

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

**Attendance:**

<b>Private Sector</b>		
Member	Position	Attendance
<i>Rhonda Ferris</i>	<i>Secretary</i>	V
Leo McAllister		V
Robin Ressler		V

<b>Public Sector</b>		
Member	Position	Attendance
<i>Earlin Rosa</i>	<i>Treasurer</i>	V
Shane Nickle		V
Vacancy		

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

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

**Guests:** *Community Services Staff:* Melissa Pawlak – Director, Tracy Gertzberg – Program Coordinator, Susan Poulsen – Program Assistant

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

Community Services Staff gave an overview presentation of the services delivered and previous outcomes achieved by the department.

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

**Committees of the Board:**

**Executive Committee:** No meeting held.

## Resolutions:

### **Resolution: 13 - 07/22 to appoint Leo McAllister as Vice Chair.**

**Approval of Resolution:** *Motion made by Ray, 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
  - Weatherization \$400,000 – Submitted with no executed contract
  - Displaced Homemakers Program \$135,000 – Submitted
  - Women, Infants & Children \$247,480 – Submitted
  - Hunger Prevention & Nutrition Assistance Program \$1,100 Food Dollars – Approved
  - Operations Support Program \$1,645 – Approved
  - Community Services Block Grant \$244,903 – Amendment includes an increase of \$164
- Finance Report
  - Current ratio is in good standing
  - AR > 90 days, CARES Voucher; received in July and NYS Sales Tax refund still outstanding
  - WES-23 not vouchered for April-June as contract has not been executed yet
  - DHP-22 and WIC-22 June vouchers not included they have been vouchered yet
  - AP > 60 days, client mileage reimbursements for Q1 Creative Connections for Youth activities have been paid
  - All credit cards are in good standing and have been paid in July
  - Line of Credit is \$0 as 6/30/2022
  - SCCAP's Independent Auditor, Eric Unislawski, completed his on-site review and is hoping to have a draft report available next week.
- Human Resources
  - Family Partner job was posted in July and received over 20 applicants. 3 interviews have been scheduled for this week.

*TRACS Standard 8.10: The fiscal policies have been reviewed by staff within the past 2 years, updated as necessary, with changes approved by the governing board.*

*TRACS Standard 8.10 Indicator: An individual not involved in the reconciliation process reviews and approves the reconciliation.*

Fiscal Policy has been reviewed by administrative staff and recommended changes also discussed with chair and treasurer. Supporting documents with recommended changes provided to board members in advance of meeting. Justina provided an overview of the recommended changes to policy sections 4-C-5.2, 5.7, and 4-G-3.6.

Policy verbiage to be updated to reflect monthly reoccurring operational payments (PFL and IT Maintenance) to not require Board signatures and to include the finance or executive director (administrative staff) in the review process of bank reconciliations along with a Board officer.

Board approved of recommended changes.

- Justina shared that Fenimore Asset Management made a \$20,000 donation to the agency.

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

**Governance & Nominating Committee:**

- Ray inquired about Robin’s progress in collecting signatures for her move to the Consumer Sector of the Board; she has obtained at least 6 signatures and is hoping to obtain the rest with agency support.
  - SCCAP has printed copies of Robin’s bio and petitions and distributed to departments with regular consumer visits. Consumers can read Robin’s bio and sign the petition if they feel she would be a good representative.
- Ray reminded board members of the plan to shift Robin to the Consumer Sector, leaving one vacancy in both the private and public sectors.
- Ray asked board members if they had a chance to review the current committee vacancies and vacancies were filled as follows:
  - Leo and Shane volunteered for the Finance and Audit Committee.
  - Ray volunteered for the Governance and Nominating Committee.
  - Brenda volunteered for the Program Planning and Evaluation Committee.
  - Earlin volunteered for the Personnel Committee.

**Program Planning and Evaluation Committee:**

TRACS review

- Jeannette gave an overview of the purpose of TRACS/ACROS. A copy of the TRACS tool, Department of State Reviewer Comments, and SCCAP’s response to reviewer comments was provided to Board members in advance of the meeting. She stated that both the annual and triennial reviews are beneficial to the agency as they are a thorough assessment of agency processes and provide a benchmark going forward.
- The agency was able to provide further documentation to respond to reviewer comments; most unmet standards/indicators were a matter of timing as the related board business was conducted at the meeting immediately following submission of the TRACS review.
- Brenda and Ray commented that they were impressed with the very small number of unmet indicators.

<i>TRACS Standard 5.9: The board receives program reports at each board meeting (written or verbal).</i>
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<i>Board receives monthly department/program activity reports – narrative and data – as part of the monthly board meeting package available on SCCAP’s website.</i>
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CSBG Q3 Work Plan/Program Progress Report (PPR)

- The Quarter 3 CSBG PPR was distributed prior to the meeting and Jeannette emphasized the importance of reviewing CSBG Work Plans and related documents for the following reasons:
  - The Community Services Block Grant (CSBG) is a foundational agency contract.

- These reports help the agency set targets and goals, stay on track throughout the year, and monitor any changes in community need.
- PPRs during pandemic years look much different than historical data because needs are being met elsewhere
  - E.g., eviction moratoriums were in place minimizing the need for rental assistance, mass food distributions were being held with no income requirements, etc.
- Jeannette reminded board members of the numerous resources available through NYSCAA Learn – there are trainings included for board members, not only for compliance, but also raising awareness around the goals of Community Action and how we measure and report. Staff and board trainings are also reported on the Work Plan.
- Jeannette referenced the pages in the Work Plan that report on Community Services outcomes as a tangible example following the department presentation and pointed out examples of the changes in flow of services.
  - E.g., the number of individuals served through VITA was lower than previous years and can potentially be attributed to the changes in the standard deduction, making it simpler for people to file their refunds independently.
- Robin noted that our actual participation numbers are consistently lower than our projected targets and inquired if our targets were compiled based upon historical data.
  - Jeannette responded that the agency does produce target numbers based upon historical data and it makes sense that participation numbers were lower due to the additional community supports mentioned above.
- Robin inquired if we would expect an increase in need, resulting in future participation numbers matching projections more closely.
  - Jeannette responded that we are seeing a “slowing down” of additional community supports so pre-pandemic needs may be more prevalent again. However, as an agency, we are looking at trends and starting staff conversations about the “new normal” – both in terms of community need/participation and our agency approaches.

**Personnel Committee:** No meeting held.

**Committees of the Corporation:**

**Fundraising:** No meeting held.

**Community Needs Assessment:**

- Naomi gave a brief overview of progress on Community Needs Assessment – Community Engagement has drafted a questionnaire for distribution at the Sunshine Fair and are hoping to compile focus groups. A group of special interest is the 40 and under as they are representative of current and future economic and leadership growth in Schoharie County.
- Jeannette reminded board members of the request for board engagement in the data analysis process.
  - Board members to assist with data analysis to assess programming need(s), if any, as assessment results will feed into strategic planning and the formation of strategic goals.

## **Staff Reports**

Executive Director Report – Jeannette:

- Jeannette encouraged board members to review the staff outreach schedule for the Sunshine Fair and spend some time, if able, with staff and the community.
- Jeannette reinforced the importance of utilizing the resources available through NYSCAA Learn.
- Jeannette announced that SCCAP has been approved as the Local Recipient Organization (LRO) for the Emergency Food and Shelter Program and will receive \$8,372 and thanked Ray as ESFP's Board Chairperson.
  - A portion of the funding (\$162) will cover the cost of the ad notice and the remainder will be used for housing assistance as we expect to see an increase in need now that moratoriums have been lifted.

## **Old/New Business:**

- Jeannette elaborated on the audit, saying Eric Unislowski anticipates having his documents ready and will attend the August meeting to complete his review with the board.

*Motion to adjourn at 6:19 PM by Earlin.*

Respectfully submitted,

Naomi Pickett, Community Engagement Director

**Next Board Meeting – Monday, August 22, 2022, at 5:00 PM**

**Location: Employment Training Center**