

Schoharie County Community Action Program, Inc.

Board of Directors Meeting Minutes – May 27, 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 |
| Amy Florence | Member | X |

Consumer Sector

| Member | Position | Attendance |
|---------------------|--------------------|------------|
| Pastor Ray Richards | Officer: Secretary | X |
| Brenda Morissette | Member | X |
| Vacancy | | |

Administrative Staff:

Jeannette Spaulding - Executive Director, Becky Kennison-Foland - Deputy Executive Director, Justina Farris – Finance Director

Department Staff: None

Guests/non-Board member attendees:

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 5:01 PM by Rhonda Ferris

Department Presentation: None

Approval of Minutes:

Rhonda asked for a motion to receive the May 2025 minutes.

Ray made the motion to receive the minutes. Ray noted a typo on page 1. Pastor's last name should be Fetter.

Being there were no other corrections, Rhonda asked for a motion to approve the minutes.

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

Action Items:

Resolution 04-05/2025: Appointment of Amy Florence to Public Sector

Rhonda offered the resolution as stated to appoint Amy Florence to her first term of 5/27/25 – 12/31/25 as a member of SCCAP's Board of Directors serving in the Public Sector as the replacement for Earlin Rosa per County Resolution #44.

Motion to approve the resolution made by Rhonda, seconded by Ray. All Ayes. Resolution approved.

Resolution 05-05/2025: Appointment of Brenda Morissette to Consumer Sector

Rhonda offered the resolution as stated to appoint Brenda to her first term of 5/27/25 – 5/26/26 as a member of SCCAP's Board of Directors serving in the Consumer Sector.

Motion to approve the resolution made by Rhonda, seconded by Helen. All Ayes. Resolution approved.

Standard 1.1a Indicator: *Selection/election process of low-income representatives to the board is based on input from low-income persons (Ex. Voting, petitions).

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

- To be moved to end of meeting.

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:
 - Note change in two contracts: HPNAP and OSP both submitted.
 - Ray asked Justina if funds from the food bank are being held up. Justina stated that even though submitted at the current level, when on a training the communication was to expect a decrease in funding.
 - Ray mentioned there is still no movement with EFSP.
 - Financial Report supported by balance sheet.
 - WIC and Weatherization were not vouched in April.
 - Ray asked staff if any funds had been released on the CSBG contract. Jeannette said that communication was received from DOS OCS that funds would be released within the next two weeks.
 - Ray asked Justina if they impacted the current ratio. Justina indicated they did not but would have impacted the accounts receivable average days outstanding, which was not noted in the Financial Report but should have been 25 days.

Ray asked for a motion to approve the financial reports. Motion made by Shane, seconded by Helen. All Ayes. Motion approved.

Standard 8.7a 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:

- Rhonda welcomed Amy and Brenda!

Program Planning & Evaluation:

- Rhonda shared that TRACS did have a finding associated with filling board vacancies. Being a board membership item, the finding will be turned over to the Governance & Nominating Committee. Jeannette will include the committee and all board members on the communication.
- Ray asked when the board will be visiting filling committee positions. Jeannette mentioned that is usually done after the Annual Board Meeting.

- **Monthly Department Program Reports**

- Board members commented on how nice the monthly department reports are to read.

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

Personnel Committee: – No meeting held.

- Jeannette recommended if there are any concerns regarding funding and impacts to staffing levels, the discussion might take place in executive session.

Committees of the Corporation:

Community Needs Assessment – No meeting held.

Executive Director Search Committee:

- Ray had not heard back from the second possible candidate.
- Jeannette asked the board if there was to be any communication to go out to staff regarding status of search. Ray recommended discussing in executive session.

Fundraising: No meeting was held.

Executive Director/Deputy Executive Director Report:

○ **Staff Reports**

- Justina shared that Sterling made a donation of \$5,000 to support youth programming.
- Jeannette shared how SCCAP's Energy Services department is participating in the On the Job Training program through Workforce Solutions. OJT will cover 50% of the wages on two new hires for the first approximate 10 weeks. There is also a component that helps with job-related training i.e. Boot Camp.
- Jeannette mentioned that we are waiting to hear about a 3-month extension for the Weatherization contract.
- Jeannette thanked Shane for sharing communication from the Appropriations Committee regarding possible funding cuts.
- Several positive outreach activities coming up over the next several months: Marathon for a Better Life, Community Fair in Veteran's Park, County Fair, Health Fairs, and events at the Cobleskill Community Library.
- Independent auditor next Wednesday. Wonderful job being done by Justina and her staff.

Old/New Business:

- Annual Meeting date and time: Tuesday, June 24th at 8:30am.
- Rhonda reminded members to be thinking about officer and committee positions.
 - Rhonda agreed to continue as chair
 - Ray agreed to become vice chair
 - Shane agreed to become treasurer
 - Helen agreed to become secretary
- Rhonda reviewed vacancies and other changes needing to take place.
- Jeannette mentioned that our CSBG program representative will be in attendance at the annual meeting. She is also working on getting a guest speaker.

Other:

- **Next Board Meeting – Annual Meeting Tuesday, June 24th, 2025, at 8:30am.**
- **Location: Bull's Head Inn**
- Ray mentioned that there was a nice write up in the Mountain Eagle about SCCAP's 60 years.
- Jeannette will email board members a copy of the Bylaws for members to review duties of committees. Bylaws are also available in the Board Member area on the website.

Staff excused. Board requested Jeannette to stay for executive session.

Executive Session – *Shane made the motion to move to executive session at 5:38. Ray motioned to close executive Session closed at 6:01 pm.*

Motion to adjourn meeting by Shane at 6:01pm

Respectfully submitted,
Jeannette M. Spaulding, Executive Director