

Schoharie County Community Action Program, Inc.
Board of Directors Meeting September 25, 2023

Attendance:

Private Sector

Member	Position	Attendance
Rhonda Ferris	Officer: Vice-chair	A
Amanda Fernandez	Member	X
Vacancy		

Public Sector

Member	Position	Attendance
Earlin Rosa	Officer: Treasurer	A
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

Non-board member attendees:

Guest:

Helen Owens - interested community member

Administrative Staff:

Jeannette Spaulding – Executive Director

Department Staff:

Healthy Families/WIC: Jackie LaLonde – Director, Lara Ackley – Nutritionist,
Sarah Beekman – Program Nutrition Assistant

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

Meeting called to order at 5:01 AM by Pastor Ray Richards

Board members introduced themselves to others in attendance.

Department Presentation: Healthy Families/WIC

Sarah shared a slide presentation about department services. Also noted was the end date for the 2023 Farmer's Market Nutrition Program aka Farmer's Market checks would be September 30, 2023. Department staff excused at end of presentation

Brenda offered, seconded by Ray, all ayes for Ms. Owens to be in attendance.

Ray noted that the 2023 Board Member Attendance tracking form included with the meeting package incorrectly indicated attendance for August. No meeting was held in August. Jeannette will make

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corrections to form for the October meeting.

Approval of July Minutes: *Motion made by Robin, seconded by Amanda to accept the July 2023 minutes. Motion accepted.*

Action Items:

Resolution: 09 – 09/23 presented by Ray to appoint Rhonda Ferris to her fourth term as a member of the Board of Directors from September 20, 2023 to September 19, 2023.

Approval of Resolution 09 -09/23: *Motion made by Ray, seconded by Shane to accept the resolution as presented. Motion accepted. All ayes.*

Bylaws change: presented by Ray to change composition of the number of board members from 9-21 to 6-12 membership positions.

Motion: *Motion made by Ray, seconded by Shane to approve of change as presented. Motion accepted. All ayes.*

Jeannette explained with the additional Bipartisan Infrastructure Law (BIL) funds and anticipated staffing changes there is a need to increase Energy Services staffing. Description developed with department director.

Approval of job description: presented by Shane to approve of new job description – Energy Services/Weatherization Crew Leader.

Motion: *Motion made by Shane, seconded by Amanda to approve of change as presented. Motion accepted. All ayes.*

ACROS/TRACS Standard 7.3 Indicator: The agency (managers and/or board) reviewed job descriptions for all positions within the past 5 calendar years and updated them if needed.

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee: *Reviewed Items - Finance Agenda/Reports and Annual Budget.*

- **Financial Reports:** Ray provided an overview of the financial reports.
 - **Ray made the motion to receive the financial reports for discussion, Shane seconded:**
 - Discussion:
 - Contract change activity indicated by yellow highlighted information.
 - Member asked for clarification on CSBG, Jeannette explained department services.
 - Ray commented on largest funded programs – WES/BIL, WIC, CSBG
 - Current ratio strong
 - Explanation provided on Financial Report 2023 notes section. Still making application of Worker's Compensation credit. Amanda inquired about the process of estimating WC. Jeannette explained that projection of expense is done in advance of actual payroll allocation and therefore difficult to have exact figures. It is standard to have a variance.
 - **Amanda made the motion to accept the monthly financial reports, and Robin seconded. Motion approved.**
 - Ray shared that Amanda is willing to serve on the Finance & Audit Committee.

ACROS/TRACS Standard 8.7 The governing board receives financial reports at each regular meeting that include the following:

- 1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and*
- 2. Balance sheet/statement of financial position.*

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: No updates

Executive Director Report:

- Jeannette noted internal space changes due to funding challenges. Employment services and training center are now relocated to what was formally the executive director office. Former training center will now be the board room and agency shared space for department needs e.g., trainings, meetings, etc. Executive director now located in new 'executive suite'. The ETC director will be leaving SCCAP at the end of September and employment services will then come under the Community Services Department umbrella. An employment services coordinator will be hired. Ray commented on the good work done by employment services as shared through department testimonials [success stories] highlight the quality of success the department has with assisting individuals. Jeannette shared the difference between SCCAP's employment services and Workforce's services. SCCAP can do more one-on-one personal assistance. Jeannette will work with Melissa Pawlak, Community Services director, as a backup person. Jeannette praised staff for their flexibility and also discussed the importance of maintaining a secure access space.
- FAM 5K – Jeannette praised staff for their excellent participation, 11 in total. Donation to agency from Fenimore was \$20,000. The FAM 5K Participation Committee has been discussing the decrease in event participants (runners/walkers). Ray encouraged board members to volunteer on behalf of SCCAP to support the event. Ray commented on how much he enjoyed being with staff at the 2022 event.
- Sunshine Fair – Jeannette shared that SCCAP's booths will relocate to a new location under the grandstand. There was a great use of the breastfeeding booth and to move will still have two spots but visually SCCAP's main booth will be better connected to the breastfeeding booth. The new location will also be less breezy. Jeannette also reminded board members that we will need to start again on the next community needs assessment.
- Jeannette discussed the pending federal government shutdown. Even if there is a shutdown, services will not be immediately impacted.

New Business: None

Old Business: None

Ray asked Helen if she had any questions. Helen shared that she had come in to the office previously and was provided with a tour by Jeannette. Lots of acronyms! Ray asked what interested her. Helen is a retired teacher and family from the area, interested in Community Action, worked in special education field and with social services. Discussion ensued regarding the challenges faced by today's youth. Ray praised the work of Community Action and shared an overview of SCCAP and explained the importance of the triparted board structure.

Motion to adjourn 5:52 pm by Shane.

Respectfully submitted,
Jeannette M. Spaulding, Executive Director

Next Board Meeting – Monday, October 23, 2023

Location: SCCAP's Board Room