

**Schoharie County Community Action Program
Board of Directors Meeting
September 26, 2022**

Attendance:

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

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

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

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

Guests: *Healthy Families/WIC Staff:* Sarah Beekman – Program Assistant, Jackie LaLonde – Director

Meeting called to order at 5:01 PM by Pastor Ray Richards

Healthy Families/WIC Staff presented an overview of WIC programs and services.

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

Committees of the Board:

Executive Committee: No meeting held.

Resolutions: None.

Finance & Audit Committee:

Reviewed Items - Justina

Finance Agenda and Reports, EE Turnover Rate 2021, and 2022 Proposed Agency Budget

- **Contracts:**
 - Advocacy \$28,779 – Increase in contract amount
 - Child Care Resource Center \$77,893 – Submitted
 - Community Services Block Grant- Discretionary \$44,973 – Submitted, has since been approved
 - Community Services Block Grant \$247,353 – Submitted
 - Coordinated Children’s Services \$10,424 – Decrease in contract amount
 - Emergency Food and Shelter Program ARPAP \$16,405 – Submitted
 - Emergency Food and Shelter Program \$8,372 – Approved
 - Family Support \$26,060 – Increase in contract amount
 - Family Support Program \$92,878 – Submitted
 - HEAP Program \$23,854 – Submitted
 - Skill Building \$67,638 – Increase in contract amount
 - Supervised Visitation \$103,331 – Submitted
 - Transportation \$4,200 – Increase in contract amount

- **Finance Report**
 - Current ratio is in good standing
 - Accounts receivables 90+ days are due to NYS sales tax refund and WES-23 advance
 - WES-23 advance \$60, paid on 9/13/22 has since been paid
 - WES-23 for April – August have been vouchered
 - WIC August voucher was not submitted due to pending modification of budget
 - Accounts payables are in good standing
 - Line of Credit as of 8/31/22 is \$0
 - Credit cards are in good standing
 - 2021 Tax Returns have been filed

- **Human Resources**
 - Two exiting employees: Community Engagement Coordinator and Employment Training Center Director

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

- **EE Turnover Rate**
 - 2021 turnover rate at 26.9%, no change from 2020 turnover rate
 - Earlin inquired about the most prevalent reason employees leave the agency.
 - Justina responded that many of the exiting employees have retired since the onset of the pandemic.
 - Jeannette added that younger employees pursue better economic opportunities in their career path.
 - Earlin inquired about our relationship with the local Workforce Solutions Agency.

- Jeannette explained her membership on the Workforce Development Board and the longstanding partnership between agencies. SCCAP also utilizes the local Workforce Solutions Center for job seekers and posts any agency job openings with the Center.

TRACS Standard 7.3 Indicator: Turn over report is provided to the board at least annually.

- 2022 Proposed Agency Budget
 - The proposed budget was distributed for review prior to the meeting.
 - Ray requested an interpretation of the overall financial position of the agency.
 - Justina responded that the agency is in good standing overall.
 - The 2022 YTD Actuals presented in comparison to the 2022 proposed budget contains variances primarily due to the delay in the execution of the Weatherization contract and 5 months of outstanding vouchers. As the outstanding vouchers are recorded, the 2022 YTD Actuals will be more in alignment with the 2022 Budget.
 - The 2022 YTD Actuals as compared to the 2022 budget quarterly report will be presented at the next meeting.
 - Justina noted that the Net Income for 2020 Actuals varies from 2021 Actuals and 2022 proposed budget due to COVID-19 and PPP related funding. Also, CSBG CARES funding ends on 9/30.
 - Leo inquired about the time frame of the 2022 YTD Actuals
 - Justina responded that the 2022 YTD Actuals were based on when the report was run on 9/21. The quarterly 2022 YTD Actuals in comparison to the 2022 Budget will be presented at the next meeting and will give a more accurate representation of the agency's financial position through 9/30.

Approval of 2022 Proposed Agency Budget: *Motion made by Earlin, seconded by Rhonda to accept the proposed budget. Motion accepted.*

TRACS Standard 8.9: The governing board annually approves an organization-wide budget.

Governance & Nominating Committee:

Reviewed DOS site visit, board and committee vacancies

- Ray informed board members the agency's Department of State Program CSBG Program Analyst, Katy, completed her review of board member and client files.
 - All files were well organized.
 - There should be a focus on filling board and committee vacancies.
- Ray reviewed current Board and Committee vacancies. Current vacancies include:
 - 1 vacancy in the private sector
 - 1 vacancy in the public sector
 - Several committee vacancies
- In relation to vacancies on the Fundraising Committee, Earlin inquired about the frequency of fundraisers and when they occur during the year.
 - Ray responded that fundraising is a board-led effort, and the agency is open to hearing ideas presented.
 - Earlin agreed to join and chair the Fundraising Committee.

Program Planning and Evaluation Committee:

CSBG 2022-2023 Work Plan was reviewed.

- The work plan was distributed for review prior to the meeting.
- Jeannette explained that the CSBG Work Plan is a component of contract submission and serves as an overview of all agency services, regardless of funding source.
- Jeannette reviewed examples of program and service deliverables and explained the definition of unduplicated data and how that translates into agency reporting procedures.
- Ray reviewed the Agency Capacity Building section of the work plan, noting a focus on Board Roles and Responsibilities Training.
 - Ray reminded all board members that a brief Roles and Responsibilities course is available through individual NYSCAA Learn accounts and inquired about preferred method of completion.
 - Board members agreed that Roles and Responsibilities training would be completed independently by the end of the calendar year.

Approval of CSBG 2022-2023 Work Plan: *Motion made by Ray, seconded by Shane to accept the CSBG 2022-2023 Work Plan. Motion accepted.*

TRACS Standard 5.9 Indicator: Board or committee approves CSBG work plans and outcomes submitted for funding.

Personnel Committee:

Reviewed pending department changes

- Jeannette explained the upcoming changes effective 10/1/22 in the Family Support and Resource Center (FSRC) and Parent and Child Connections Center (PCCC).
 - The PCCC Supervised Visitation program was originally a component of FSRC but the PCCC department was established as its own department with the hope of expansion through additional contracts. These opportunities never materialized.
 - Because the departments are already quite integrated, FSRC will be absorbing PCCC services to become one department with one director.
- Jeannette explained the reasoning and benefits behind the decision to consolidate.
 - PCCC is currently at full staff level, while FSRC is not, resulting in frequent requests for assistance between departments.
 - Rather than hire on new staff, department consolidation and staff cross-training are in process.
 - One director with fully cross-trained staff alleviates challenges related to oversight and operations.
- Ray inquired about the staffing changes involved with the consolidation of departments, as well as any other downsides.
 - Jeannette explained that the PCCC Director will transition to a FSRC Program Coordinator position – all staff are on board with this change.
 - Currently, the agency sees no downside to this consolidation.

Committees of the Corporation:

Community Needs Assessment:

Review of progress on the Community Needs Assessment (CNA)

- Naomi presented a summary of the data collection and analysis process and notable findings.

- Data was collected from sources including the Census, studies completed by community partners, SCCAP’s Community Needs Survey, and focused conversations with stakeholders and trusted messengers in the community.
- The agency’s most recent Community Needs Survey revealed a majority of community members perceive disparities related to employment opportunities and income, childcare options, substance abuse, and opportunities for youth.
- Most notably, Schoharie County has experienced significant loss in their young adult population and the CNA is investigating the causes of this loss.
- Earlin inquired about the sources used to obtain data related to income and employment.
 - Naomi responded that data from the US Census, MIT Living Wage Calculator, and Schoharie County Economic Development Strategy (2018) were utilized.
- Earlin commented that he sees a disconnect between what officials deem necessary for Schoharie County and what will be beneficial for residents.
- Jeannette added that all information in the CNA will influence agency strategic planning and important narratives in the community. A final draft will be distributed for board approval shortly.
- Jeannette also expressed her appreciation to board members for their help at the Schoharie County Sunshine Fair with survey distribution, data collection and taking time to chat with community members while they completed surveys and provided community feedback.

TRACS Standard 3.5 Indicator: Board members participate in the needs assessment process.

Fundraising: No meeting held.

Executive Director Report:

Reviewed agency workplace changes

- Jeannette recounted the agency’s successful transition to a hybrid workforce at the onset of the COVID-19 pandemic.
- Jeannette informed the Board that, with the changing COVID-19 landscape, the agency is considering implementing a hybrid workforce again.
 - A hybrid model could also potentially minimize agency overhead costs.
 - Some departments do not have the option of remote work due to nature of service and, if a hybrid workforce model is implemented, there may be corresponding handbook and compensation schedule updates.
 - All job descriptions will be reviewed to evaluate if a hybrid work schedule is feasible.

Old/New Business: None.

Motion to adjourn at 6:32 PM by Earlin.

Respectfully submitted,

Naomi Pickett, Community Engagement Director

Next Board Meeting – Monday, October 24, 2022, at 5:00 PM

Location: Employment Training Center