

**Schoharie County Community Action Program, Inc.**  
**Board of Directors Meeting Minutes – September 30, 2024**

**Attendance:**

**Private Sector**

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

**Public Sector**

Member	Position	Attendance
Shane Nickle	Officer: Vice-chair	X
Earlin Rosa	Officer: Secretary	X
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 5:00 PM by Rhonda Ferris**

**Department Presentation:** None

**Approval of May Minutes:**

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

### **Action Items:**

#### **Job Description: Executive Assistant**

- Discussion took place. Request by executive director being made to the departure of the community engagement coordinator who used to assist with data collection, development of impact report, contract compliancy, social media/outreach and other necessary functions. The current part-time administrative assistant will be leaving and funds from that position will be allocated to the full-time executive assistant position. Also, due to low staffing levels, departments cannot take on any extra load. Jeannette has carried duties beyond her position. Earlin raised concern about increasing personnel expenses and that the budget is very heavy on personnel expenditures and money should be going to people in need. Jeannette clarified that as a human services non-profit money does not go into the hands of clients. The bulk of contract expenditures are in support of staff providing services, connections, advocacy, processing of applications, connective services. A few contacts do have direct client impact such as utility payments, food pantries, etc. Ray stated that he sees this as an investment for the future. Earlin's concern was recognized. The position will be allocated throughout contracts. Discussion acknowledged that it can be difficult to determine what the budget status will look like long-range. Filling the executive assistant will help to free up the incoming executive director to work more on agency growth. It will be an in-office position and be able to assist with front desk coverage. The person will assist with upcoming state reports and be trained to assist with the future needs of the agency. The question was raised if any part-time personnel would be interested, Jeannette noted that none of the currently employed staff have the skill set to fill the position.

***Being no further discussion: Rhonda asked for a motion to accept the job description as presented. Earlin made the motion to accept, seconded by Shane. All Ayes. Motion approved.***

### **Committees of the Board:**

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

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

- ***Financial Reports:*** Ray requested a motion for the purpose of discussion, Rhonda made the motion, seconded by Helen.
- Ray reviewed:
  - Contract status: updates/changes/etc. Asked if there were any questions. None.
  - Update on EFSP status: SCCAP is all set.
  - Displaced Homemaker Program & Weatherization not vouchered for August and are in development.

***Being no further discussion: Ray requested approval of the financial reports. 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.

- Rhonda noted that Helen's 1<sup>st</sup> year term ends in October. Helen agreed to continue to serve on the board. A resolution will be presented at the October meeting.
- Discussion took place about moving Amanda from private to public sector. Earlin will reach out to Amanda to see if she is agreeable to changing sectors.

- Rhonda made note of board vacancies.
- Board Trainings: Jeannette requested board members provide proof of having participated in a recent Anti Sexual Harassment training. Certificates from places of employment and other entities are acceptable.

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

**Personnel Committee:** No Meeting held.

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

**Community Needs Assessment:** About 100 surveys were completed by fairgoers. People were happy to receive the gas cards. Jeannette to revise the survey to make it shorter.

**Standard 1.1      The organization demonstrates low-income individuals' participation in its activities.**

#### **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:

- Discussion took place over a 2-hour period
- Looking at a 6-month process: many things for the board to consider during the next three months before advertising. Will look at input from partners too.
- In January advertise, interview 1<sup>st</sup>, 2<sup>nd</sup> and possibly a 3<sup>rd</sup>.
- Productive meeting and Jackie will give as much help as the board needs.
- Jackie made the suggestion to start off interviewing no more than 5 applicants.
- Ask: What do you know about Community Action? Why should we hire you?  
Shane recommended including questions that are not 'standard' as people will prep for them, and you may not get a true picture of the applicant.
- Jackie supplied the committee with a list of interview questions and the committee will also be provided a list of questions that cannot be asked of job applicants.
- Talked about recruiting tools, letting local organizations know of the search, compensation, etc.
- Jeannette to develop a partner survey.
- Don't be afraid to look outside the box.
- The committee will work collaboratively to achieve the timeline goals.
- Discussion took place regarding the current job description meeting board expectations.

#### **Fundraising:**

No meeting was held.

Ray wanted to remind everyone about holding an event in 2025 in recondition of SCCAP's 60<sup>th</sup> anniversary. SCCAP incorporated September 28, 1965. Looking back and forward. Earlin shared the style of event that ARC recently held and the success of the event. Under a tent, band, alcohol, barbeque chicken, sponsors, attendance fees, etc. Invite speakers to share experiences and the importance of SCCAP.

### **Executive Director Report:**

- Jeannette shared:
  - Received \$20,000 donation from Fenimore
  - Planning to have a staff development day on November 19 with presenters from NYSCAA. Ray providing space at his church.
  - Asked board members if they would like to have a SCCAP Open House for the board prior to the October 28 meeting. Members like the idea.
  - Weatherization contract not executed yet but is moving forward in the process.
  - Nearing completion of development/design of new database for contract compliancy/reporting.
  - Inventory reconciliation underway and Jeannette in process of IT equipment inspection – condition, securities, updates, etc.
  - Upgrading of copiers and postage meters so not a concern for several years to come.

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

- Lobby entrance comparison quotes provided to board members for consideration. Rhonda reviewed the comparisons and what work would be included/not included. Earlin asked if there were any more local vendors. Stinson is the only local vendor. Also, Stinson is very responsive. The board liked supporting a local business.  
***Being no further discussion: Rhonda asked for a motion to approve Stinson as the vendor to update the entrance. Ray made the motion, seconded by Shane. All ayes. Motion carried.***
- Jeannette informed the board that Howard Carr, head of the Howard Group which oversees plaza operations, had recently passed. His daughter Lauren Baxt will be taking over the business.

Next Meeting: October 28, 2024

Also, looking ahead to November being that the 4<sup>th</sup> Monday falls on Thanksgiving week, the board agreed to change the meeting to Monday, November 18, 2024.

***Being no further discussion: Motion to adjourn by Ray. Meeting adjourned at 6:15pm.***

Respectfully submitted,  
Jeannette M. Spaulding, Executive Director

**Next Board Meeting – Monday, October 28, at 5:00 PM**

**Location: SCCAP's Board Room**