

**Schoharie County Community Action Program
Board of Directors Meeting
October 24, 2022**

Attendance:

Private Sector		
Member	Position	Attendance
<i>Rhonda Ferris</i>	<i>Secretary</i>	Virtual
<i>Leo McAllister</i>	<i>Vice Chair</i>	E
Vacancy		

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

Consumer Sector		
Member	Position	Attendance
<i>Pastor Ray Richards</i>	<i>Chair</i>	E
Brenda Morissette		Virtual
Robin Ressler		Virtual

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

Guests: *Energy Services Staff:* Kelly Pit - Director

Meeting called to order at 5:03 PM by Earlin Rosa

Kelly presented an overview of Energy Services staff and programs, including a video overview of the Weatherization Assistance Program (WAP).

- Jeannette explained both the individual and community benefits of Weatherization.
- Shane inquired about income guidelines for the program.
 - Kelly responded that WAP follows the HEAP income guidelines, meaning families that qualify for HEAP also qualify for WAP services.
 - Kelly stated that the program’s unit eligibility lookback period has changed due to new technology and program advancement.

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

Committees of the Board:

Executive Committee: No meeting held.

Resolutions: None.

Finance & Audit Committee:

Reviewed Items - Finance Agenda and Reports previously distributed.

- Earlin noted the formatting of the Finance Agenda has changed to include monthly notes to explain highlighted changes from the previous month.
- Earlin also noted that the A/R greater than 90 days on the Finance Report includes the NYS sales tax refund and contracts that have not been vouchered for September (CAC, DST, STB).
- Earlin compared the Year-to-Date (YTD) actuals as of 9/30/2022 to the proposed budget.
 - 2022 YTD Contract Income and 2022 YTD Net Income are less than the proposed budget due to contract vouchers that have not yet been submitted (CAC, DST, STB).
- There were no further questions or commentary from board members.

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

Governance & Nominating Committee:

Reviewed board and committee vacancies

- Earlin reminded board members of the current board vacancies, including one in the private sector and one in the public sector.

Program Planning and Evaluation Committee: No meeting held.

Personnel Committee:

Review Items- Job Description Changes previously distributed.

- Jeannette summarized the updates included in job descriptions. Updates are related to classification status, remote work availability, department, supervisor, and duty assignment.
- There were no further questions or commentary from board members.

Approval of Job Descriptions: *Motion made by Robin, seconded by Rhonda to approve job description updates. Motion accepted.*

<p><i>TRACS Standard 7.3 Indicator: The agency (managers and/or board) reviewed job descriptions for all positions within the past 5 calendar years and updated them if needed.</i></p>

Committees of the Corporation:

Community Needs Assessment:

Review of progress on the Community Needs Assessment (CNA)

- Jeannette confirmed that Robin and Brenda are members of the CNA Committee.

- Jeannette stated that the final draft of the assessment is in her possession and will be sent to CNA committee members for review shortly.
 - CNA will be distributed to the full board prior to the November meeting for final approval.

Fundraising:

Reviewed fundraising updates

- Earlin noted that there is nothing to report to the committee at this time, however, Giving Tuesday is coming up in November and the agency will be using social media to reach out to the public.

Executive Director Report:

Reviewed Federal Budget/Contract updates

- Jeannette stated that the Federal Government is under a continuing resolution for the budget.
 - Income guidelines for CSBG remain at 200% Federal Poverty Level (FPL) – a positive for the agency!
- Earlin requested information regarding the current FPL guidelines.
 - Jeannette responded that she would send current information to all board members and elaborated that income guidelines are based upon gross income (as opposed to net income) and household size. Documentation will also show where SCCAP's programs fall within guidelines.

Old/New Business: None.

Motion to adjourn 5:23 PM by Shane.

Respectfully submitted,

Naomi Pickett, Community Engagement Director

Next Board Meeting – Monday, November 21, 2022, at 5:00 PM

Location: Employment Training Center