopefully, payments will begin to come through soon.

Governance & Nominating Committee: no committee meeting held

- Jeannette recognized Judith's upcoming board seat vacancy.
- Judith commented she cannot stay on the board for another term due to other obligations. She has served as a board member for a total of 17 years and was board chair for a while. However, she will keep trying to enlist someone to replace her in the consumer sector and will e-mail if she finds anyone. Jeannette thanked her for her service and told her any input from her is always greatly appreciated.
- Judith asked if Pr. Ray was able to recruit anyone since his clergy meeting. His response was not at this time.

Program Planning and Evaluation Committee: no committee meeting held

- Jeannette will be restructuring administration as it is now a complex department. Staff will be realigned into two areas of focus. Justina will focus on fiscal and basic HR functions. Jeannette is temporarily taking back oversight of the front desk and community greeters as more of a community engagement focused component. She wants to do an assessment and broaden community outreach. Jeannette will be hiring someone to head this side of administration.

Personnel Committee: no committee meeting held

Jeannette has video meeting scheduled with a HR consultant group. Will update board on results at the June meeting. Based on prior conversations with the board regarding adjusting the work week for full-time employees from 37.5 (5 days at 7.5hrs/day) to 34 hrs per week (4 days at 8.5hrs/day), Jeannette has confirmed with the independent auditor and other entities that there is no problem with changing the full-time work week hours. Board member discussion was supportive of the change. Jeannette will review the Employee Handbook for any necessary changes and have ready for board approval at the June meeting.

Committees of the Corporation:

Fundraising: no committee meeting held.

Community Needs Assessment: no committee meeting held

Executive Director Report:

- As SCCAP does not have HR certified staff, Jeannette met with an HR certified consultant.
- Jeannette followed up with its insurance broker regarding life insurance coverage if the work week hours were adjusted. Thirty-four hours is fine. A formal motion will need to be made at next month's meeting. It would be implemented starting with the first full pay period after July 4 to coincide with the new pay period. Hourly rates for full-time staff will be adjusted so that there is no loss of compensation.
- Richard asked if there would be enough of a quorum without Judith to pass the resolution at the June meeting? Jeannette response: As long as there is a representative from each sector, and it would be sufficient to conduct business.
- Jeannette asked for guidance from the Board regarding staff continuing to wear their masks at work. She recently surveyed the staff with a vaccine questionnaire. Within a month (depending on staff changes) 80% to 85% of the agency will be considered as having reached full vaccination status, which is phenomenal. Most employees feel comfortable to unmask around vaccinated co-workers. If a coworker is not vaccinated, they be expected to wear a mask. In-house, there is a nice comfort level. Service delivery looks different, staff are not as comfortable with the public coming into the building. Children over 2 and under 12 are required to wear masks for supervised visitations. If children are wearing masks, adults should as well to be a good role model. The breastfeeding peer counselors have no problem working masked with clients.
- Richard stated he is attending open meetings and everyone at the meetings are masked. Once people are seated, the masks are removed until members stand up again. However, everyone is filling out self-screenings as the COVID threat is still not over.
- George commented that the Youth Bureau will continue to wear masks until told otherwise. He agrees that it is appropriate for staff to wear a mask when in contact with the public. Jeannette replied the governor said businesses could decide their masking policy for themselves.

- Rhonda stated the bank is not requiring proof of vaccination to enter the lobby, but many of the staff continue to wear their masks when dealing with the public.
- Richard commented that staff at the County building are required to show proof of vaccination to be exempt from wearing a mask. He was unsure of the policy for the public coming into the building. A couple of the departments such as the DMV are still requiring appointments even though the building is open to the public.
- Jeannette replied that the agency is operating by appointment as well. If someone comes to the agency without an appointment and if the person they seek is available, they will be allowed into the building. However, we are continuing to screen all visitors. It is recommended that the agency will require the public to continue to wear a mask for the foreseeable future.
- It is not a HIPPA violation to ask if employees have been vaccinated. If the employees would like to opt out of wearing a mask, they must provide proof of vaccination. A mask still needs to be worn if they will be meeting with a client.
- Judith informed the board that Mayor Kevin Neary of Richmondville has been very ill and is not doing well. He has been big supporter of SCCAP for several years and any thoughts and prayers for him would be appreciated. His mother, Mary Neary, was instrumental in forming SCCAP in Schoharie County.
- Jeannette began a discussion regarding the Annual Meeting next month and how will that take place. Workforce Development will be having their Annual Meeting next month via Zoom. Our meeting is currently scheduled for June 28.
- Richard questioned which room the meeting would be held in and how many people would attend, including Board members and necessary staff. Jeannette replied there would be no more than 12 people in attendance.
- Richard then asked if social distancing in a room together was possible and if it could be determined if all attendees were vaccinated.
- George commented he would like to have the Board meetings back in person rather than via Zoom but does not want to rush it.
- Jeannette replied that she would love to have a staff/board event if the situation continues to improve. She feels both staff and board members would appreciate and benefit from such an event. Perhaps it could be planned for outdoors and at a later date in the year.
- It was agreed that the board meetings will continue via Zoom through June and July and will be reassessed at that time.

Jeannette asked if there was anything further, there was not. The discussion ended at 6:50.

Respectfully submitted,

Debbie Nikolaus
Administrative Coordinator

Next Board Meeting – Monday, June 28 via Zoom