

**Schoharie County Community Action Program
Board of Directors Meeting
January 25, 2022**

Attendance:

Private Sector		
Member	Position	Attendance
<i>Rhonda Ferris</i>	<i>Secretary</i>	X
Robin Ressler		X
Vacancy		

Public Sector		
Member	Position	Attendance
<i>Earlin Rosa</i>	<i>Treasurer</i>	X
Vacancy		
Vacancy		

Consumer Sector		
Member	Position	Attendance
<i>Pastor Ray Richards</i>	<i>Chair</i>	X
Vacancy		
Vacancy		

Staff: Jeannette Spaulding – Executive Director, Justina Farris – Finance Director, Naomi Pickett – Community Engagement Director

Guests:

Meeting called to order at 5:05 PM by Pastor Ray Richards

Approval of Minutes: *Motion made by Rhonda, seconded by Robin to accept the November 2021 minutes. Motion accepted.*

No personnel or legal matters at this time.

Resolution: 01-01/22 to approve Bank of Richmondville Authorized Signatures

Approval of Resolution 01-01/22: *Motion made by Rhonda, seconded by Robin to accept the resolution as presented. Motion accepted.*

Resolution 02-01/22 to appoint Earlin Rosa to the Public Sector of the Board for a one-year term from 1/25/2022 – 1/24/2023.

Approval of Resolution 02-01/22: *Motion made by Ray, seconded by Robin to accept the resolution as presented. Motion accepted.*

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee:

- Finance Agenda and Reports reviewed by Justina Farris
- Contracts:
 - CSBG contract approved for \$244,379
 - UWF contract submitted for \$33,600, but has since been approved in January
- Finance Report
 - Current ratio is in good standing
 - Account receivables over 90 days
 - Stabilization for \$25,000
 - WIC final voucher for \$7,147
 - Accounts payables are in good standing
 - Credit cards currently have low balances, only Visa and Sunoco in December which have since been paid off.
 - Line of Credit as of 12/31/21 is \$0
- Human Resources
 - 2 new hires: Naomi Pickett- Community Engagement Director and Susan Poulsen – Community Services Program Assistant
 - 2 exiting employees: Sue deBruijn – Employment Training Center Director retired and Heather Fretto – Breastfeeding Peer Counselor
- 2021 Budget vs. 2021 Actuals
 - Categories over budget:
 - Total Revenues – due to timing of CARES and Stabilization Vouchers
 - Total Contracted Services due to extension of cleaning services because of COVID, which is covered under the CARES contract
 - Total Space due to increase in insurance costs
 - Total Vehicle due to Weatherization vehicle repairs not originally budgeted

- Total Equipment due to an increase in minor equipment purchases not originally budgeted including computers
- Total Other Operating due to agency telephone upgrade, increases in advertising and dues/subscription costs
- Categories under budget:
 - Total Cost of Sales due to Weatherization units being lower than originally anticipated
 - Total Personnel Services due to agency turnover
 - Total Consumable Supplies due to purchasing a lot of COVID supplies in 2020 and didn't have as much of a need in 2021
 - Total Client Services due to the moratorium being extended client shelter was greatly underspent
 - Total Professional Development & Partners due to COVID a lot of conferences, events, and trainings were cancelled or held virtually
 - Total Miscellaneous due to finance charges and interest being lower than originally budgeted because of having cash on hand.
- Funds were reallocated appropriately through amendments and modifications. Overall, actuals to budgeted for 2021 are in good standing due to timing of vouchers.

Approval of Monthly Finance Reports: *Motion made by Ray, seconded by Rhonda to accept the monthly finance reports. Motion accepted.*

- CSBG and CSBG-CARES Authorized Signatures need to be updated to include Pastor Raymond Richards as the new Board Chair.

Approval of CSBG and CSBG-CARES Authorized Signatures: *Unanimous Approval*

Governance & Nominating Committee:

- Brenda Morrisette has agreed to join the Board as a member in the Consumer Sector. She will be present at the February meeting.
- Ray discussed other member and committee vacancies
- Earlin agreed to become Treasurer and chair Governance & Nominating Committee
- Robin Ressler agreed to Join Program Planning & Evaluation Committee
- Rhonda offered to transition to Program Planning & Evaluation Chair
- Ray volunteered to fill Finance & Audit Chair position

Program Planning and Evaluation Committee:

- Jeannette presented CSBG and CSBG-CARES work plans
- Ray presented Customer Service Satisfaction Surveys and provided/solicited feedback
 - Ray noted that many answers reflect that the community respects and appreciates SCCAP and their staff
 - E.g., 4-day work week has had minimal impact on access to services, services are delivered in a timely fashion, 89% of respondents feel welcome at SCCAP

- Survey indicated that community awareness results from word-of-mouth marketing and “other,” Earlin asked for clarification around “other.”
 - Naomi will do further evaluation based on 2021 survey results

Personnel Committee:

- Executive Director evaluation still under review
- Rhonda will follow up with board members who have not submitted evaluations yet

Committees of the Corporation:

Fundraising: No meeting held.

Community Needs Assessment: No meeting held.

Executive Director Report:

- TRACS Reporting
 - Jeannette summarized the TRACS Reporting process
 - Electronic version will be submitted February 1
 - In-person review conducted in late February, if necessary
 - Jeannette reminded Board members that we need Conflict of Interest documentation for TRACS
- New Board Member Recommended Trainings
 - Jeannette informed new members of NYSCAA and NYSCAA Learn Trainings
 - Anti-Sexual Harassment
 - Cybersecurity
 - Ray completed Community Action History Modules, summarized topics and takeaways
- Jeannette updated board members on negotiations with Northeast Information Systems
 - SCCAP already uses NIS for phone systems, looking to contract for IT and Cybersecurity services
 - Enhanced securities
 - Business continuity- eliminate risk of losing IT management with turnover
 - Earlin asked why we would use a third-party service vs. one connected to our local government agencies
 - Tech support we currently receive from government agencies is application/program specific, not general agency IT support
 - The cost of contracting with NIS is less than hiring IT staff

Old/New Business:

- Employee Handbook Updates

- Previous updates: Board approval of 34-hour work week at November meeting
- Additions in progress: Diversity-Equity-Inclusion (DEI) components, specifics surrounding COVID benefits, technology monitoring and appropriate use
- Jeannette is sending language updates for legal review
- Board review of changes projected for March

Motion to adjourn at 6:10 PM by Earlin.

Respectfully submitted,

Naomi Pickett
Community Engagement Director

Next Board Meeting – Monday, February 28, 2022, at 5:00 PM. Location TBD.