

**Schoharie County Community Action Program, Inc.
Board of Directors Meeting Minutes - January 22, 2024**

Attendance:

Private Sector

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

Public Sector

Member	Position	Attendance
Earlin Rosa	Officer: Treasurer	E
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-Executive 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 5:05 PM by Pastor Ray Richards

Record to note Earlin and Helen excused.

Department Presentation: None

Jeannette introduced Becky. Jeannette confirmed quorum.

Robin asked to have the floor. Ray agreed. Robin expressed that she resents her vote at the November meeting regarding wages for staff and that she was stunned by the tone of the discussion. Robin shared her impression of the board based on her two years plus on the board that the board is supposed to be a place to have free open discussion even with differing views without consequences/being uncomfortable. Robin mentioned we have a good reputation and that employees are treated well and appreciated. Robin also expressed that she had thought over the November meeting discussion regarding filling positions and employment challenges that SCCAP faces, the discussion of people moving through various agencies. She does understand that people do transition to other agencies. Shane asked Jeannette if there had been feedback from staff regarding the board approved increase. She indicated that she had not had any direct feedback pro or con. Shane shared he noticed the current bookkeeper position advertised and the rate may be a tough sell in attracting applicants. Jeannette indicated that a more comprehensive discussion will take

place in March regarding the compensation schedule which is a different discussion from the November meeting rate/COLA/SEP/health insurance discussion and will provide greater analysis to factor in years with the agency, level of accountability, NYS increases for 2024, 2025 and 2026. Jeannette encouraged board members to feel free to ask for analysis they would like to see. Compensation schedule impacts hiring rates. Ray noted how contracts impacts the agency's ability to attract and retain employees. Ray also recognized the "awesome" staff.

Approval of November Minutes:

Ray asked for a motion to approve November minutes. Motion made by Robin. Motion seconded by Rhonda to accept the November 2023 minutes. Motion accepted.

Action Items:

Award of Audit RFP:

Ray provided an overview of process of audit search and the results of submissions in response to the advertised RFP for audit services to cover agency fiscal years 2024, 2025, and 2026. Ray shared the cost as presented by each firm and services to be provided. Two firms placed more work back on the staff. After review and discussion, it was recommended to stay with our current audit firm Philip Beckett, CPA as they already know the agency, have a cost in the middle of the other two firms but also compiles tax returns, SAC form, and other filings for the agency. Shane mentioned that he likes to stay with a known firm and Rhonda agreed. Jeannette noted that neither her or Justina are CPAs and Beckett has performed this task for the agency.

Ray asked for a motion. Shane made the motion to stay with our current audit firm Philip Beckett, CPA for the years as stated in the RFP. Rhonda seconded the motion. All ayes.

Standard 8.5 The organization has solicited bids for its audit within the past 5 years.

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee: *Reviewed Items - Finance Agenda/Reports/Agency Budget*

- **Financial Reports:** Ray provided an overview of the financial reports noting status changes on contracts.
- Discussion:
 - Noted highlighted changes on contract list – approved/submitted contracts
 - AR still waiting for several items to come through – noted on fiscal report
 - Current ratio still good
 - Annual Employee Turnover Rate @ 23.0% - various reasons for turnover
Ray asked about prior years rates. 2021 @ 26.9% and 2022 @ 20.9%
 - EFSP Phase 41 – just opened!
Ray provided an overview of how the EFSP funding process works and responsibilities of the local board and that the last phase was split between SCCAP and Catholic Charities.
 - Agency Budget – month ending 12/2023
Board reviewed line items. Ray asked for clarification regarding revenue budgeted v YTD actual. Jeannette explained that any contract that has not been executed as of 12/31/23 will not have its revenue recognized until executed and received. Donation income budget v YTD – YTD includes Fenimore donation which we do not include in budget as it is an unknown revenue at time of budget development. Ray asked Jeannette if the YTD net income deficit would improve. Jeannette indicated that the numbers should shift positively with the execution of contracts and movement of payments. Jeannette explained how delayed the state has been in contracting/payment

processes and essentially the agency has been ‘floating’ contracts. Delays have not be due to SCCAP’s processes. Several contracts have been executed since December. Jeannette showed board members how to use each fiscal report provided to the board – contract list, monthly fiscal report, and agency budget – to provide the full fiscal picture.

- *Ray made the motion to accept the monthly financial reports, and Shane seconded. Motion approved.*

Standard 8.7 **The governing board receives financial reports at each regular meeting that include the following:**
1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and
2. Balance sheet/statement of financial position.

Governance & Nominating Committee: No Meeting held. Ray discussed openings on various committees and the need to fill them. Ray would like to address filling these at the next meeting.

Program Planning and Evaluation Committee: No meeting held.

Personnel Committee: No Meeting held. Ray discussed the executive director evaluation process. Asked Rhonda if she would take the lead on compiling the evaluation score. Jeannette has given her evaluation to Ray and he will send onto the board. Ray asked that board have their part of the process done so that the board can meet with Jeannette at the March board meeting.

Standard 7.4 **The governing board conducts a performance appraisal of the CEO/executive director within each calendar year.**

Committees of the Corporation:

Community Needs Assessment: No meeting held.

Fundraising: Ray discussed the importance of the board supporting and taking the lead on fundraising efforts. Robin expressed her support of a pancake breakfast. Ray’s church is just waiting on receiving approval of a commercial kitchen.

Executive Director Report:

- Jeannette expressed the positive of contracts moving forward.
- May have a possible board member.
- Jeannette shared with the board her need for medical leave. Is hoping to be back by mid-March. Will have surgery and will work from home during recovery and return when medically approved. Has a great support team at the agency!
- Jeannette also shared her intent to retire from the agency no later than the spring of 2025. Any unexpected medical changes may impact the timeframe.
- Upon her return, Jeannette will reach out to NYSCAA’s CEO to assist the board with the search for a new executive director and to position the agency in the best way possible for the transition.
- Becky, Justina, and Kelly are the short-term succession plan support team for the agency.
- Becky will attend the February board meeting in Jeannette’s place and Kelly will take care of

recording the meeting.

A general conversation took place regarding February meeting goals – fundraising discussion and filling board committees.

New Business: None

Old Business: None

Discussion took place on the conditions for a board member to serve in the Consumer Sector. Jeannette mentioned that the agency can help with obtaining petition signatures.

Being no further discussion

Motion to adjourn 6:09 pm by Shane.

Respectfully submitted,
Jeannette M. Spaulding, Executive Director

Next Board Meeting – Monday, February 26, 2024 @ 5pm

Location: SCCAP's Board Room