

**Schoharie County Community Action Program
Board of Directors Meeting
June 28, 2021
Annual Meeting**

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 – Administrative Coordinator, Sue deBruijn – Employment Training Center Director

Guests: None

Board members were given the 2019 Annual Report to review before the Annual Meeting.

Meeting called to order at 5:07 PM by Richard Lape

Approval of Minutes: *Motion made by George, seconded by Ray to accept the April 2021 minutes. Motion passed. Due to the lack of a quorum, there are no minutes for the May meeting.*

No personnel or legal matters at this time.

Slate of Officers:

- **Resolution: 04-06/21 to appoint Richard Lape as Board Chairperson until the next Annual Meeting.**
- **Resolution: 05-06/21 to appoint George McDonnell as Treasurer of the Board until the next Annual Meeting.**
- **Resolution: 06-06/21 to appoint Rhonda Ferris as Secretary of the Board until the next Annual Meeting.**

Approval of Resolution 04-06/21: *Motion made by Ray, seconded by George to accept the resolution as presented. Motion passed.*

Approval of Resolution 05-06/21: *Motion made by Ray, seconded by George to accept the resolution as presented. Motion passed.*

Approval of Resolution 06-06/21: *Motion made by Ray, seconded by George to accept the resolution as presented. Motion passed.*

No resolution is needed for the Bank of Richmondville as one was voted on in March of 2021 which reflected the change in signatories and there have been no changes since that time.

Jeannette sent the Annual Report to the Board members in an e-mail. She stated that in spite of COVID-19, SCCAP’s services continued in 2020 and praised the staff for their efforts during the pandemic. She also thanked the staff for assistance in compiling the 2020 Annual Report.

Richard and Pr. Ray both commented they had received it. Pr. Ray stated he enjoyed reading the personal stories and that they humanize the numbers in the report. Richard commented he also enjoyed reading the success stories, especially the story about the client who continued her job at the school in a full-time position.

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee:

- Justina reviewed the Finance Agenda.
- Contracts:
 - Family Support (FAM) and Skill Building (SKB) had slight increases due to additional awarded COLA.
 - A \$200,000 Stabilization grant to assist daycare providers is in process. At some point, there will be an increase in Weatherization funds.
- Finance Report:
 - A/R over 90 days is due to DHP-21 September – February vouchers, which were paid in early June.
 - DHP-21 total outstanding for March - May is \$31,117.54.

- WES-22 has not been vouchered for April and May as we are waiting on an approved contract.
- Credit cards are all in good standing, Visa has been paid in full.
- Line of credit it at \$0 as of 5/31/21.
- Human Resources:
 - A Family Support Coordinator and a Community Greeter were new hires in the month of May.
 - Part time Supervised Visitation Association exited in the month of May.
- Eric, our independent auditor, filed tax return extensions on 5/12/21 and were approved 6/7/21.
- Richard asked if we are expecting a payment for the WAP advance?
- Justina replied we are not expecting the usual \$60,000 advance on the WAP contract until August. Energy Services started implementing partial shared work last week and will be on full shared work this week, which will result in a decrease in staff's pay. Unfortunately, this creates difficulty for our staff.
- Jeannette stated CAA executive directors statewide are experiencing the same issues. She has emailed Dan Henkin, who oversees WAP at HCR along with the regional and program representative and expressed her thoughts and concerns regarding a delayed executed contract and the impact on production and staffing. HCR should not expect after work assistance from Energy Services and this situation is causing a great disadvantage to our staff and community. This is a travesty that this has happened due to the State.
- George stated he will be less available for signatures due to the Youth Bureau summer programs ramping up. Please let him know as soon as possible if a signature is needed as he is expecting to be in the office one day a week.
- Richard commented that he will be available to sign items except for the week of July 16-23.

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

Governance & Nominating Committee:

- Pr. Ray commented that Pastor Robin Ressler from Sharon Springs has expressed an interest in joining the Board. Jeannette will get in contact with her to go over paperwork. Since she deals with a food pantry, this will provide us with another member in the consumer sector.
- Pr. Ray questioned if Fusion has gotten back to us about other potential Board members. The reply was not at this time. He will contact them again about another Board member for the consumer sector.

Program Planning and Evaluation Committee: No meeting held.

Personnel Committee: No meeting held.

Committees of the Corporation:

Fundraising:

- Jeannette received communication from Fenimore Asset Management that the FAM 5K has been cancelled for 2021. We were due to be the recipients of this year's proceeds. Fenimore will provide additional funds garnered through fundraising for this year to SCCAP and it is nice that they are continuing to support SCCAP through their fundraising efforts. They are looking to do some videos to promote fundraising. She will forward the FAM e-mail to Board members so all can read it.

Community Needs Assessment: No meeting held.

Executive Director Report:

• SCCAP Employee Handbook:

- Jeannette stated that most of the changes were due to the work hours changing from 37.5 hours to 34 hours. Other changes include the agency closing at 5 instead of at 4 and the holidays being updated to reflect the July 12 change. If a holiday falls on a Saturday, employees will have Friday off. If it falls on a Sunday, they will have Monday off.
- It is appropriate for Community Action to recognize Juneteenth. Employees will not be given the day after Thanksgiving or Christmas off. After a discussion with the directors, it was mentioned that not all were off on those days. By being closed on those days, we are limiting clients from seeing family near holidays. There may be individuals who are fine with working those days. The departments can work together as team to staff those days while allowing us to still be here for the community, especially family supportive services.
- Pr. Ray asked if the change in hours and workdays was a six-month trial run. Jeannette replied that it can be evaluated after six months and reversed if it isn't working. Pr. Ray stated the new workplan looks good and the agency will be ahead of the curve by implementing this.
- Richard commented that these new changes would be part of the trial run. The changes should be incorporated and if it is decided to go back to the 37.5 hour week, they will be changed back to reflect this. Jeannette stated the workplan will be reevaluated in December. If it is not beneficial to the agency, the changes will be timed to coincide with a pay period in the new year. It will just be a matter of reversing changes.

Pr. Ray made a motion to approve the changes made to the employee handbook and George seconded. Motion was passed.

• Staff Report:

- Jeannette met with an HR group whose fee far exceeds what our budget can handle at \$68,000, with an hourly rate of \$200 an hour. She instead utilized our independent auditor. The auditor said the work week changes were within legal compliance. SCCAP has been given the availability to use Suite 9 from the building management for a bargain price of \$6.50 per square foot. This will be in effect through December of 2022 when the lease comes up for review. Reception will be relocating to Suite 8, where Child Care Resource and Referral is currently. This will allow the reception area to be further down the hallway and closer to the elevator and stairwell. The current reception area will be

- utilized for mail, postage, and a copier. The Child Care Resource & Referral will be relocated to Suite 9 and will provide more training space for their use.
- Richard asked if the new work hours will take place the first weekday of July. Jeannette replied that the work hours will go into effect on July 12 to coincide with the start of a new pay period. The July 4th holiday falls mid-payroll so following the close of that pay period is when the changes will take place.

Old Business:

- Jeannette is pleased with how the new agency website is progressing and it is almost finished. It has taken NYSCAA a bit longer to complete. It will be a nice, updated, and clean presentation of the agency going forward.
- Richard asked if everything was progressing enough to implement the new work week and hours by July 12. Jeannette replied that yes, everyone is excited to work for only four days instead of five and departments are working on scheduling. The usual things such as trainings and illness could cause disruption as with pre-COVID-19, but there will be staff in the building from 8 – 5 each weekday.
- Richard commented that having the agency open until 5 will be advantageous for the community. Jeannette replied that Energy Services starts at 7 or 7:30 and that will not change with workflow and the weather being taken into consideration. Most daycare providers contact the agency early in the morning. Our phone systems will run 8 – 5.
- Richard stated this is a good concept, but it may take a couple of weeks to get it running smoothly.

New Business:

- Slate of Officers, resolutions, and the Annual Report were pushed to the top of the meeting.
- Jeannette reminded the Board to plan on attending the September 27 Board meeting as there will not be an August meeting. Hopefully, the September meeting will be in person if COVID-19 conditions continue to improve. The auditor will attend that meeting to present his audit results. Richard will Zoom in for that meeting as he will be away September 24 – October 1. Jeannette asked if the Board would be open to changing the September meeting date to the 20th instead of the 27th due to the 990's, 990T's, and the CHAR500 requiring signatures and to have the paperwork turned in on time. The Board agreed to the proposed date change of September 20.
- Pr. Ray questioned if the July Board meeting will be a Zoom meeting for July and the answer was yes.

Motion to adjourn at 6:45 PM by George, seconded by Rhonda.

Respectfully submitted,

Debbie Nikolaus
Administrative Coordinator

Next Board Meeting – Monday, July 26, 2021, at 5pm via Zoom