

Schoharie County Community Action Program, Inc.
Board of Directors Meeting Minutes – July 22, 2024

Attendance:

Private Sector

Member	Position	Attendance
Rhonda Ferris	Officer: Chair	X
Amanda Fernandez	Officer: Treasurer	X
Helen Owens	Member	X

Public Sector

Member	Position	Attendance
Earlin Rosa	Officer: Secretary	X
Shane Nickle	Officer: Vice-chair	X
Vacancy		

Consumer Sector

Member	Position	Attendance
Pastor Ray Richards	Member	X
Robin Ressler	Member	X
Vacancy		

Guest: Eric Unislawski, auditor: Katy-Rose Hanson, DOS DCS CSBG Program Analyst

Administrative Staff:

Jeannette Spaulding-Exec. Director, Justina Farris-Finance 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 5:17 PM by Rhonda Ferris

Department Presentation: None

Approval of May Minutes:

Rhonda asked for a motion to receive the May 2024 minutes. Motion made by Ray, seconded by Robin. Request to approve minutes. Rhonda mentioned that the AM PM was incorrect for the time the May meeting was called to order. It should be AM. With noted correction: All Ayes. Motion approved.

Action Items:

2023 Independent Audit & Financial Statements: Presented, Accepted, and Approval

Note: Prior to the board meeting the members of the Finance Committee, additional board members (all members of board present) along with Jeannette and Justina met with Eric Unislawski for the presentation of and to discuss the 2023 audit process and review the draft financials and tax filings. Eric also met with the committee separate from Jeannette and Justina. No findings.

Earlin made the motion to accept and approve the 2023 Audit & Financial Statements, seconded by Amanda. All Ayes. Motion approved.

Eric and Justina were excused from the meeting.

Standard 8.1

The organization's annual audit (or audited financial statements) is completed by a Certified Public Accountant on time in accordance with Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit threshold requirements.

Standard 8.2

All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate.

Standard 8.3 The organization's auditor presents the audit to the governing board.

Standard 8.4 The governing board formally receives and accepts the audit.

Job Descriptions

Jeannette reviewed the presented job descriptions and noted why the changes. Some changes in titles, department, and the report to due to department consolidations. Essential functions did not change. Some title changes were to modernize the title. Earlin asked if these changes were for the future for those positions not already filled. Jeannette responded yes.

Earlin made the motion to approve the presented job descriptions, seconded by Shane. All Ayes. Motion approved.

Standard 7.3

The organization has written job descriptions for all positions, which have been updated within the past 5 years.

Committees of the Board:

Executive Committee: None (Held as needed for confidential legal & personnel interests.)

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

○ Financial Reports: Ray -

- Reviewed covered the June reports as they would also include the May information.
- Updated the status of the EFSP grant. There is currently a hold by EFSP but unsure of why at this time and will continue to follow up.
- Ray reviewed the contract list and noted highlighted items for status changes – submitted and approved.
- Current ratio 2.33 which is good.
- Tax filings extended dates all approved.

- Noted accounts payable.
- Covered total number of employees will show in the July report. Noted one exiting employee.
- Noted drew attention to the YTD budget that Justina had supplied.
- Question was raised regarding the OPIOID Transportation contract item. Jeannette noted that it looked like an issue of the cell coping the information from the cell above on the report and will have it corrected.
- Jeannette explained why the Budget report is presenting a negative YTD figure which is due to the timing of the report and what figures are not included as revenue based on contract activities. Sometimes there is a delay in execution or it could be a quarterly/% voucher submission and therefore we do not recognize the revenue on the report, but we are still incurring expenses. Once conditions are met, we can submit vouchers for payment and recognized the revenue.

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

- The list of committees was reviewed. Jeannette explained that usually the month after the annual meeting board members look at the committee list to see if anyone wants to change committees. Members were fine with current committee roles. Shane offered to join the Community Assessment Committee.
- There are still some outstanding board member trainings. Rhonda to reach out to members still needing to complete trainings.
- Board vacancies: there remains two vacancies – one in the public sector and one in the consumer sector.
 - Discussion took place regarding the criteria for each sector. Board had an engaged conversation regarding the consumer sector and to where they could look for board members.
- Jeannette proposed to the board a new board member Welcome Packet for all incoming board members. Packets would provide new members with helpful information – organizational, programs, etc.

Program Planning and Evaluation Committee: No meeting held.

Personnel Committee: No Meeting held.

Committees of the Corporation:

Community Needs Assessment: No meeting held. Discussion took place regarding getting things accomplished for the 2025 Assessment. Jeannette shared that a survey will be offered at the upcoming Schoharie County fair. Also, that we offer an incentive to fair goers to take time to complete the survey. Earlin inquired if we worked with DSS to distribute the survey. Ray shared the success of offering the incentives and also the importance of being able to take time to chat with community members. Jeannette explained the purpose of the fair survey – it is community wide input in order to obtain input from a larger community audience. Surveys can also be designed specifically for service recipients, surveys for more targeted audiences. Shane inquired about the process to ensure surveys were being completed by Schoharie

County residents and that incentives are only going to Schoharie County residents. Jeannette explained that we ask at time of distribution about place of residency, the survey also has questions pertaining to residency, and to claim incentive the recipient needs to show proof of residency. Discussion took place regarding places in the community where specific survey can be distributed. Robin asked how the information is used. Jeannette that survey results are used in the agency community needs assessment. Shane asked if adjustments could be made to the survey before it is distributed at the fair. Jeannette said yes there was time and just drop an email with suggestions. Robin asked if the results have any impact on programming. Jeannette said yes. Results might indicate a shift in services, possible new programs to consider, would impact the development of the CSBG Work Plan. Needs of the community ebb and flow. Robin made note of a couple of areas that might need to be adjusted. Fair survey is a response from the general public.

Standard 1.1 The organization demonstrates low-income individuals' participation in its activities.

Fundraising: No meeting held. Earlin mentioned that he reached out to Dr. Strasser, Boy Scouts, about helping with a car wash. Ray mentioned that the BBQ was not a successful endeavor and was cancelled. Interest was for a car wash to be scheduled in August or September. Ray to follow up.

Discussion took place of developing a signature event to coordinate with SCCAP's 60th anniversary.
Discussion to do a 'classy' event.

Executive Director Report:

Jeannette had talked with Jackie Orr from NYSCAA to provide assistance with an executive director search. Jackie is more than happy to assist. Also, Jeannette asked Jackie to provide a staff development opportunity for the staff in light of the upcoming transition. Team building for staff.

Jeannette and Katy had discussed ways that SCCAP can sure up itself as it moves forward.

Jeannette also looking at possible gaps in operations when she retires and will bring to the search committee.

Jeannette looked into pricing to install push pads/buttons for the downstairs lobby for ADA compliancy for both clients and staff. Stinson lock gave a quote of \$4,400. Earlin suggested obtaining a couple of other quotes for comparison. Amanda asked if we can take the hardware if we were to leave the building. Jeannette indicated that once it's installed it is considered part of the building. Discussion took place regarding what if the agency downsized and others moved into the offices how would secure access be addressed.

Old/New Business:

Rhonda brought to the board the formation of a Executive Director Search Committee. It was determined to have Rhonda, Amanda, and Ray be the members of the committee and report to the full board at board meetings.

Rhonda gave reminders for board participation at the fair and at the FAM 5K.

Next Meeting: September 30, 2024

Being no further discussion: *Motion to adjourn by Earlin. Meeting adjourned at 6:35pm.*

Respectfully submitted,
Jeannette M. Spaulding, Executive Director

Next Board Meeting – Monday, September 30, at 5:00 PM

Location: SCCAP's Board Room