

**Schoharie County Community Action Program, Inc.**  
**Board of Directors Meeting July 24, 2023**

**Attendance:**

**Private Sector**

Member	Position	Attendance
Rhonda Ferris	Officer: Vice-chair	X
Amanda Fernandez	Member	X
Vacancy		

**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
Brenda Morissette	Member	X
Robin Ressler	Member	X

**Non-board member attendees:**

**Guest:**

Eric Unislawski – Independent Auditor, Katy-Rose Hanson – CSBG Program Analyst  
Baby Mabel (board member Amanda's daughter), interested community member

**Administrative Staff:**

Jeannette Spaulding – Executive Director, Justina Farris – Finance Director

**Department Staff:**

Community Services: Melissa Pawlak – Director, Tracy Gertzberg – Program Coordinator

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

**Meeting called to order at 5:02 AM by Pastor Ray Richards**

Board members introduced themselves to others in attendance.

**Department Presentation:** Community Services

Melissa and Tracy provided a Power Point overview of the various department services. Board members asked question about the food pantry and other emergency services that the department provides to the community. Amanda inquired about the demographics of those who utilize the pantry. Melissa indicated that ages varied.

**Approval of Minutes:** *Motion made by Rhonda, seconded by Robin to accept the June2023 minutes. Motion accepted.*

**Action Items:** Presentation, review, and acceptance of SCCAP's 2022 annual audit.

- Mr. Unislawski reviewed financial statements with board members – members were provided annual financial statements and tax returns prior to meeting.
  - Covered items (not all inclusive):
    - Unmodified opinion, scope of testing, statements of financial position, changes made to layout to include lease information per OMB requirements, reviewed revenue and expenses, statement of activities, recognition of extra funding due to CDPHP pandemic funding, basically a breakeven at the end of 2022, many line items up from 2021, savings in supplies, program expenses higher, no financing activities, no debt, no line of credit balance at year end, line of credit not used in 2022, page 17 new to financials due to new lease reporting requirements, internal controls – no material weaknesses, SCCAP incompliance with audit guidance, no findings or questioned costs, no deficiencies.
    - Tested programs: CSBG and Weatherization
    - SCCAP has maintained low risk auditee
  - Eric asked if members had any questions on the 990 – no member questions.
  - 5:43: Jeannette, Justina, and Katy-Rose stepped out of the meeting so that board members could meet with Eric separate from staff.
  - 5:53: Jeannette, Justina, and Katy-Rose rejoined the meeting.
- Board members thanked Eric for his work. Eric left the meeting.

**Ray Richards motioned to accept and approved the audit as presented; Rhonda Ferris seconded. All ayes. Motion approved.**

**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. NOTE: Standard deemed "MET" if Not applicable.**

**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.**

**Standard 8.6 The IRS Form 990 is completed annually and made available to the governing board for review.**

### **Committees of the Board:**

**Executive Committee:** No meeting held.

**Finance & Audit Committee:** *Reviewed Items - Finance Agenda/Reports and Annual Budget.*

- **Financial Reports:** Ray provided an overview of the financial reports.
  - **Ray made the motion to receive the financial reports for discussion, Shane seconded:**
  - Discussion: Submission of Bipartisan Infrastructure Law (BIL) contract. Robin asked for an explanation of BIL. Justina clarified this contract supports the same work as Weatherization.
  - Ray reviewed contract changes on contract report.
  - Ray reviewed fiscal report and current budget to actual report.
    - Justina noted that the current budget revenue did not reflect new contract funding. Funding approved but have not received yet.
    - Refund on Worker's Compensation.
  - **Robin made the motion to accept the monthly financial reports, and Amanda 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 reminded board members of the two vacancies needing to be filled.
- Jeannette met with Katy prior to the board meeting to discuss board vacancies and the challenge to fill them. Recommendation is to change the board member range from the current 9-21 board members to 6-12 board members due to the challenge of filling board vacancies. SCCAP continually maintains above the 6 but struggles to maintain 9.
- Ray asked if positions needed to be evenly filled. Katy stated that while it is nice to have equal distribution between the sectors but if not then the low-income sector should be the sector with the highest number of board members.
- Board members agreed to table amending the Bylaws until the September board meeting hoping that all board members will be in attendance.

**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*

- Shane shared that the Youth Bureau director would look for volunteers to assist at a SCCAP car wash event but needs to have a definite date.

### **Executive Director Report:**

- Jeannette noted that consideration should be given to filling board committees now that the election of board officers took place at the June annual meeting.
- Jeannette thanked Justina and Debbie for their hard work which contributed to the excellent audit.

- Outreach:
  - Part of SCCAP's strategic goals is to focus on outreach. In support of the goal SCCAP will have a presence at the Schoharie County Sunshine Fair – September 8-13. Ronda asked where we will be located. Jeannette replied that we would be located under the grandstand in the same space as prior year. Jeannette extended the invitation to board members to join staff at the SCCAP booth. SCCAP will have two booths – agency general and the breastfeeding booth. Goal is not necessarily to 'gain numbers' but rather to engage with the community and to let them know of our many services.
  - Ray inquired about the FAM 5K. Jeannette said we would be at the event as we are one of 5 beneficiaries and therefore always support the event. SCCAP will also have a table in the Community Booths area. Event to be held on Saturday, September 23, 2023.

**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.**

**New Business:** None

**Old Business:** Ray asked Rhonda to look for possible car wash dates.

*Motion to adjourn 6:15pm by Rhonda .*

Respectfully submitted,  
Jeannette M. Spaulding, Executive Director

**Next Board Meeting – Monday, September 25, 2023**

**Location: SCCAP's Employment Training Center**