

Schoharie County Community Action Program, Inc.
Board of Directors Meeting November 27, 2023

Attendance:

Private Sector

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

Public Sector

Member	Position	Attendance
Earlin Rosa	Officer: Treasurer	X
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

Guest: None

Administrative Staff: Jeannette Spaulding, Executive 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 5:03 AM by Pastor Ray Richards

Record to note that Amanda is excused.

Department Presentation: None

Approval of October 2023 Minutes:

Motion made by Ray.

Robin noted a correction needed to be noted as the October Minutes Action Item Resolution 10-10/23 regarding Helen's term was misstated in the minutes and should have been October 23, 2023 to October 22, 2024.

Motion seconded by Rhonda to accept the October 2023 minutes with noted correction.

Motion accepted.

Action Items:

Resolution: 11 – 11/2023

Ray presented resolution to consider 2024 Wage Increase, COLA, SEP, and agency Health Insurance Contribution. Ray began discussion noting how NYS minimum wage rate will be at \$15.00/hour in 2024.

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Ray reviewed documents provided by fiscal with breakouts of projected figures and fiscal impact to the agency by looking at three proposed options. Also, looked at were the two types of health plans that the agency can offer from the broker – CDPHP Triple Zero HMO (16% premium increase) and Copay First HMO (10% premium increase). Jeannette explained how the two plans worked with out-of-pocket expenses. Jeannette discussed increasing premium impacts to eligible employees pre-2024 wage increases and then taking into consideration proposed wage increases.

Board members discussed the future level of agency of health insurance contribution with the agency currently contributing 80% of health insurance. Jeannette shared how there are many variations in what employers are contributing. Board members felt that 80% is a generous contribution when compared to other employers.

Board discussion moved on to projected wage increases. Discussion took place regarding the impact of inflation, SCCAP's current level of compensation, possible changes in contracts. Discussion took place regarding the possible narrowing wage gap without adequate wage increases, potential challenges to attract and retain employees, challenges with funding levels, a 34hr v 40hr work week compensation, attractive options in the job market (remote, higher wages, benefits). Jeannette discussed flat rate increases v percentage increases and why the change to flat rate was made in the past. The board continued to discuss the need of wage increases and/or level of increase, value of workforce, entry wage rates at SCCAP, employee perception, looking at 2025 and 2026 NYS minimum wage increases, where to save money as an agency, impact of minimum wage on service eligibility, possibility of providing more to SEP contribution v wage increases, turn over of staff. Jeannette provided clarification of how/what contracts pay for on personnel, materials, client direct support by reviewing the fiscal worksheet which lists all agency contracts. Concerned was noted regarding if there was a loss of a contract.

Ray did a recap of discussions thus far:

- Health Insurance – 80% agreement by members
- SEP – 1% agreement by members
- COLA – 0% agreement by members
- Wage Increase –
 - Board members reviewed the spreadsheet figures to assess agency fiscal impact based on various proposed wage increase scenarios. Ray expressed his appreciation of a healthy board discussion. Board members mentioned the work environment challenges that employers are facing, why an employee may or may not stay at SCCAP or another employer, and the wage increase options of what was felt would be appropriate for SCCAP.
 - Members agreed that a flat rate increase of \$0.80/hour was acceptable.

Approval of Resolution: Motion made by Earlin to accept 80% health insurance contribution, 1% SEP contribution, 0% COLA, and \$0.80/hour flat rate wage increase, seconded by Shane to accept the resolution as presented. Robin asked for additional clarification of each of how the wage increase will impact the employees obtaining health insurance through the agency and comparison to prior year decision for all employees. Ray reviewed each component of the resolution for all members. Motion accepted. All ayes.

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:
 - No changes in contracts.
 - Current ratio still very strong at 4.05.
 - Still awaiting outstanding payments and executed contracts.
 - FT employees at 20.
- **Shane made the motion to accept the monthly financial reports, and Robin seconded. Motion approved.**

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.

Fundraising: Rhonda shared that the Bank of Richmondville is still collecting donations for the food pantry. Jeannette and Rhonda to get together at some point to review what worked and what can be improved for future food drives. Discussion took place about other ideas: car wash, chicken BBQ, etc. Earlin brought up the need to use volunteers to reduce costs to the agency. Should there be a winter car wash or start planning a spring event. Discussion on pros and cons of a winter event. Ray brought up the idea of a pancake breakfast. A pancake breakfast is low investment. Ray mentioned the use of his church.

Executive Director Report:

- Received a signoff on HEAP from County today.
- DHP official executed today.
- Still waiting on CSBG, CCRR, LEX, Workforce Retention.

New Business: None

Old Business: None

Being no further discussion

Motion to adjourn 6:28 pm by Ray.

Respectfully submitted,
Jeannette M. Spaulding, Executive Director

Next Board Meeting – Monday, January 22, 2023 @ 5pm

Location: SCCAP's Board Room