

**Schoharie County Community Action Program
Board of Directors Meeting
April 18, 2022**

Attendance:

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

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
Brenda Morissette		X
Vacancy		

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

Board viewed a video presentation put together by Child Care Resource and Referral.

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

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

Committees of the Board:

Executive Committee: Executive Session 5:17 – 5:30

Finance & Audit Committee:
Finance Agenda and Reports reviewed by Justina Farris

- **Contracts:**
 - CCR&R Deserts Grant \$156,250- Approved
 - HPNAP Food Dollars – Submitted
 - OSP \$3,000 – Submitted
 - WES – No signed contract, moving to Energy Service staff to shared work
 - Jeannette explained how Shared Work operates in our agency and the benefits to the staff affected and the agency as a whole
- **Finance Report**
 - Current ratio is in good standing
 - Account receivables are in good standing
 - Accounts payables greater than 60 days are due to an outstanding mileage reimbursement and two delayed invoices from Northeast Information Services which all have since been paid.
 - Line of Credit as of 3/31/22 is \$0
 - Credit cards are in good standing
- **Human Resources**
 - One exiting employee: Courtney Bacon – Breastfeeding Peer Counselor
 - One new hire: Kirsten Burroughs – Community Engagement Coordinator
 - Four new employees will be onboarding in May – Employment Training Center Coordinator, Finance Manager, Community Engagement Greeter, and Supervised Visitation Associate

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

Governance & Nominating Committee:

- Shane will move to Public Sector pending County approval
 - Shane serves on the county housing committee for at risk populations
- Robin is currently obtaining signatures to move to the Consumer Sector of the Board
- Jeannette reviewed sector characteristics, specifically the private sector
 - Private sector is the least restrictive and we strive to recruit members with niche skills or expertise that are valuable to our agency
- Brenda requested more information on committee functions and was encouraged to review bylaws
- Robin inquired about the frequency of committee meetings
- Board members hope to have committee vacancies filled by next meeting

Program Planning and Evaluation Committee:

CSBG APR Review:

- Jeannette reviewed the CSBG APR and explained the contents of Modules 2 and 4
 - Module 2 is reflective of activity and monies applied, both CSBG and other monies
 - Jeannette emphasized that these numbers show our expenses, not total contract dollars
 - Module 4 shows indicators of service delivery and outcomes
 - Jeannette explained the definition of a National Performance Indicator and how that differs from service count

- Jeannette stated that these reports are not only New York State Compliance items, but are also helpful in compiling the Community Needs Assessment because they allow us to see trends in utilization of services and potential community needs

Personnel Committee:

Finance Manager Job Description:

- Jeannette stated the agency struggled to find a bookkeeper and agency fiscal needs were reevaluated
 - We currently have an Assistant Finance Director and Finance Director, and, for business continuity reasons, it would be beneficial to the agency to hire a position more involved than a bookkeeper. This would allow for more flexibility in scheduling and time off, increased cross training, and more staff hours to allocate to support functions.
- Earlin inquired if we partner with SUNY Cobleskill for qualified candidates
 - Jeannette stated that there is usually less longevity with SUNY students and, while we do take on interns, it is important to ensure staffing stability in Fiscal/HR.
- Shane asked about the candidate pool for this position
 - Jeannette explained that this position had the least interest out of the four positions simultaneously posted. Candidates either lacked experience or were looking for higher compensation for their experience.

Approval of Job Description: *Motion made by Shane, seconded by Rhonda to approve the Finance Manager Job Description. 6 approved, 1 abstain - Motion accepted.*

Committees of the Corporation:

Fundraising:

- Ray stated that there were no May openings for a BBQ with Cargie’s Deli at Ace Hardware so we will be looking for a date in June or July
- Earlin asked what support we would need
 - Ray stated that we’d be looking for ~6 people for various functions

Community Needs Assessment:

- Naomi gave an overview of the current progress on the Community Needs Assessment
 - Naomi and Kirsten are currently working diligently to explore data and review literature
- Jeannette stated she would like to add a Community Needs Assessment Committee to Committees of the Corporation
 - Department of State looks for sufficient board engagement in the needs assessment process

Executive Director Report – Jeannette:

- New website rolled out on 4/18 – more user-friendly interface
- Intake database will be rolled out in the next month
- Multifactor Authentication will be rolled out 4/19 overnight
- Agency departments will be tabling at Schoharie County Maple Fest on 4/30
- Jeannette, Ray, Naomi, and Max (ETC Director) will be attending the Chamber of Commerce Dinner on 5/19

- Agency Annual Breakfast and Board Meeting will be on 6/27 9am at The Olde Tater Barn
 - SCCAP's 2021 Impact Report will be presented, and we will have guests from the Department of State

Old/New Business: None.

Motion to adjourn at 6:39 PM by Earlin.

Respectfully submitted,

Naomi Pickett, Community Engagement Director

Next Board Meeting – Monday, June 27, 2022, at 9:00 AM.

Location: The Olde Tater Barn