

**Schoharie County Community Action Program
Board of Directors Meeting
July 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
Pastor Ray Richards	Member	X
Vacancy		
Vacancy		

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

Guests: None

Meeting called to order at 5:02 pm by Richard Lape

Approval of Minutes: *Motion made by Pr. Ray, seconded by Rhonda to accept the June 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:
 - Family Support County Contract was submitted for \$90,189.
 - HPNAP Contract was approved for \$1,225 and will be used for food from the Regional Food Bank for the food pantry.
 - Stabilization Grant for daycare providers was approved for \$200,000.
 - 2022 Supervised Visitation contract was submitted for \$92,290.
 - 2022 WIC budget was submitted for \$242,627.
 - Youth Bureau contract for CCY was submitted for \$3,000.
 - Youth Bureau contract for SUV was submitted for \$500.

- Richard asked if we had received any word on the Weatherization advance. Justina replied that we will receive the advance of \$60,000 in August. Once we receive the advance, Energy Services staff will come off shared work. Richard noted one Weatherization unit had been completed and five were under way. He questioned if the funding was available to complete the five projects. Justina stated the agency is currently utilizing unrestricted funds and our line of credit to cover Weatherization costs. Richard inquired if the money was available on the State end and Justina replied that as far as we know, it is.
- Pr. Ray asked how many of our staff provide supervised visitation services. Justina replied that Rhonda is our full-time provider with Lindsay providing part-time coverage. Between the two of them, they handle the bulk of our visitation appointments with other people in the agency assisting as needed.
- Pr. Ray commented that he receives many questions about supervised visitation. He asked how many hours of visitation we supervise per year. Justina replied that DSS refers clients to our agency, and we are currently full. The volume of clients continues to rise as DSS receives and refers new clients to us.
- Jeannette also stated that Rhonda sends out a statistical report about the visitations to the county each month which also includes information about our evening and weekend visits. She will email Pr. Ray a sample of the last six months of visitations.

- Finance Report:
 - DHP has had a delay in payments. Both March and April's vouchers were paid in July. Justina is hoping the May voucher will be paid by the end of the week and we will be caught up through June. The June voucher has been completed and uploaded to the Grants Gateway.
 - AP over 60 days is due to a WES materials credit, Kelly will be purchasing materials to utilize the credit.
 - The Sunoco and VISA bills were paid in full on July 23.
 - Line of credit was tapped into in July for \$10,000 due to WES.
 - WES has not been vouchered for April through June as we are waiting on an approved contract.

- Human Resources:
 - Lindsay Heller was hired in the month of June as a Supervised Visitation Associate.
 - Marcy Holmes, ETC Director retired at the end of June and Sue deBruijn has filled the director position.
 - Max Horning was hired in July as the ETC Coordinator.

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

Governance & Nominating Committee:

- Richard stated there are vacancies on our Board. Pr. Ray spoke to Robin Ressler in Sharon Springs and gave her Jeannette’s contact information. Jeannette commented that Robin had sent her a text message and Jeannette responded. Robin was invited to join this evening’s meeting, but Jeannette didn’t receive a response from her. She will follow up with her for further discussion. Since Robin is affiliated with a food pantry in Sharon Springs, she meets the qualifications to serve in the consumer sector.
- Pr. Ray stated he has not found anyone interested in joining the Board from Fusion but will speak to Brenda tomorrow. He hopes to fill the vacancies in the consumer sector.

Program Planning and Evaluation Committee: No meeting held.

- Sunshine Fair:
 - The dates of the fair are August 10 – 15 and we will be located under the grandstand. Jeannette plans to have the needs assessment questionnaire available and will be including pandemic components to gauge how COVID-19 has impacted the community. This will also address some stipulations for our CSBG CARES funding. In previous years, the agency also provided a breastfeeding hut, but due to the pandemic, we will now have a second booth next SCCAP’s main booth. The booth will be configured for privacy and will be easy to monitor.
- Jeannette stated that she is submitting the Periodic Program Reports to the State and will have copies available to Board members for review and discussion at the September Board meeting.

Personnel Committee: No meeting held.

- Jeannette stated the need for an agency community greeter has shifted and she would like to transition the greeter position to include additional duties in line with the community engagement side of administration. It will incorporate social media and expanded community engagement activities. She hopes to update the job description for this evolving position and will send out the revisions for approval at the next meeting.
- Due to changes in the Hero Act, the employee handbook will need to be amended again. Jeannette also caught another item which needs to be updated.

- The agency is one pay period into the new four-day work week schedule. Jeannette will be meeting with each of the directors for feedback as to how it is affecting their department. It appears most departments seem to be transitioning well.
- Richard asked if the changing hours are enabling the agency to better meet the needs of the public. Jeannette stated they were. Richard commented that he was hoping the transition would be easy and prove to be a positive change for the staff and our clients. Jeannette commented that the staff is enjoying the four-day work week as well now having the extra day to spend time with their families.
- Discussion took place on how other businesses are adjusting their work weeks.

Committees of the Corporation:

Fundraising:

- This year SCCAP would have been the beneficiaries of the FAM fundraising efforts. FAM is utilizing Take 5 Media to compile snippets of information about the various charities they support. Jeannette was interviewed via video last Friday. The staff conducting the interview were fabulous.

Community Needs Assessment: No meeting held.

Executive Director Report:

- **Staff report:**
 - After distributing the Annual Report to the Board last month for the Annual Meeting, Jeannette and the department directors are currently reevaluating it. She feels we can provide the community with more information about our programs to include CARES funding. All revisions to the report will be available to the Board.
 - Jeannette and Jackie LaLonde attended a webinar last Friday about boosting content on Facebook. This will allow us to reach a wider and/or more select audience. for about \$1 a day. Richard commented that more people access agency information through Facebook than by means of the local paper as the posts are current and timely. People tend to notice the information as it pops up on the screen as opposed to it being printed in the paper, and this should help broaden our audience.

Old Business: None pending

New Business:

- Pr. Ray asked about the status of our staff vaccination rate due to the increase in positive COVID-19 cases. Richard stated that statistics are showing that groups such as sports teams are still coming down with the worst variant of COVID-19. Jeannette stated that 80% of our staff are vaccinated and our visitors are still masking and being screened. If the agency is required to go back into a more restrictive mode, we will be able to easily shift gears due to how we are now structured.

- The next Board meeting will take place on Monday, September 20, at 5:00 PM. The Finance Committee to meet prior to the regular meeting at 4:30 as the auditor will be attending the committee meeting to review the audit. The Board agree to have the meetings in-person with Zoom still being an option. Katie-Rose Hanson, our new CSBG program representative, will also be joining our meeting.

Motion to adjourn at 5:35 pm by George, seconded by Rhonda.

Respectfully submitted,

Debbie Nikolaus
Administrative Coordinator

The next Board meeting will be held on Monday, September 20, 2021 at 5:00 pm.

Finance Committee meeting @ 4:30 pm.