

**Schoharie County Community Action Program, Inc.
Board of Directors Meeting Minutes – January 27, 2025**

Attendance:

Private Sector

Member	Position	Attendance
Rhonda Ferris	Officer: Chair	X
Helen Owens	Member	X
Vacancy		

Public Sector

Member	Position	Attendance
Shane Nickle	Officer: Vice-chair	X
Amanda Fernandez	Officer: Treasurer	A
Earlin Rosa	Officer: Secretary	A

Consumer Sector

Member	Position	Attendance
Pastor Ray Richards	Member	X
Vacancy		
Vacancy		

Administrative Staff:

Jeannette Spaulding - Exec. Director, Becky Kennison-Foland - Deputy Executive Director, Justina Farris – Finance Director, Melissa Napoli – Community Engagement Coordinator

Department Staff: None

Guests/non-board member attendees: None

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

Meeting called to order at 5:05 PM by Rhonda Ferris

Department Presentation: None

Approval of Minutes:

Rhonda asked for a motion to receive the November 2024 minutes. Motion made by Ray, seconded by Shane. No corrections noted. No discussion. Request to approve minutes. All Ayes. Motion approved.

Action Items:

Job Description: Community Engagement Greeter

Jeannette explained that with the recent resignation of the staff person working as the Greeter, it provided an opportunity to update the job description to current needs and remove duties related to

COVID. Helen mentioned it looked good and detailed. Others agreed.
Rhonda asked for a motion, Shane offered the motion to approve the job description, seconded by Helen. Being no further discussion, vote taken. All Ayes. Motion approved.

Resolution 01 – 01/2025: Appointment of Board Secretary

Rhonda presented the resolution to appoint Ray Richards II as board secretary until the next annual meeting.

Rhonda asked for a motion, Shane offered the motion to approve the resolution, seconded by Helen. Being no further discussion, vote taken. All Ayes. Resolution approved.

Resolution 02 – 01/2025: Appointment of Ray Richards II to third term

Rhonda presented the resolution to appoint Ray Richards II to his third term on the board of directors for the period of March 22, 2025, to March 21, 2028, in the consumer sector.

Rhonda offered the motion to approve the resolution, seconded by Shane. Being no further discussion, vote taken. All Ayes. Resolution approved.

Committees of the Board:

Executive Committee: (Held as needed for confidential legal & personnel interests.) No meeting held.

Finance & Audit Committee: Reviewed Items - Finance Agenda/Fiscal Reports

- **Financial Reports** - Ray presented reports:
 - Contract status: Reviewed updates/changes/etc. Brought attention to the highlighted areas noting contracts being submitted and/or approved.
 - Ray explained why you would see a contract listed twice e.g., Supervised Visitation showing two years – 2024 and 2025 – indicating the close of one year with final vouchering to still take place and opening of next year contract. Justina confirmed and noted in the report that CCR, FSP and SUV had not yet been vouchered for December 2024.
 - Ray asked Justina about the CSBG advance. Justina stated that the advance was just received but not included on the report as received after the report period.
 - Ray pointed out the staff turnover rate of 28.6%. Helen inquired if this was high. Ray shared the rates for the prior 4 years – 2020 @ 26.9%, 2021 @ 26.9%, 2022 @ 20.9%, and 2023 @ 23.0%. For the 5 years including 2024 the overall rate was 25.26%. Put in context, the rate was not overly high.
 - Balance sheet reviewed
 - 2024 Budget v Actual only had a variance of \$492.18. Justina noted that the outstanding voucher payments were not included in the report. Ray praised the work of the agency and Justina.

Ray requested approval of the financial reports. Helen made the motion to accept the financial reports, seconded by Shane. Being no further discussion, vote taken. All ayes. Motion approved.

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

8.7 Indicator: *Board members receive financial reports at every board meeting (must include both organization-wide report on Revenue and Expenditures that compares Budget to Actual, categorized by program; and Balance Sheet/Statement of Financial Position).

Governance & Nominating Committee: No Meeting held.

- Discussion took place on the need to fill the board vacancies – 1 in private and 2 in consumer sector. Ray asked if Helen was able to connect with a person who she thought might be interested. Helen did contact her but there is a lot on her plate. Helen is still encouraging her to consider membership.
- Shane indicated that he had reached out to the Schoharie County Board of Supervisor’s Chair, Bill

Federice, regarding an eventual replacement for Earlin. Shane shared that the County Board Chair was hoping someone would “step up”. However, there may be someone in other County areas that would participate or there might be a couple of people interested. Jeannette shared that Mr. Federice sent an email inquiring if it needed to be a supervisor. Jeannette responded it would be nice but not required and encouraged it be a “fit” for SCCAP.

Program Planning and Evaluation Committee: No meeting held.

- Rhonda provided an overview agency services of the Work Plan for the period 10/1/24 – 12/31/24. Rhonda explained the salmon highlighted areas. Ray inquired if board members were outstanding on training. Sexual Harassment is an annual training and if a obtained through a place of work, those certificates are acceptable. Jeannette encouraged board members to look at NYSCAA’s Learn site as there are many new/updated trainings available. Board Roles and Responsibilities are broken out into sections making it easier to get through the trainings. Ray mentioned this was good as trying to get through everything in one training is difficult. Jeannette mentioned the board trainings will also meet board orientation requirements.
- Rhonda noted target numbers and % of achievements: some have large #s in the first quarter e.g., WIC and HEAP and will have lower #s in the next quarters. Services with low target #s e.g., DHP, Weatherization, and others can be attributed to staffing changes, delays in executed contracts, and seasonal services.
- Jeannette mentioned that the last six pages of the report provided brief narratives.
- Rhonda noted that the Quarterly Attestation was also included. Jeannette noted that Justina compiles the attestation, and it gives a good overview of agency information. Ray asked about #3 on the attestation and what MZ, MN, and LD stood for. Justina explained these were staff initials and they correspond to the CSBG budget where staff initials are also provided.
- Jeannette noted the report was submitted timely on January 23.

Standard 5.9 The organization’s governing board receives programmatic reports at each regular board meeting.

Standard 9.3 The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency’s outcomes and any operational or strategic program adjustments and improvements identified as necessary.

Personnel Committee: No Meeting held.

Committees of the Corporation:

Community Needs Assessment: No meeting held.

Search Committee:

- Ray recapped interview questions – 1st round and 2nd round. First round questions are for online screening of applicants – determine if they “do the work” about Community Action and SCCAP. Second round to include questions related to leadership qualities, grant and financial capacity, communication and conflict resolution and communication skills. Questions like: How to you motivate and inspire your team?, What would be the key to employee engagement and retention?, What skills do you have with budget development, fundraising, and grant writing?, What do you see as the role of the board of directors and your relationship with them? Other questions of strategies covering community engagement, top 3 strengths and 3 weaknesses. And final question of Why should we hire you?
- Ray mentioned that the compensation range needs to be set before advertising can take place. Jeannette had provided Ray a copy of the 2024 SCCAP Compensation Schedule prior to the

- meeting. Copies were provided to those in attendance. Ray reiterated that Jackie (NYSCAA CEO) recommended not waiting to hire if the board finds a good candidate.
- With Rhonda having family obligations, Ray offered to take the lead for the Search Committee. Ray stated it was important to find the right fit. Shane asked about a timeline. Ray would like to establish the range tonight if possible rather than delaying any longer so that advertising can take place. Shane mentioned advertising may be needed 2 or 3 times. Shane referred to the compensation schedule and asked what the minimum is for the executive director position. The schedule has the minimum set at \$76,183. Jeannette noted the salary is broken out on the schedule to show how it converts to an hourly rate for a 34, 37.5, and 40 hour work week. Ray asked Jeannette her thoughts on where to start. Jeannette covered that she has been at the agency 25 years and has roles that the new executive director would have. She referred Ray to the comparison worksheet compiled with comparable CAAs. Ray shared the numbers. Jeannette expressed that she felt it would be challenging to find someone to come in at the minimum rate based on current marketplace rates for a CEO. However, a candidate may not see compensation as the prime factor but want to work where they make a difference. Ray asked if higher compensation will be sustainable if someone is brought in at what she currently makes. Jeannette mentioned SCCAP has been a fit for her. However, she has noticed that CEO and CFO positions are hiring at higher than her position currently pays. Shane expressed selecting a range to move things forward with advertising in order to see what response is made. Jeannette agreed. Shane mentioned that benefits, lifestyle, commute, etc. may be what attracts someone to the position. Conversation took place on various compensation ranges. Jeannette reminded the board that the compensation schedule is up for consideration in the next couple of months so the minimum may not stay the same and to factor that in the decision. She mentioned the board consider that the budgets are not built currently so to handle much above minimum rate and benefits have to be factored in. Advertising does not mean an offer has to be made and negotiation often takes place too. Discussion took place regarding hiring as an employee versus contracted. Members agreed that they do not want to offer position as a contracted position. Employee benefits would include 80% agency contribution on health insurance per benefit elections, if the new hire wanted health insurance, and that for the first two years of employment, the employee is not eligible for SEP contributions. Ray acknowledged the challenge this will be to budgets. Various ranges were discussed. The group settled on \$77,000 to \$90,000 and to stay with the current agency benefit package so that advertising can take place. Ray asked members if all were in agreement. All confirmed their agreement.
 - Advertising to take place Ray asked about developing the job description layout for advertising. Jeannette said we will help the board with this need. She said the notice would go out to the statewide association and the national association along with social media and local sources. Jeannette said the state rep will be coming on 2/6 and we could also have her opinion. The goal will be to advertise the week of 2/9.

<p>Standard 7.5 The governing board reviews and approves CEO/executive director compensation within every calendar year.</p>

Fundraising: No meeting was held.

- Ray shared a 60 Year Gala overview of options prepared by Melissa Napoli. Ray expressed he “loved” the presentation. Board members discussed what weekend to have the Gala. Ray asked Melissa to explain board member associates. He read down through and inquired about the venue. He was thinking more about a ballroom. Jeannette wondered if the old Roadway being open in 2025. Ray mentioned SUNY as a possibility. It was used for SCCAP fund raising dinners in the past. Will have Melissa check into what venues may be available in the county – capacity, availability, pricing. Melissa asked how many people the board would like to target. Upper Champlain 100+ and the ballroom hundreds. Jeannette asked the board how they see the event – music, buffet v sit-down dinner, etc. will help to determine size of event. Ray expressed he would

like to see a large elegant classy event as it is celebrating SCCAP's 60 years of service. Melissa stated that having guest speakers and recognizing people would also help draw people. Ray asked if others had other ideas.

- The date of September 20th was determined to be the target date.

Executive Director Report:

- While not on the agenda, Jeannette reported on the Strategic Plan goals. With the hiring of Melissa, the agency is advancing very well on
 - Strategy #1
 - SCCAP is now on Instagram! Melissa expressed that this is used by a younger audience. What is on Meta, previously known as Facebook, will also populate to Instagram thus reaching a wider audience.
 - The agency still needs to find a signature event.
 - Jeannette and Melissa have discussed the need to complete the next Community Needs Assessment in 2025. Focus groups would be partners, recipients of services, and other stakeholders. At the 2024 county fair, surveys were distributed to obtain information from the community. Melissa has conducted focus groups so can help to achieve this goal.
 - Jeannette mention that COVID impacted the need for volunteers and currently there is not a lot of need for volunteers but as growth happens for the agency, the need for volunteers may too.
 - Strategy #2
 - Again, the agency still needs to develop a fundraising signature event.
 - Fee for Service: Melissa Bevins and Heather Jonker are able to offer First Aid, CPR, and baby sitter trainings to the community at large helping to keep our community well.
 - Marketing Plan: This will be worked on to enhance funding.
 - Grant Writing and Collaborations: The hope is with the incoming executive director that more growth in this area will take place.

Standard 9.3 The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary.

- Jeannette presented the new board member Welcome Packets. In the packets various documents are included:
 - New board member welcome letter and resources to access resources and training locations.
 - Community Action History, brochures of SCCAP's services, Bylaws, Fiscal Policy, Employee Handbook, Strategic Plan, Community Needs Assessment, Impact Report, copy of IRS 501(C)3 Determination, and copies of SCCAP's Articles of Incorporation (original filing, a list of changes, and the most recent revision).
 - Jeannette noted an interesting point that in the original submission the board size was set at 5 to 40 and later there was a change to increase the size to 45. Based on the upper limit, Ray wondered if this was due to SCCAP having other areas of service in the beginning. Jeannette said most likely since many current county services – OFA (senior services), Meals on Wheels, Head Start, Transportation, and others started with SCCAP. The board was impressed with the 45! Jeannette offered to add anything else the board members felt would be useful to add to the packet.

Standard 5.7 The organization has a process to provide a structured orientation for governing board members within 6 months of being seated.

- Strategic Plan:
 - After review, the board agreed that they were still comfortable with the Strategic Plan as currently laid out and accepted it as the 2023 to 2027 Strategic Plan. However, as previously discussed, it is anticipated that with the hiring of a new executive director, the Strategic Plan will be reviewed again after the completion of the next Community Needs Assessment.

Standard 6.1 The organization has an agency-wide strategic plan in place that has been approved by the governing board within the past 5 years.

- Risk Assessment:
 - Jeannette completed an agency Risk Assessment in December 2024. On the website is the full report. Jeannette shared that this is not a case of one size fits all and the tool does not differentiate organization size so SCCAP cannot achieve all recommendations. However, it is a useful tool to refer to for operations and policies.

Standard 4.6 An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board.

New/Old Business:

- Rhonda asked if there was any new or old business to discuss. None.

Other:

Next Board Meeting – Monday, February 24th, 2025 at 5:00 PM

Location: SCCAP's Board Room

Before adjournment Ray inquired of board members if Thursdays worked for activities associated with the executive director search. Thursdays worked for those in attendance and Ray will check with Amanda. Jeannette will update Ray on the progress with the job notice and advertising.

Motion to Adjourn by Ray at 6:35 pm.

Respectfully submitted,
Jeannette M. Spaulding, Executive Director