

Schoharie County Community Action Program, Inc.
Board of Directors Meeting Minutes – March 31, 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	E
Earlin Rosa	Member	A

Consumer Sector

Member	Position	Attendance
Pastor Ray Richards	Officer: Secretary	X
Vacancy		
Vacancy		

Administrative Staff:

Jeannette Spaulding - Executive Director, Becky Kennison-Foland - Deputy Executive Director, Justina Farris – Finance Director

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 5:01 PM by Rhonda Ferris Department

Presentation: None

Approval of Minutes:

Rhonda asked for a motion to receive the February 2025 minutes. Motion made by Ray, seconded by Helen.

Correction:

Ray noted that on page 2 under 2025 Compensation Schedule the following statement in the minutes lacked clarity: Also, that positions have various rates based on job duties, that would all increase or knowing that our federal funding is currently tied to the Continuing Resolution on December 20th the U.S. House and Senate passed a second Continuing Resolution to extend federal spending and avert a government shutdown through March 14th, 2025

After Board discussion the recommendation was made that the wording be recognized as: Positions have various rates based on job duties, that would all increase. Federal funding is currently tied to the Continuing Resolution of December 20th when the U.S. House and Senate passed a second Continuing Resolution to extend federal spending and avert a government shutdown through March 14th, 2025

Correction noted. Request to approve minutes. All Ayes. Motion approved.

Action Items: None

Executive Session: Rhonda requested an executive session. Shane suggested holding the session at the end of the board meeting so anyone needing to leave the board meeting early could do so. Other members agreed.

Committees of the Board:

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

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

- **Financial Reports** - Ray presented reports:
 - Ray stated it was an uneventful month and money is flowing.
 - Current Ratio still good
 - Accounts Receivable reflected CSBG outstanding payment, which as since been made
 - No exiting employees
 - Noted everyone also had the balance sheet for review

Ray asked for a motion to receive the financial reports. Motion made by Shane, seconded by Rhonda. All Ayes. Motion approved.

- **2025 Compensation Schedule – presented by Rhonda**
 - Rhonda reminded the Board that they can choose to increase compensation rates or to leave as is. A \$0.50 per hour change keeps the lowest position \$2.00 above the NYS minimum wage. Currently we are \$1.50 above minimum wage. All positions’ minimum rate would also increase by \$0.50.
 - Shane asked, with the rate increase, if an incoming person would be making more than a currently employed person. Jeannette shared that currently that would be unlikely since due to budgets, there are no plans to hire any new staff and most staff are paid above the minimum rate due to length of employment.

Motion made by Ray to increase the compensation schedule by \$0.50 making the lowest incoming position starting rate at \$17.50 per hour, seconded by Helen. All Ayes. Motion approved.

<p>7.5 Indicator: The governing board reviews and approves CEO/Executive Director compensation within every calendar year.</p>

<p>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).</p>
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Governance & Nominating:

- Rhonda reminded the Board that we need to fill the Board vacancies. Ray said he might have a member; Brenda Morissette is willing to come back on. Ray is trying to fill the consumer sector and is following up with two different individuals.
- Shane mentioned he was trying to think of someone in the Village of Cobleskill.
- Ray was going to reach out the Bill Federice, County Board of Supervisors Chair

Program Planning & Evaluation:

- **Monthly Department Program Reports**
Ray mentioned he is pleased with the new layout of the department reports. Ray also mentioned he was pleased with the website being up to date.

<p>Standard 5.9 The organization’s governing Board receives programmatic reports at each regular Board meeting.</p>
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Personnel Committee: – No meeting held.

Committees of the Corporation:

Community Needs Assessment – No meeting held.

Executive Director Search Committee:

- Ray updated the Board on the status of the search for the new executive director. There were 29 applicants for the ED position. They narrowed it down to 6 applicants and interviewed 4 via Zoom. The Board interviewed the 4 candidates in-person on Friday, March 28th using a ranking system. They will discuss it in more detail and decide. The Board wants to be sure to do their due diligence to find the best candidate.

Fundraising: No meeting was held.

Executive Director/Deputy Executive Director Report:

○ ***Staff Reports***

- Jeannette noted the Continuing Resolution passed until September 30, 2025
- Current contracts have no impact but will be checking on the Regional Food Bank and USDA budgets may be impacted. Ray indicated there is still no movement on EFSP.
- Jeannette is waiting to hear how the State budget will impact the programs. The budget may impact the Displaced Homemaker Program. The funding could go from the current \$135,000 per center to \$83,000+. A budget cut of over \$51,000+.
- Jeannette presented the NCAF’s eNews “New Resource: Board Discussion Guide for Uncertain Times” from the national level. Timely information.

Old/New Business:

- The Annual Meeting discussion took place. Jeannette asked if the Board would like staff to look for a venue. The Board agreed that it would be helpful and had the preference of keeping the Annual Meeting as a breakfast. The date was set for Tuesday, June 24, 2025.

Other:

- Ray mentioned the gala, and Upper Champlin being available for 90 – 125 people in September.

Next Board Meeting – Thursday, May 1st, 2025, at 7:00PM – Rhonda will attend via zoom.

Location: SCCAP’s Board Room

Executive Session – *Rhonda requested to move to executive session at 5:45pm. Executive session closed at 6:22pm.*

Motion to Adjourn by Shane at 6:22 pm

Respectfully submitted,
Melissa Napoli, Community Engagement Coordinator