

**Schoharie County Community Action Program, Inc.**  
**Board of Directors Meeting October 23, 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	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

**Guest:** None

**Administrative Staff:** Jeannette Spaulding, Executive Director

**Department Staff:** Energy Services – Adam Smith, Building Analyst

**Non-board member attendees:** None

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

**Meeting called to order at 5:03 AM by Pastor Ray Richards**

**Department Presentation:** Energy Services

Adam provided an overview of the Weatherization work performed by the department. Slide presentation of services. Shane asked if people needed to meet income eligibility. Adam said yes and it is based on AMI (area median income) and unit eligibility. Adam also oversees the Cooling program (air conditioners) which is a service performed for medically at-risk individuals through a partnership with the local DSS. Jeannette shared a letter from Dan Huber, NYS HCR Weatherization Program Representative. The department recently hosted visitors from the Department of Energy and Mr. Huber expressed his appreciation for the successful visit and the hard work the department does in providing services to Schoharie County. Also, at the visit discussion took place regarding the challenges of serving a rural county which has no city.

**Approval of September 2023 Minutes:** *Motion made by Robin. Rhonda noted that there was a typo in the September minutes under Action Items regarding the end date of her 4<sup>th</sup> term. It should be September 19, 2026 and not 2023. Motion seconded by Rhonda to accept the September 2023 minutes. Motion accepted.*

### **Action Items:**

**Resolution: 10 – 10/23** presented by Ray to appoint Helen Owens to her first term as a member in the Private Sector of the Board of Directors from October 23, 2023 to October 22, 2023.

***Approval of Resolution:** Motion made by Ray, seconded by Robin to accept the resolution as presented. 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:
  - EFSP lower than prior years.
  - Several contracts unable to submit vouchers due to waiting on contract approvals.
  - Agency Budget – note <\$59,848.37> YTD Actual Net Income due to inability to submit vouchers.
- **Shane made the motion to accept the monthly financial reports, and Rhonda 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:** Ray shared Earlin's apologies for not being able to move fundraising efforts forward during 2023. Committee will revisit efforts – BBQ, car wash, maybe a pancake breakfast, etc. Brenda suggested checking with a fire house. Robin noted how breakfast events had died down during COVID and maybe people would like to have them again.

### **Executive Director Report:**

- Noted funding challenges which are not due to delays on SCCAP's end but with funding sources.
- Jeannette discussed the VITA program. Jeannette noted how in the past SCCAP has opted to no longer offer services based on impact on community, other organizations being a better fit, or services not fiscally viable. After careful consideration of challenges with VITA – lack of volunteers, reduced funding, having to pay staff to perform service, community seeing SCCAP as just a tax preparer and not having a larger conversation of creating financial stability, reduced numbers of returns processed, eligibility criteria not fitting in with other funding sources, therefore based on the analysis of expenses, number of returns, and

availability funds it has been determined with board chair discussion to no longer offer the service at SCCAP. UWGCR has been notified of the decision but as of yet has not reached out to Jeannette to discuss the matter or possible options.

5:47 Ray needed to leave; Rhonda continued the meeting.

- Jeannette discussed the needs of the food pantry and had the Community Services department put together a list of needed items. Jeannette will develop a flyer for distribution. Discussion of having people stand outside of businesses for donation collection. Jeannette reminded board members of the challenge of funding if staff and not volunteers were to do the collection. Rhonda was going to check with the Bank to see if they could do some sort of collection.
- Jeannette shared that the Child Care Resource & Referral department had recently gone through an audit. The department performed excellent! Dawn, Melissa, and Heather were congratulated on the wonderful work being done with day care providers.

**New Business:** None

**Old Business:** None

Being no further discussion

*Motion to adjourn 5:58 pm by Robin.*

Respectfully submitted,  
Jeannette M. Spaulding, Executive Director

**Next Board Meeting – Monday, November 27, 2023 @ 5pm**

**Location: SCCAP's Board Room**