

**Schoharie County Community Action Program  
Board of Directors Meeting  
February 28, 2022**

**Attendance:**

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

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

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

**Staff:** Jeannette Spaulding – Executive Director, Justina Farris – Finance Director

**Guests:** Max Horning—Employment Training Center Director

Max presented an overview of the Employment Training Center to board members. Board members gave very positive feedback and discussed potential future partnerships.

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

**Approval of Minutes:** *Motion made by Rhonda, seconded by Earlin to accept the January 2022 minutes. Motion accepted.*

## **Committees of the Board:**

**Executive Committee:** Board moved to Executive Session at 5:15. Executive Session closed at 5:37.

### **Resolution: 03-02/22 to appoint Earlin Rosa as Treasurer.**

*Approval of Resolution 03-02/22: Motion made by Rhonda, seconded by Robin to accept the resolution as presented. Motion accepted. All ayes.*

### **Resolution 04-02/22 to approve Bank of Richmondville authorized signatures with the addition of Earlin Rosa.**

*Approval of Resolution 04-02/22: Motion made by Ray, seconded by Rhonda to accept the resolution as presented. Motion accepted. All ayes.*

### **Resolution 05-02/22 to appoint Ray Richards to his second term: March 22, 2022 through March 21, 2025.**

*Approval of Resolution 05-02/22: Motion made by Earlin, seconded by Robin to accept the resolution as presented. Motion accepted. All ayes.*

## **Finance & Audit Committee:**

- Finance Agenda and Reports reviewed by Justina Farris
- Contracts:
  - UWF contract approved for \$33,600
- Finance Report
  - Current ratio is in good standing
  - Account receivables are in good standing
  - Accounts payables are in good standing
  - Visa credit card balance due to subscription and membership renewals including Sage Accounting, Splashtop, NYCON, NCAF, etc.)
  - Line of Credit as of 1/31/21 is \$0
  - Weatherization January 2022 voucher not included
- Human Resources
  - One exiting employee: Debra Nikolaus, Community Engagement Coordinator
  - Finished interview process for Community Engagement Coordinator and Kirsten Burroughs will be starting March 7, 2022.

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

### **Governance & Nominating Committee:**

- Leo McAllister will join the Board of Directors in March in the Private Sector
- Brenda Morrisette is still working to obtain signatures to join the Board in the Consumer Sector
- Robin will transition to Consumer Sector
- Implementing new strategy (NYS approved) to help obtain signatures for Consumer Sector Board Members—bio and Board role will be posted in the agency so community members who meet income guidelines can provide signatures
- Earlin inquired about the difficulty of getting signatures—Board discussed the low-income (200% FPL) requirement and the challenges of that conversation with individuals in the community

### **Program Planning and Evaluation Committee:**

- Ray introduced the review of the strategic plan and mission statement, required every 5 years
- SCCAP's 2018-2022 Strategic Plan was discussed
  - Two main strategic goals: increased visibility in the community and fundraising
  - Board members felt goals were still appropriate
- No edits to strategic goals or mission statement at this time, will revisit when new members are onboarded

### **Personnel Committee:**

- NYSCAA 2021 Compensation Survey reviewed
  - Board members agreed that the current Executive Director salary is appropriate
- Executive Director Evaluation Data compiled, Rhonda will prepare, and an executive session will be held at the March Board Meeting for review
- Jeannette connected with Marshall and Sterling for a meeting to review our current Employee Handbook and discuss necessary updates
- Board reviewed and approved Community Engagement Director and Coordinator job descriptions

**Approval of Community Engagement Director Job Description:** *Motion made by Rhonda, seconded by Earlin to accept the job description. Motion accepted.*

**Approval of Community Engagement Coordinator Job Description:** *Motion made by Ray, seconded by Robin to accept the job description. Motion accepted.*

### **Committees of the Corporation:**

#### **Fundraising:**

- Ray introduced the idea of SCCAP developing a signature event for further brainstorming
  - Earlin—who are we looking to reach?
  - Jeannette—raising awareness about what we do, discussed previous events and trainings, signature event vs. larger community event

**Community Needs Assessment:** No meeting held.

**Executive Director Report:**

- Jeannette discussed SCCAP's presence at the February Cobleskill Rotary Meeting
- Jeannette discussed our previous Community Action Month barbecues and the possibility of planning an event for 2022 as the community eases back on pandemic protocols
- Ray and Jeanette discussed NYSCAA History of Community Action Month training as a part of new board member onboarding
- TRACS: all documents submitted on time, state representatives do not require any further information at this time

**Old/New Business:** None.

*Motion to adjourn at 6:21 PM by Earlin.*

Respectfully submitted,

Naomi Pickett  
Community Engagement Director

Next Board Meeting – Monday, March 28, 2022, at 5:00 PM.

Location: Employment Training Center