

Schoharie County Community Action Program, Inc.
Board of Directors Meeting Minutes – April 15, 2024

Attendance:

Private Sector

| Member | Position | Attendance |
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| Rhonda Ferris | Officer: Vice-chair | X |
| Amanda Fernandez | Member | X |
| Helen Owens | Member | X |

Public Sector

| Member | Position | Attendance |
|--------------|--------------------|------------|
| Earlin Rosa | Officer: Treasurer | X |
| Shane Nickle | Officer: Secretary | X |
| Vacancy | | |

Consumer Sector

| Member | Position | Attendance |
|---------------------|----------------|------------|
| Pastor Ray Richards | Officer: Chair | X |
| Robin Ressler | Member | X |
| Vacancy | | |

Guest: None

Administrative Staff: Jeannette Spaulding-Exec. Director, Becky Foland-Deputy Exec. Director

Department Staff: None

Non-board member attendees: None

Note: Tracking Standards, if any, in minutes are included post board meeting as part of NYS DOS ACROS/TRACS compliance monitoring.

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

Department Presentation: None

Approval of February Minutes:

Ray asked for a motion to receive the February 2024 minutes. Motion made by Rhonda, seconded by Amanda.

Correction: Ray referred to a December meeting. (Pg 2, pp 2, line 2) There was no December 2023 meeting but rather it was the November meeting Ray meant to refer to. Let April minutes show the correction.

No further conversation.

Request to approve minutes with noted change. All Ayes. Motion approved.

Action Items: None

Committees of the Board:

Executive Committee: Board broke at 5:03 PM to move to executive session to discuss personnel

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matter – executive director evaluation. Jeannette and Becky stepped out of the boardroom. Committee meeting closed at 5:10 PM. Jeannette and Becky rejoined the board meeting.

Rhonda shared the results of the evaluation and board member comments – joy to work with, organized, professional, keeps board well informed, provide documents to board, staff are respectful of Jeannette, helpful to newest members. Jeannette expressed her appreciation to the board and also recognized the work of her staff. Ray asked the minutes show that the obligation of conducting the executive director's evaluation has been completed.

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| Standard 7.4 | The governing board conducts a performance appraisal of the CEO/executive director within each calendar year. |
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Finance & Audit Committee: *Reviewed Items - Finance Agenda/Fiscal Reports*

- **Financial Reports:** Ray noted that there are two months to review.
 - Contract overview: Ray drew attention to the yellow highlighted sections for any contract changes.
 - Fiscal report: Ray pointed out:
 - Current ratio good, some outstanding accounts payable EAP, credit on VISA, some vouchers not submitted yet (timing of report), NYS Sales Tax Returns. No questions.

Ray asked for a motion to receive the monthly financial reports. Motion made by Earlin, seconded by Helen. All ayes. Motion approved.

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| Standard 8.7 | The governing board receives financial reports at each regular meeting that include the following: <ul style="list-style-type: none">1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and2. Balance sheet/statement of financial position. |
|---------------------|---|

Governance & Nominating Committee: No Meeting held.

- Ray had asked members to look over bylaws to see committees' responsibilities and where members wanted to serve. Ray asked members if they had any questions. Ray noted number of members needed on each committee. No questions.
 - Helen joined Governance & Nominating Committee
 - Helen joined Program Planning & Evaluation Committee
 - Amanda joined Personnel Committee and agreed to be chair of the committee.
- Jeannette covered the difference between committees of the board v corporation.
 - Earlin asked to be removed from the committee. Ray will replace Earlin on the Fundraising Committee
- Ray reviewed outstanding trainings needing to be completed with certificates to be given to Jeannette.
- Jeannette offered technical assistance to board members if having trouble logging onto the website or NYSCAA Learn. Certificates need to be forwarded to Jeannette.
- Jeannette shared the board member orientation process which is also given to NYS DOS.
- Ray gave the reminder of the upcoming Annual Meeting at the Apple Barrel on Monday, 5/20, Everything is good to go. Meeting usually lasts 2 to 2 ½ hours. Jeannette will send out fillable forms ahead of the May meeting.
- Ray shared the importance of spending time with staff.
- Ray noted that officers are elected at the annual meeting.
 - Members took time to consider/discuss possible officer changes.
 - Ray shared that he will not be continuing as board chair due to medical needs.
 - After discussion the tentative officer changes at the annual meeting are as follows:
Rhonda – chair, Shane – v. chair, Amanda – treasurer, and Earlin – secretary.

- Amanda's first term ends on 5/21 and she is willing to continue serving on the board.

Program Planning and Evaluation Committee: No meeting held.

- Jeannette covered the following information (board orientation): (handouts)
 - ROMA Cycle (handout)
 - Jeannette covered each of the steps of the cycle and how the cycle weaves through all we do.
 - NCA Theory of Change (handout)
 - Jeannette pointed out how we look at things through domains. The upcoming 2023 Impact is an example of the use of domains.
 - COE Developed CSBG Organizational Standards (handout & on website)
 - Jeannette shared how various operational functions are woven through the standards and that our ACROS was just completed. (Completed tool available on website) The standards drive what we do. Jeannette praised the staff for the excellent work done.
 - Strategic Plan (handout & website)
 - Last completed in 2020. Pandemic delayed review. Jeannette provided an updated SP summary which was provided to board members.
 - Jeannette mentioned that in maintaining respect for an incoming new executive is for the board to work with new management for future updates. The goals of the plan are still applicable, and the board is working on fundraising. New management may bring new insights to the Plan. Jeannette noted that this evening's discussion is part of reviewing and reporting on the strategic plan - its goals and updates.

○ **Standard 6.5**The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months.

- Periodic Program Report (handout & website)
 - Jeannette reviewed the Work Plan – trainings, partnerships, and services followed by a narrative. Jeannette showed where goals and domains can be identified on the reports.

○ **Standard 5.9**The organization's governing board receives programmatic reports at each regular board meeting.

- Annual Program Report (report available & website)
 - Jeannette shared the two components of the report – fiscal and services.
 - Report covers domains as can be seen on the Theory of Change.
 - The last page of annual report also collects demographic information. This helps to track changes in those we serve. Which then leads into the importance of assessment and evaluation cycle and the community needs assessment.
 - Robin asked how we obtain some of the statistical information. Jeannette mentioned information is asked for on the client intake form. Jeannette mentioned that some information is required per the funding source but some information requested is not a determinate of services provided. Following eligibility criteria is key for contract compliancy.

Ray had to leave the meeting but shared upcoming BBQ information – pricing, tickets, date and time. He also briefly touched upon the upcoming Maple Festival and encouraged board members to join in the outreach effort. Jeannette mentioned she was putting together a coverage schedule and would be reaching out to board members too.

Personnel Committee: No Meeting held.

- Review of agency compensation schedule. Jeannette expressed that the schedule really impacts the onboarding process and how to read the handout. Two additional work week columns of information were added for comparison purposes. SCCAP currently has a 34 hr work week, additional columns gave a comparison of the same wage at 37.5 and 40 work weeks. Lowest incoming level is \$2.00/hr higher than NYS upstate minimum wage. 2024 schedule reflects the \$.80 minimum wage increase. Earlin commented on the schedule and also asked when the agency went to a 34 hour work week. Jeannette explained that a survey took place a few years back and the change to a shorter work week was also a cost containment measure as contracts do not keep pace with inflation or the NYS wage increases. Jeannette also shared the future NYS increase for 2025 and 2026.
- As part of the discussion, Jeannette noted that with a fuller board now, how business such as this conversation, can be handled at committee level versus full board level.
- Jeannette stated that the 2024 Compensation Schedule only reflects the \$.80 flat rate increase which was given to staff in November.

Rhonda asked for a motion to approve the compensation schedule. Motion made by Earlin, seconded by Robin. All ayes. Motion approved.

- **Standard 7.5** The governing board reviews and approves CEO/executive director compensation within every calendar year.

Please note that the executive director is not contacted nor is the consideration of compensation part of the executive director's evaluation process, therefore, as an employee of the agency, the position's compensation is included with the overall review of the agency compensation schedule.

Committees of the Corporation:

Community Needs Assessment: No meeting held.

Fundraising:

- Covered earlier.

Executive Director Report: None

Old/New Business:

- May is Community Action Month. Jeannette asked for people to like SCCAP's Facebook page.
- BBQ is Friday, May 24th. People needed at 2pm.
- Jeannette has been in contact with NYSCAA's CEO to work with the board chair on scheduling a time to plan the search process for a new executive director.

Next Meeting – May 20, 2024 – Annual meeting at 8:30 am

Being no further discussion *Motion to adjourn by Earlin. Meeting adjourned at 6:57pm.*

Respectfully submitted,

Jeannette M. Spaulding, Executive Director

Next Board Meeting – Monday, May 20, 2024 at 8:30 AM

Location: Apple Barrel