

Schoharie County Community Action Program, Inc.
Board of Directors Meeting Minutes – October 28, 2024

Attendance:

Private Sector

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

Public Sector

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

Consumer Sector

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

Guest: None

Administrative Staff:

Jeannette Spaulding - Exec. Director, Becky Kennison-Foland - Deputy 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 5:21 PM by Rhonda Ferris

Department Presentation: Board member Open House was hosted prior to the meeting. Board members toured the agency and visited department staff to chat about services and hear any concerns they may have.

Approval of May Minutes:

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

Action Items:

Resolution 07-10/24

Rhonda presented the resolution to appoint Helen Owens a representative in the Private Sector to a second term for a period of three years, October 23, 2024 to October 22, 2027.

Rhonda offered, seconded by Shane. All Ayes. Motion approved.

Resolution 08-10/24

Rhonda presented the resolution to approve of Amanda Fernandez moving from the Private Sector to the Public Sector.

Rhonda offered, seconded by Ray. All Ayes. Motion approved.

Just for clarity for board members, Jeannette explained how resolution numbers are determined. The first two numbers represent the number (first, second, third, etc.) resolution offered in the calendar year and the last set of numbers represent the month and year the resolution was presented for approval.

Committees of the Board:

Executive Committee: (Held as needed for confidential legal & personnel interests.) No meeting held. Rhonda had originally thought of requesting an executive session to discuss executive director compensation, but the Search Committee had only just received information from NYSCAA and therefore decided to take time to review the information before requesting an executive session.

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

- **Financial Reports** - Ray presented reports:
 - Contract status: updates/changes/etc. Asked if there were any questions. None.
 - Ray noted current ratio at 1.68 which is good.
 - Ray mentioned how even though there are expenses being incurred, we are not able to voucher as waiting on state to execute contracts and/or approve mods. Will happen. Nothing holding up the process on SCCAP's end.
 - One exiting employee in Community Services - Employment.
 - Looked at balance sheet which supports the Financial Report. Noted that the 9-month budget bottom line looks off but it is due to the delays on the State's end and therefore not being able to record the revenue.

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

Standard 8.7	The governing board receives financial reports at each regular meeting that include the following: <ul style="list-style-type: none">1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and2. Balance sheet/statement of financial position.
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- Board members reviewed the CSBG Grantee Services Contract Report – Fiscal. Jeannette explained that the report provides the Board with an overview of what the fiscal representative reviews when performing a fiscal site visit. Ray noted there were no findings.

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:

Meeting held on 9/27/24.

Committee members (Rhonda, Ray, and Amanda) along with Jeannette met with Jackie Orr, NYSCAA Executive Director, to discuss the search process. Ray gave an overview of the meeting to the board members and shared his email conversation with Jackie. Scope of first interview questions:

- Interview questions to learn if applicant has done their homework.
- Questions to draw out candidates' motivation to apply and vision for the position.
- Leadership style and problem-solving abilities.

The committee will work on developing second interview questions.

Jeannette to compile a list of CEO compensation from comparable CAA's 990's.

Jeannette to send to Amanda the What to Ask and What Not to Ask packet that was at the Search Committee meeting as she was not able to attend.

Fundraising:

No meeting was held.

Ray reminded everyone to be thinking about the 60 Year event.

Executive Director Report:

- Jeannette shared:
 - Expressed thanks to the Board members attending the Open House.
 - Updated status on the newly developed client database. Information is collected per reporting compliance. Show members a sample of the client intake form.
 - Copiers: Three new copiers coming. Price for maintenance and per copy costs will not change for 63 months.
 - New postage machine in place.
 - Huge response to the executive assistant job posting – interview tomorrow. Employment services applicant also coming back for second interview.
 - Jeannette shared a letter from Catholic Charities regarding their discontinuation of the AED program with some local agencies which does include some County locations. Gave letter to Shane.
 - Being that November is the board meeting that the Board makes determinations regarding any pay increases, Sep, and agency's contribution toward health insurance for 2025, Jeannette provided Board members with informational handouts regarding current pay rates and the effect of flat rate increases versus a COLA % increase. The % percent used for this purpose is the Social Security 2.5% increase. Also provided were projected changes due to health insurance premium increases and the net effect on employees obtaining insurance through the agency. Figures for the health insurance handout were based on keeping the current plans. A conversation with the health insurance broker confirmed that the two plans currently offered at SCCAP are unique having been designed for us and are better than moving to other plans which will have minimal premium savings

but increase out-of-pocket costs to employees. Jeannette noted that the option of the \$1.00 hourly rate increase and projected health insurance premium increase was already written into the contracts. Contracts approved as presented. Jeannette explained her decision of why she had moved away from using % increases as lower compensated employees feel a lower impact yet need more of a lift. Also, mentioned Community Action's purpose is to address the causes and conditions of poverty and the importance of retaining skilled staff. Board discussion took place regarding wage increases, compensation schedule, narrowing wage gap between current employees and new hires in 2025. Ray asked if the handouts could be sent out to this evening's excused Board members. Jeannette to send out via email.

- Ray needed to leave but before going asked for the Search Committee members to look at setting a date for their next meeting.

Note: At 6:09 pm Ray had to leave for another meeting therefore the quorum ended.

Next Meeting: November 18, 2024

Respectfully submitted,
Jeannette M. Spaulding, Executive Director

Next Board Meeting – Monday, November 18, at 5:00 PM

Location: SCCAP's Board Room