

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

Attendance:

Private Sector		
Member	Position	Attendance
<i>Rhonda Ferris</i>	<i>Secretary</i>	X
Leo McAllister		X
Robin Ressler		X
Shane Nickle		X

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

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

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

Guests: Becky Foland—Family Support and Resource Center Director, Rhonda Wilty—Parent and Child Connections Center Director

Becky and Rhonda presented an overview of their departments to board members.

Meeting called to order at 5:09 PM by Pastor Ray Richards

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

Committees of the Board:

Executive Committee: Executive Session for Executive Director Evaluation postponed to April

Resolution: 06-03/22 to appoint Leo McAllister to the Private Sector of the Board for a one-year term from 3/28/2022 – 3/27/2023.

Approval of Resolution 06-03/22: Motion made by Ray, seconded by Robin to accept the resolution as presented. Motion accepted. All ayes.

Resolution 07-03/22 to appoint Shane Nickle to the Private Sector of the Board for a one-year term from 3/28/2022 – 3/27/2022.

Approval of Resolution 07-03/22: Motion made by Ray, seconded by Robin to accept the resolution as presented. Motion accepted. All ayes.

Resolution 08-03/22 to appoint Brenda Morissette to the Consumer Sector of the Board for a one-year term from 3/28/2022 – 3/27/2022.

Approval of Resolution 08-03/22: Motion made by Ray, seconded by Rhonda to accept the resolution as presented. Motion accepted. All ayes.

Finance & Audit Committee:

- Finance Agenda and Reports reviewed by Justina Farris
- Contracts:
 - No changes at this time
 - Justina notified the board that there will be updates on multiple contracts for the April Meeting—CCR&R Deserts Grant, HPNAP, and OSP
 - Justina also commented that we received the Stewart’s Holiday Match of \$2,500
- Finance Report
 - Current ratio is in good standing
 - Account receivables are in good standing
 - Accounts payables >60 days due to CACFP reimbursement check was lost in the mail
 - All credit cards have been paid off
 - Line of Credit as of 2/28/22 is \$0
- Ray commented ratios are in better standing than at points last year
 - Justina responded that many of the representatives on our contracts were pulled to other areas of focus during the pandemic. For example, department of labor was shifted to focus on unemployment rather than our monthly reimbursement vouchers. Now reimbursements are being processed in a timely fashion.
- Leo commented on the simple, readable formats of our finance reports and how they are beneficial as a new board member
- Human Resources
 - One exiting employee: Taylor Ryan – Community Engagement Greeter

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

Governance & Nominating Committee:

- Ray discussed both membership and standing committee vacancies and encouraged new board members to brainstorm where their talents may fit, there will be further discussion at the April meeting
- Robin is currently obtaining signatures to move to the Consumer Sector of the Board

Program Planning and Evaluation Committee:

- Ray encouraged new Board Members to review monthly Program Report Narratives and Data, as they are a valuable resource for understanding each department at SCCAP

Personnel Committee:

2022 Compensation Schedule:

- Justina reviewed SCCAP's 2022 Compensation Schedule, explaining the contents of the report and our research and calculations
 - The agency regularly evaluates its wage scale in comparison to other employers in the county, as well as other Community Action organizations, to ensure we are adequately compensating employees to the best of our ability
- Leo inquired about our wage adjustments in comparison to federal cost of living adjustments and how often we revisit our compensation schedule
 - Justina stated that the agency tries to maintain a consistent amount above the federal cost of living adjustment and the agency will revisit the compensation schedule in October 2022 when the FFY changes and contracts are renewed
- Ray asked for clarification of exempt vs. non-exempt statuses
 - Jeannette explained the definition of each status in relation to salary and overtime
- Rhonda asked if there were any employees making less than what is proposed for their position in 2022
 - Jeannette confirmed that no one is currently making less than what is proposed, and she reviews positions and compensation at a regular frequency
- Leo stated that increasing salary levels puts pressure on the small private employer who may struggle to pay a competitive salary
 - Jeannette reiterated that the agency has been committed to providing competitive wages as best it can in level funded contract environments especially with the steady increase of the minimum wage and the agency has also adjusted its work week hours to offer a work-life balance as a non-monetary incentive with the attraction and retention of employees
- Shane inquired about vacancies- are they currently being advertised?
 - Justina reviewed current vacancies and their status
 - Bookkeeper- will reopen
 - Supervised Visitation Associate- job offered and accepted
 - Employment Training Center Coordinator- currently interviewing
 - Breastfeeding Peer Counselor- position advertised

Approval of 2022 Compensation Schedule: *Motion made by Ray, seconded by Rhonda to accept the 2022 Compensation Schedule. Motion accepted.*

Employee Handbook and Policies Update:

- Ray informed board members that the Employee Handbook is still under review with Marshall and Sterling, and we hope to have it for board review in approximately one month

Committees of the Corporation:

Fundraising:

- Ray confirmed that the Board will be coordinating a Community Action Month Barbecue in May with Cargie's Corner Deli (Richmondville), to be held outside Noble Ace Hardware in Cobleskill. Date TBD.

Community Needs Assessment:

- Naomi gave an overview of the current progress on the Community Needs Assessment
 - SCCAP is currently in the data exploration and outline phase
- Jeannette stated that, while we are looking to meet a deadline for compliancy, we are also looking to build a foundation for ongoing assessment and evaluation, particularly considering the impacts of COVID-19

Executive Director Report – Jeannette:

- Discussed her attendance at Continuum of Care Committee Meetings, specifically surrounding housing needs in the county
- Participating in conversations regarding the need for a local warming center and is assisting with looking at possible locations
- Attends statewide weekly Executive Director Meetings as part of the New York State Community Action Association (NYSCAA)
 - SCCAP has also been involved with NYSCAA in designing a new website for the agency, proposed to roll out on April 18, 2022
- Submitted on behalf of SCCAP a proposal in response to the Nutrition Outreach and Education Program Request for Proposals to Hunger Solutions, advertised by the Office of Temporary and Disability Assistance (OTDA)
- Participates in the DOS Contract Monitoring Committee to facilitate improvements in contracting and review processes
- Reminded board members that our Annual Breakfast will be on June 27, 2022 (Location TBD) and Manuel Rosa will be our guest speaker
 - Mr. Rosa is the Director of the Division of Community Services at the Department of State (DOS), and Jeannette explained the role of DOS as SCCAP's CSBG contracting and compliance review entity

Old/New Business: None.

Motion to adjourn at 6:41 PM by Leo.

Respectfully submitted,

Naomi Pickett, Community Engagement Director

Next Board Meeting – Monday, April 18, 2022, at 5:00 PM.

Location: Employment Training Center