

**Schoharie County Community Action Program
Board of Directors Meeting
September 20, 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: Katy Hanson, CSBG Program Representative and Robin Ressler, potential Board member

Meeting called to order at 5:06 pm by Richard Lape

Approval of Minutes: *Motion made by George and seconded by Rhonda to accept the July 2021 minutes. Motion passed.*

No personnel or legal matters at this time.

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee:

Approval of 2020 Financial Statements from the audit made by George and seconded by Rhonda.

- Justina reviewed the Finance Agenda.
- Contracts:
 - Advocacy County contract was submitted for \$27,103
 - Breastfeeding County contract for \$5,000 was approved
 - Childcare Resource Center contract was submitted for \$72,239
 - CSBG contract was submitted for \$244,739
 - Coordinated Children's Services County contract was submitted for \$10,648
 - Family Support County contract was submitted for \$25,774
 - HEAP County contract was submitted for \$20,575
 - Skill Building County contract was submitted for \$64,381
 - Transportation County contract was submitted for \$4,000
 - Weatherization contract was approved for \$400,000
- Richard asked if there would be an extension on the production timeframe for Weatherization. Justina replied no, there will not. Due to shared work, the crew is trying to complete all their units by the end of the contract. The agency has set aside contingency funds in case production units are not met by the end of contract, there will be funds available to send back to HCR.
- Richard asked if the Weatherization department was happy to resume work and Justina replied they were very happy to be back to work.
- Richard questioned where the new Weatherization barn is located. Jeannette replied that it is behind Rhinehart's in Richmondville. The barn was previously located at 141 MacArthur Ave. in Cobleskill.
- Finance Report:
 - Current ratio is 1.03
 - A/R in wonderful shape
 - Weatherization received their advance
 - Last outstanding DHP voucher has been paid
 - A/P balances are excellent
 - WES-22 and DHP-21 have not been vouchered for August
 - Payments were made on Visa and Walmart credit cards last week, and Walmart card was utilized for back-to-school clothes shopping.
 - In July, had to utilize \$46,000 of the line of credit due to Weatherization, but once the advance payment was received the line of credit was paid off and is currently at \$0.
- Human Resources:
 - Heather J. went from being a part-time Community Greeter to a full-time employee in August. Working 2 days as CCR&R Program Assistant and 2 days as a Community Greeter.

- SCCAP currently has two open positions, one full-time position for Community Services Program Assistant and the other is a part-time position for Breastfeeding Lactation Counselor.
 - FYE 2020 Tax Returns have been filed
 - As this years' FAM 5K recipients, SCCAP received a check today for \$30,000!
- Pr. Ray asked how much we usually receive from FAM. Justina replied they typically donate \$20,000, but this year we received \$30,000. Jeannette stated SCCAP will be sure to express our appreciation for their donation.

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

Governance & Nominating Committee:

- Jeannette introduced Robin Ressler to the Board and thanked her for expressing an interest in becoming a potential Board member. Board introductions were made.
- Jeannette stated that the Board is pursuing avenues for filling other vacant Board seats and she has reached out to other people.
- Pr. Ray asked if she had heard from Fusion. He knows of someone else who may be interested in serving on the Board. Jeannette replied that if he sent her the person's contact information, she would contact them. Pr. Ray responded that there was definite interest on her part.
- In addition to being a member of clergy, Robin is a licensed social worker who has recently renewed her license, which will be good for another three years. Jeannette replied that having someone with Robin's background will be wonderful to have on the Board. Her work with a local food pantry qualifies her for the consumer sector and an additional asset is that she is also a social worker, which will qualify for the private sector as well.
- Pr. Ray asked how many vacancies the Board had and where people were needed. Jeannette replied that there are two vacancies in the private sector, one in the public sector, and two in the consumer sector. If Richard chooses to stay on the Board in January, he will come off the public sector and can fill one of the private sector vacancies.
- Jeannette stated that Board members for the private sector can be people who bring certain skill sets to the Board such as being involved in employment or human resources. The private sector Board member seats are flexible, which makes it easier to look for specific skill sets. The public sector Board members are elected or appointed decision makers within the community. The consumer sector Board members are individuals who are low-income individuals or who address the needs of the low-income community such as food pantries and low-income housing.
- Pr. Ray then commented that the private sector qualifications are less restrictive. Jeannette replied that while that is accurate, everyone brings something important to the Board.

Program Planning and Evaluation Committee:

- The CSBG Entitlement and CARES Work Plans were uploaded to the website. After funding was initially released, the moratoriums were put in place thus impacting the

original goals of the Work Plans. Also, community members are utilizing other resources. SCCAP continues to reevaluate situations such as moratorium extensions, how to utilize funds, looking ahead, and how to better position ourselves after CARES funding expires. An amendment was recently approved which included support of a new phone system which will allow for enhance communications and additional security with remote work.

- The CSBG CARES funding helped to support day care providers and the processing of essential worker payments; we appreciate that. The CRRR department is surpassing its goals for providers signing up for Stabilization Grant funding.
- Jeannette will connect each Board member to the NYSCAA website, which has informative material about community action along with trainings. She would like to get the Board on a schedule for reviewing items.
- Richard asked if there was a substantial amount of money left in the CARES contract. Justina stated about 50% remained. Jeannette noted that we need to keep reviewing it and shift gears as needed.

Personnel Committee:

- Prior to the meeting Jeannette emailed the Board revised job descriptions as she continues to recognize the changing needs of the agency. The goal has been to realign the administration duties into two areas of focus – finance/human resources focus and the other being a community engagement focus. Community Engagement will encompass outreach as well as being the first point of contact for clients and stakeholders along with community assessment so SCCAP can have a better pulse on the needs of the community, the assessment drives our strategic plan. We are the best kept secret in our county, and we need to build a higher visual presence. The Community Greeter position will have a broader scope for the reception area. The Administrative Coordinator will become the Community Engagement Coordinator and this position will remain the same as it was without a lot of change. A Community Engagement Director will need to be hired with the focus of the position being creating primary engagement with the public as well working closely with Jeannette. If Jeannette looks at retirement down the road, SCCAP will also want to have their IT outsourced as it is cost prohibitive to have an in-house IT person. She is working on having these things already be set up and in place for the future.
- Richard asked about more information on the new positions and if they are all people who will need to be hired. Jeannette explained that our current Community Greeter position will be expanding to include reception duties and will function as an assistant to the Community Engagement Coordinator. The current Administrative Coordinator will become the Community Engagement Coordinator and not much will change within the position. That position will also be supportive to the Community Engagement Director, which will be a new hire upon approval from the Board. CSBG CARES will be funding the Community Engagement Director position initially. Jeannette seeks to focus grant writing to enhance agency services and funding. Ultimately, the Community Engagement Director will also be supportive to Jeannette as the Executive Director, and this will allow some of Jeannette's responsibilities to be delegated to them. Jeannette thanked Katy, our CSBG representative, for working with SCCAP to help us take advantage of developing changes to the grant.

George made a motion to approve the hiring of a Community Engagement Director and Rhonda seconded the motion. Motion passed.

Committees of the Corporation:

Fundraising: No meeting held.

Community Needs Assessment: No meeting held.

Executive Director Report:

- **Staff report:**
 - A revised annual report has been updated and uploaded to agency website. The report highlights the CARES funding and how it was utilized.
 - Hero Act: NYS required compliance, which was just an expansion of all the pandemic plans we implemented. Staff was informed about the right to form a committee. SCCAP has maintained compliancy and followed up with a risk assessment from each department. To ensure we have a safe work environment, an organizational risk assessment will need to be performed.

Old Business: None pending.

New Business:

- The October meeting will focus on revising the employee handbook, bylaws, and the annual budget. The attorney who looked over the handbook said it looked good overall and only recommended a couple of revisions.
- COLA and health insurance will be reviewed during the November meeting.
- Pr. Ray has a meeting conflict for October, January, and April with another organization he works with. Jeannette stated that if we do not have representation from each sector, business cannot be conducted, and will need to be brought forward into the November meeting, but she isn't expecting there to be a lot of large items. The meeting date will be changed to Wednesday, October 27 so there will be adequate Board representation to conduct business.

Motion to adjourn at 5:45 PM by George and seconded by Pr. Ray.

Respectfully submitted,

Debbie Nikolaus
Administrative Coordinator

Next Board Meeting – Wednesday, October 27, at 5:00 PM