

**Schoharie County Community Action Program, Inc.**

**Board of Directors Meeting Minutes – May 1, 2025**

**Attendance:**

**Private Sector**

Member	Position	Attendance
Rhonda Ferris	Officer: Chair	X
Helen Owens	Member	X
Vacancy		

**Public Sector**

Member	Position	Attendance
Shane Nickle	Officer: Vice-chair	X
Amanda Fernandez	Officer: Treasurer	A
Earlin Rosa	Member	A

**Consumer Sector**

Member	Position	Attendance
Pastor Ray Richards	Officer: Secretary	X
Vacancy		
Vacancy		

**Administrative Staff:**

Jeannette Spaulding - Executive Director, Becky Kennison-Foland - Deputy Executive Director

**Department Staff:** None

**Guests/non-Board member attendees:** Amy Florence

**Note:** Tracking Standards, if any, noted in minutes are included post Board meeting as part of NYS DOS ACROS/TRACS compliance monitoring.

**Meeting called to order at 7:02 PM by Rhonda Ferris**

**Department Presentation:** None

**Approval of Minutes:**

***Rhonda asked for a motion to receive the March 2025 minutes.***

*Ray noted a follow up – He spoke with Pastor Fedder from Fusion who has an individual that is interested in being a board member. He is going to get their contact info to connect with Jeannette to give us another member to serve in the consumer sector.*

*Ray also reached out to Bill Federice who may have some contacts willing to serve on the board. In May they will officially appoint Amy Florence.*

*Becky mentioned that she met a woman at the Maple Festival that is interested in serving on the board.*

***Motion to approve minutes made by Ray, seconded by Shane. All Ayes. Motion approved.***

**Action Items:** None

**Executive Session:** (as needed for confidential legal & personnel interests)

- Rhonda noted that the board would be going into an executive session and recommended the session be moved until later in the meeting so that staff and guests would not need to stay later than necessary. Rhonda made a motion, all members in agreement.

**Committees of the Board:**

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

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

- **Financial Reports** - Ray presented reports:
  - Ray stated the Breastfeeding County contract has been approved
  - Weatherization is not vouchered for March 2025
  - The current ratio has increased in a positive direction
  - Ray mentioned it was another uneventful month, which is a good thing, the resolution has passed until September

***Ray asked for a motion to receive the financial reports. Motion made by Rhonda, seconded by Ray. All Ayes. Motion approved.***

**8.7 Indicator:** \*Board members receive financial reports at every Board meeting (must include both organization-wide report on Revenue and Expenditures that compares Budget to Actual, categorized by program; and Balance Sheet/Statement of Financial Position).

**Governance & Nominating:**

- Ray mentioned Brenda Morrisette is in the process of getting signatures because she represents the consumer sector. Once completed she will have met the requirements to serve on the board.
- Ray mentioned the 3<sup>rd</sup> Friday meeting is when the County will officially make the appointment for Amy Florence.

**Program Planning & Evaluation:**

- **CSBG Q2 PPR and Attestation**
  - Jeannette mentioned that we are 50% through the CSBG contract as of March 31<sup>st</sup>
  - Page 8 PPR, Weatherization is only at 7% due to no fault of the department but due to the fact we did not see an executed contract from HCR for 7 months, so they were not able to work in that. They were working in BIL program, Bipartisan Infrastructure Law, which is the same thing as Weatherization services but a different flow of money which was not included on the PPR. The department was active and working but on a different funding source. We do not anticipate them making their total units on BIL or Weatherization. The state realizes the challenges everyone faced through COVID, through lack of workforce. The department is also doing its due diligence to capture units before the close of this contract period.
  - Ray noted the Displaced Homemaker Program underperforming. Jeannette responded that there are multiple reasons for the decline in numbers for this program, including staff turnover. We now have a new employee who is diligently working on outreach and trainings to improve the program.
  - Jeannette noted the narrative section of the PPR that explains to the state our performance status.
- **Monthly Department Program Reports**
  - Ray inquired about Community Engagement and Melissa N. working on brochure design for Maple Festival. Jeannette gave the reminder that the reports are through 3/31 and Maple Festival took place in April.
  - Becky pointed out the new brochures are available in the reception
  - Ray mentioned how much he appreciates the reports and how they are very easy to read.
  - Rhonda also agreed that the reports are well done and informative.
  - Jeannette mentioned that it is nice to see Administration efforts recorded in the reports.

**Standard 5.9** The organization's governing Board receives programmatic reports at each regular Board meeting.

**Personnel Committee:** – No meeting held.

**Committees of the Corporation:**

**Community Needs Assessment** – No meeting held.

**Executive Director Search Committee:**

- Ray mentioned that the board narrowed the executive director candidate down to one person and they plan to reach out to them with an offer letter after they negotiate compensation.

**Fundraising:** No meeting was held.

**Executive Director/Deputy Executive Director Report:**

○ **Staff Reports**

- Jeannette noted the Independent Auditor, Eric Unislawski, is starting his process.
- Inventory is nearly completed.
- The client intake database which collects data used for the CSBG Annual Program Report (APR) has been rebuilt to capture more information. Jeannette praised Dallas's work on the database.
- Jeannette mentioned the extensive work done by Melissa Napoli in collaboration with departments to update agency and department brochures.
- The 2024 Impact Report, also undertaken by Melissa Napoli in collaboration with departments, is underway and almost completed.
- Justina and Kelly are interviewing for two Field Carpenters.

**Old/New Business:**

- Jeannette provided updates for the Annual Meeting, venues of Apple Barrel vs. Bulls Head, press coverage, photos, social media.
- Confirmed Annual Meeting date and time: Tuesday, June 24<sup>th</sup> at 8:30am.

**Other:**

**Next Board Meeting – Tuesday, May 27th, 2025, at 7:00PM if Amanda attending, 5:00PM if not attending.  
Location: SCCAP's Board Room**

Before moving to the executive session, the board thanked Amy for attending and asked if she had any questions. Amy asked about the frequency of meetings – does the board take any breaks from monthly meetings. Jeannette mentioned that traditionally no meetings are held in August or December as those are both busy times for families.

**Executive Session** – *Shane made the motion to move to executive session at 7:22pm. Executive Session closed at 8:22pm.*

**Motion to Adjourn by Ray at 8:22 pm**

Respectfully submitted,  
Melissa Napoli, Community Engagement Coordinator