

**Schoharie County Community Action Program
Board of Directors Meeting
November 29, 2021**

Attendance:

Private Sector		
Member	Position	Attendance
<i>Rhonda Ferris</i>	<i>Secretary</i>	X
Robin Ressler	Member	X
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 – Community Engagement Coordinator

Guests: None

Meeting called to order at 5:00 by Richard Lape

Approval of Minutes: *Motion made by George, seconded by Pr. Ray to accept the October 2021 minutes. Motion passed.*

Old/New Business:

Resolution: 07-11/21 to appoint Robin Ressler to the Private Sector of the Board for a one-year term from 11/29/2021 – 11/28/2022.

Approval of Resolution 07-11/21: *Motion made by George, seconded by Rhonda to accept the resolution as presented. Motion passed.*

Resolution 08-11/21: Review and approval of recommended changes to the bylaws.

Approval of Resolution 08-11/21: *Motion made by Rhonda, seconded by Pr. Ray to accept the resolution as presented. Motion passed.*

Resolution 09-11/21: Annual Compensation Review/Approval of Flat Rate, COLA, SEP, and Health Insurance.

Justina reviewed the Health Insurance Comparison report. 12 full-time employees are enrolled with 5 with the traditional insurance plan and 7 with the no-cost plan. The traditional plan increased 8%, and the no-cost plan increased 14% from the prior year. SCCAP's contribution to Health Insurance remained at 80%, an annual increase of \$460.80 per employee. Those with the traditional plan will see a \$.07 decrease in compensation per hour and those with the no-cost plan will see a decrease of \$.27 in compensation per hour.

Justina reviewed the 2022 Salary Wage Projections report and proposed a flat rate increase of \$1.20, which would increase the entry-level compensation from \$14.50 to \$15.70 per hour, the SEP (Simplified Employee Pension) remain at 1% and the COLA (Cost of Living Adjustment) remain at 0%. The flat rate increase of \$1.20 not only reflects the \$0.70 increase to minimum wage in 2022 but with an additional \$0.50 puts SCCAP's entry level at \$2.50 above minimum wage and assists us with retention and attraction of new employees. SCCAP is projected to save \$115,148 in wage and benefits for 2021 due to sharded work, turnover, and vacant positions. The wage and benefits 2022 difference to 2021 increase of \$116,943 is projected based on all positions being filled for all of 2022, which is highly unlikely and gives a worst-case scenario.

Pr. Ray asked if SCCAP matches retirement. Jeannette replied that SCCAP contributes to a SEP, but employees have the option of contributing to a 403(b) as well. But no match.

Approval of Resolution 09-11/21: *Motion made by George, seconded by Rhonda to accept the \$1.20 flat rate increase, 0% COLA, SEP contribution of 1%, and SCCAP contributing 80% for health insurance equating to \$6,335.71 annually, or \$243.68 per pay period. Motion passed.*

Richard noted that SCCAP would like to keep its employees and believes that the flat rate increase will help with retention. Jeannette remarked that it is a wonderful thing for the Board to approve.

Resolution 10-11/21: 2022 Board Officer changes: Chair and Vice-Chair positions.

Richard will not be remaining on the Board as of December 31 as his term will expire on the Board of Supervisors and someone else will be appointed in his place. He has served three years on the Board with SCCAP, and his service is recognized and appreciated by the Board.

In this case, the Vice Chair of the Board could become an interim chair. However, the Board currently does not have an officer in this position. Also, George, currently treasurer, will be leaving the board at year end. George stated that as a signing officer, Rhonda would have a conflict as the Chair. Other possibilities were discussed including having a newer Board member step into the Chairperson position. George remarked that a great way to learn is by

jumping in and that Jeannette will walk through everything needed to perform the duties. This position will be temporary until June when the Board will reelect new officers at the Annual Meeting. Things are very good right now with processes running smoothly.

Robin asked how much time is spent on this position in addition to attending Board meetings. George replied that it was about ½ hour prior to the meeting in order to go over everything on the Board's agenda with Jeannette. No business is conducted without the Board.

Jeannette stated we will need to know who is taking over the chair position. Being there is no December meeting scheduled, she can present an action item to have a Board meeting outside of a regular meeting to facilitate the change of position.

Pr. Ray stated that he would like to confer with his family. He inquired if the Board would be in agreement with him in the position if he decided to pursue it. He will have an answer to Jeannette by the end of the week.

George stated that he could step in to be the Chair until June as a last resort, but someone else would need to become the Treasurer. Likewise, if Rhonda steps in as Chair, someone would need to become the Secretary.

The Board is holding on passing a resolution at this time until a commitment to the position has been received.

Approval of change to staff work week based on employee survey results

Jeannette e-mailed the Board with an overview of the results. 85% of employees would like to remain with the 4-day work week. Some are neutral on client impacts since they already operate on a 4-day schedule. The intent of implementing the 4-day work week is reflected in the employee comments and that intent was achieved.

Some of the dislike comments were leaving in the dark during Daylight Savings Time. Jeannette sought information from other organizations such as Workforce Solutions and Catholic Charities. While their workday may end at 4 or 4:30, they are still working 5 days a week. County works until 5 pm five days per week.

Another dislike was in regard to paid holiday time. A few employees expressed unhappiness about coming back to work on a Thursday or Friday if the holiday fell on a Wednesday or Thursday. In 2022, all holidays will either fall on a Monday or a Friday, so that situation will resolve itself, with the exception being Thanksgiving. Jeannette advocated to have SCCAP be closed on the Friday following Thanksgiving as a paid day off beginning next year as employees used personal time this year to have the day off.

Some employees feel as if they have lost something by not being paid for the holidays with the 4-day work week and having an additional day off each week. The hourly rate was adjusted so each employee continued at the same rate of pay for 34 hours as when they worked 37.5 hours. Not counting years of service, each employee now receives 25.19 days of personal time, vacation days, and sick days, which is over 6 weeks in total.

Pr. Ray commented that over 6 weeks was a lot of accrued time. Are the employees able to carry over some of that time? Justina responded that sick time and a certain amount of PTO may be carried over, but personal days need to be used by the end of that year.

Robin asked how many employees SCCAP currently has and whether that is both part-time and full-time. Justina responded that we now have 30 employees and yes, it is both part and full time. Robin then inquired how the days off during the week are determined. Jeannette replied that each department handles their own scheduling. Most employees have chosen a designated day off each week. There are special circumstances when the designated day off may change such as if a new employee does not have any time to use, and each are considered on a case-by-case basis.

George made a motion to approve the permanent change to the staff work week as well as including the Friday after Thanksgiving as a paid day off, Rhonda seconded. Motion passed.

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee:

- Justina reviewed the Finance Agenda.
- Contracts:
 - Advocacy County Contract was approved for \$27,326
 - Child & Adult Care Food Program contract was approved for \$22,680
 - Child Care Resource & Referral contract was approved for \$72,239
 - Community Service Block Grant has since been approved for \$244,739
 - Coordinated Children's Services County Contract was approved for \$10,724
 - Core Business Training Series contract was approved for \$9,500
 - Family Support County Contract was approved for \$25,967
 - Operations Support Program contract was approved for \$1,560
 - Skill Building County Contract was approved for \$64,864
 - Transportation County Contract was approved for \$4,000
- Finance Report:
 - A/R over 90 days is due to WES-20 final voucher of \$8,403.
 - A/R 46-90 days is due to DHP-21 final voucher.
 - October vouchers not included in the financial report are BRE, WES, and WIC.
 - Credit cards are all in good standing. Lowes has been paid in full since this report, Visa has been used for electronic purchases, and Wal-Mart balance is low.
 - Line of credit is \$0 as of 10/31/21.

- Human Resources:
 - A part-time Community Greeter was hired in the month of October.
 - Our full-time Bookkeeper exited in the month of October.

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

Governance & Nominating Committee: none

Program Planning and Evaluation Committee: none

Personnel Committee: No meeting held.

Committees of the Corporation:

Fundraising: none

Community Needs Assessment: No meeting held.

Executive Director Report:

- Jeannette reminded the Board that her evaluation still needs to be completed and she will also update the employee handbook regarding the work week change as well as additional COVID mandates for the January 24 meeting.
- Jeannette also remarked that Naomi Pickett has been hired as the new Community Outreach Director with a start date of December 13. Naomi will be assisting Jeannette with TRACS from the Department of State and the Community Needs Assessment as well as overseeing outreach activities. TRACS, which monitors our organizational operations for 3 years, will be conducted in mid-February.

Pr. Ray stated Brenda Morrisette from Fusion has also expressed a definite interest in joining the Board. Jeannette will reach out to her in the coming weeks.

Motion to adjourn at 5:44 by Rhonda, seconded by Pr. Ray.

Respectfully submitted,

Debbie Nikolaus
Community Engagement Coordinator

Next Board Meeting – Monday, January 24, 2022, at 5pm