

**Schoharie County Community Action Program, Inc.**  
**Board of Directors Meeting Minutes – November 18, 2024**

**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	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

**Department Staff:** None

**Guests/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 5:00 PM by Rhonda Ferris**

**Department Presentation:** None

**Approval of Minutes:**

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

### **Action Items:**

#### **Resolution 09-11/24**

Rhonda presented the resolution to make the annual determination of pay increases, SEP and health insurance contributions. Rhonda read the resolution with recommended rates: flat rate increase of \$1.00/hour, COLA at 0%, SEP at 1%, and health insurance contribution at 80%.

**Discussion:** Ray asked where the recommendations came from. Jeannette directed members the worksheets from the October board meeting and the additional one emailed for this meeting. All were again included with the November board meeting package. Ray noted the 3 options that had been provided on the worksheet. Ray asked for clarification of the worksheet, Jeannette covered each of the 3 options and the net impact of each. Jeannette also noted that even though the overall wages go up, due to changes in staffing and this impacts SEP and health insurance actually created a decrease in fringe benefits. The worksheet is a combination of job positions and current staffing patterns. Ray asked if the health insurance (also broken out on the worksheet) was included in the projected figures for 2025. Discussion took place regarding 2024 budgeted v 2025 projected based on current staffing patterns. Ray asked if the funding source budgets can accommodate the recommended rates. Jeannette said yes as all budgets occurring in 2025 were submitted with the \$1.00, 1%, and 80% figures.

***Being no further discussion, Rhonda asked for a motion, Shane offered, seconded by Helen.***

***All Ayes. Motion approved.***

Being that individual budgets are written well in advance of the time where wage/fringe rates are annually determined by the board, Ray asked what would happen to the funds if the board approved of lower rates. Jeannette explained that the contract budget funds could be moved, with funding source permission, to a different line item so that contract funds could be utilized as fully as possible.

### **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. Asked if there were any questions. None.
- Current ratio still solid
- Ray noted contracts not included on accounts receivables. Justina explained what contracts have been able to be vouchered since the report was compiled.
- Ray also explained how the EFSP board need to have a second meeting.

***Ray requested approval of the financial reports. Helen made the motion, seconded by Rhonda. No further discussion. All ayes. Motion approved.***

<b>Standard 8.7</b>	<b>The governing board receives financial reports at each regular meeting that include the following:</b> <ul style="list-style-type: none"><li><b>1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and</b></li><li><b>2. Balance sheet/statement of financial position.</b></li></ul>
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**Governance & Nominating Committee:** No Meeting held.

**Program Planning and Evaluation Committee:** No meeting held.

**Personnel Committee:** No Meeting held.

### **Committees of the Corporation:**

**Community Needs Assessment:** No meeting held.

#### **Search Committee:**

Jeannette had emailed questions to committee members. Committee needs to set another meeting for the development of 2<sup>nd</sup> interview questions. Ray briefly shared with Helen the work the committee has been doing thus far at their first meeting. Jeannette to provide a CEO's compensation overview for committee members of comparable CAAs. Jeannette did offer to the board that should they have a challenge in finding a candidate to fill the position, she can be flexible past the end of March if need be.

**Fundraising:** No meeting was held.

### **Executive Director Report:**

- Jeannette expressed her thanks for the wage/fringe determinations earlier this evening.
- Staff development/training day to take place tomorrow at the Bull's Head Inn. NYSCAA presenters to provide the training and lunch will be a buffet.

### **New/Old Business:**

- Rhonda shared how Robin has given her resignation. Brief discussion regarding filling vacant positions. Helen might know of a possible candidate. Helen to follow up with individual.

### **Other:**

- None

**Motion to Adjourn by Shane at 5:32 pm.**

Respectfully submitted,  
Jeannette M. Spaulding, Executive Director

**Next Board Meeting – Monday, January 27, 2025 at 5:00 PM**

**Location: SCCAP's Board Room**