

**Schoharie County Community Action Program
Board of Directors Annual Meeting
June 27, 2022**

Attendance:

Private Sector		
Member	Position	Attendance
<i>Rhonda Ferris</i>	<i>Secretary</i>	X
Leo McAllister		E
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

Guest: NYS DOS Division of Community Services, Katy Hanson – Community Service Program Analyst I

Meeting called to order at 10:30 AM by Pastor Ray Richards

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

Committees of the Board:

Executive Committee: No meeting held.

Resolutions:

Resolution: 09 - 6/22 to appoint Ray Richards as chairperson.

Approval of Resolution 09 - 6/22: Motion made by Earlin, seconded by Robin to accept the resolution as presented. Motion accepted. All ayes.

Resolution 10 - 6/22 to appoint Earlin Rosa as treasurer.

Approval of Resolution 10 - 6/22: Motion made by Ray, seconded by Rhonda to accept the resolution as presented. Motion accepted. All ayes.

Resolution 11 - 6/22 to appoint Rhonda Ferris as secretary.

Approval of Resolution 11 - 6/22: Motion made by Ray, seconded by Earlin to accept the resolution as presented. Motion accepted. All ayes.

Resolution 12 - 6/22 to appoint a change in sector for Shane Nickle from private sector to public sector.

Approval of Resolution 12 - 6/22: Motion made by Ray, seconded by Earlin to accept the resolution as presented. Motion accepted. All ayes.

Finance & Audit Committee:

Finance Agenda and Reports reviewed by Justina Farris

- Contracts:
 - Weatherization \$400,000 – Submitted
 - Contract not executed, currently funded by agency unrestricted funds
 - Ray asked if the unrestricted funds will be replenished once Weatherization contract is received - Justina confirmed
- Finance Report
 - Current ratio is in good standing
 - Account receivables 46-90 days, NYS Sales Tax refund. WES-23 and DHP-22 vouchers not included for May
 - Accounts payables are in good standing
 - All credit cards are in good standing
 - Line of Credit is \$0 as 5/31/2022
- SCCAP's Independent Auditor, Eric Unislawski, filed tax filing extensions on 5/2/2022. Eric will be coming to SCCAP for Independent Annual Audit in July
- Human Resources
 - New hires: Alexis Pencar – Breastfeeding Peer Counselor, Bonnie Coe – Finance Manager, Crystal Hartmann – Supervised Visitation Associate, Jamie McFarland – Community Engagement Greeter, Carolyn Proper – ETC Coordinator
 - Exiting employee: Karrie Christman - FSRC Program Coordinator

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

Governance & Nominating Committee:

- Two vacancies to be filled - Board members hope to have committee vacancies filled by next meeting
- Earlin inquired about criteria for filling committees
 - Jeannette responded that there are not specific requirements and board members strengths can be discussed as vacancies are filled

Program Planning and Evaluation Committee: No meeting held

Personnel Committee: No meeting held

Committees of the Corporation:

Fundraising:

- Ray reviewed discussions about Cargie’s Deli BBQ fundraiser and referred to it as a “learning experience”
 - The agency would hope for more profit and has already identified ways to improve our internal communication and processes
 - Robin inquired if the circumstance was possibly related to the pandemic and the increase in other food takeout services in the community

Community Needs Assessment:

- Naomi gave a brief overview of progress on Community Needs Assessment – Community Engagement is working on community level data exploration and firming up a data collection plan
- Jeannette elaborated on data collection at the Sunshine Fair and board engagement in the process
 - The agency will have surveys available at the Sunshine Fair for completion, with the opportunity for a brief in-person interview with a staff member (mimicking a focus group setting)
 - Board members to assist with data analysis to assess programming need(s) if any and to feed into strategic planning

Executive Director Report – Jeannette:

- Jeannette had nothing to report other than her excitement about the Annual Breakfast/Meeting

Old/New Business: None.

Motion to adjourn at 10:54 AM by Earlin.

Respectfully submitted,

Naomi Pickett, Community Engagement Director

Next Board Meeting – Wednesday, July 27, 2022, at 5:00 PM, location TBD