

**Schoharie County Community Action Program
Board of Directors Meeting
April 24, 2023**

Attendance:

	Member	Position	Attendance
Private Sector	Rhonda Ferris	Secretary	X
	Vacancy		
	Vacancy		
Public Sector	Earlin Rosa	Treasurer	E
	Shane Nickle		X
	Vacancy		
Consumer Sector	Pastor Ray Richards	Chair	X
	Brenda Morissette		X
	Robin Ressler		X

Staff: Jeannette Spaulding – Executive Director, Dawn Garvey – CCR&R Director, Melissa Bevins – CCR&R Program Coordinator, Heather Jonker – CCR&R Program Assistant

Guest: Amanda Fernandez (potential board member)

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

Department Presentation: Child Care Resource and Referral Center – presentation by department staff

Board members applauded the amount and range of work done by the department. Robin inquired about the number of children impacted by CCR&R's work; Jeannette stated she would follow up.

Approval of Minutes: *Motion made by Shane, seconded by Brenda to accept the March 2023 minutes. Motion accepted.*

Action Items:

Resolution: 03 – 04/23 to appoint Amanda Fernandez to her first term as a member of the Board of Directors from 5/22/2023 – 5/21/2024.

Approval of Resolution 03 - 04/23: *Motion made by Ray, seconded by Robin to accept the resolution as presented. Motion accepted. All ayes.*

Agency Compensation Schedule Review – Jeannette noted that the schedule is presented for review with no changes. The agency and board will review again once NYS publishes their wage information.

Approval of Agency Compensation Schedule: *Motion made by Rhonda, seconded by Robin to accept the Agency Compensation Schedule. Motion accepted.*

TRACS Standard 7.5: The governing board reviews and approves CEO/Executive Director compensation within every calendar year. **NOTE: ED is agency staff, thus review and approval of compensation package is included in agency compensation schedule**

Indicator B: Board deliberated on the CEO compensation package within the calendar year.

Indicator C: Board minutes document review and approval by the board of the CEO/Executive Director total compensation package.

Resolution: 04 – 04/23 to authorize access to Bank of Richmondville NetTeller for select administrative staff. Online view only – no online transactions.

Approval of Resolution 04 – 04/23: *Motion made by Ray, seconded by Shane to accept the resolution as presented. Motion accepted. All ayes.*

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee:

Reviewed Items - Finance Agenda and Reports previously distributed, including DOS GCR

- Ray provided an overview of financial reports.
- Jeannette stated the review with our state representative, Paul, went well and there are no internal control weaknesses reported on the GCR.
- There were no further questions or comments from board members.

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

Governance & Nominating Committee: No meeting held.

Program Planning and Evaluation Committee: No meeting held.

Personnel Committee: No meeting held.

Committees of the Corporation:

Community Needs Assessment: No meeting held.

Fundraising:

Reviewed fundraising updates

- Rhonda reported that she and Earlin are still discussing dates for a fundraiser this summer. Rhonda will follow up with Earlin.

Executive Director Report:

- Jeannette acknowledged donations received for CPR/First Aid training supplies and Stewart's Gift Cards for the food pantry recipients.
- Jeannette is currently researching unrestricted funding opportunities.
- Jeannette stated that the agency's audit process is underway, and administration requested Eric present to the board in July.
- Jeannette reviewed upcoming outreach and engagement activities.
 - May is Community Action Month – the agency will be increasing outreach efforts.

- June is the annual meeting – the agency will continue with the Impact Report layout with expanded testimonials and customer success stories. There will be a management team meeting to discuss stakeholder engagement techniques.
- Shane will discuss potential donations with the Cobleskill Rotary.
- Ray reminded board members that while Brenda agreed to renew her term, she will be departing when there is another candidate to fill her role in the consumer sector and recruitment efforts should continue.
- Discussion took place regarding committee memberships – Jeannette referred board members to the bylaws for specific roles and expectations of each committee, which are available in the board member portal of the agency website.
- Jeannette stated that poverty related training resources have been ordered and all board members have access to NYCAA’s training portal for additional resources.
- Discussion took place regarding current board vacancies and potential candidates.
- Jeannette reviewed her experience at the most recent Schoharie County Homeless Committee meeting – Earlin is the chair of this committee.
- Jeannette participated in focus groups for the Schoharie County Economic Development study.

<i>TRACS Standard 2.1: The organization has documented or demonstrated partnerships across the community, for specifically identified purposes; partnerships include other anti-poverty organizations in the area.</i>
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<i>Indicator C: Major groups and interests in the community are represented on the board of directors.</i>

<i>TRACS Standard 5.7: The organization has a process to provide a structured orientation for governing board members within 6 months of being seated.</i>
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<i>Indicator C: Board members are provided with copies of or have access to organizational documents.</i>
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<i>TRACS Standard 5.8: Governing board members have been provided with training on their duties and responsibilities within the past 2 years.</i>

<i>Indicator B: Board members are made aware of opportunities for training.</i>
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Old/New Business: None.

Motion to adjourn 6:22 PM by Ray.

Respectfully submitted,

Naomi Pickett, Community Engagement Director

Next Board Meeting – Wednesday, May 24, 2023, at 5:00 PM

Location: Employment Training Center