Schoharie County Community Action Program, Inc.

Board of Directors Annual Meeting Minutes – July 31, 2025

Attendance:

Private Sector

Member	Position	Attendance
Rhonda Ferris	Officer: Chair	E
Helen Owens	Officer: Secretary	X
Sarah Hunt	Member	X

Public Sector

Member	Position	Attendance
Shane Nickle	Officer: Treasurer	X
Amanda Fernandez	Member	A
Amy Florence	Member	X

Consumer Sector

Member	Position	Attendance
Pastor Ray Richards	Officer: Vice Chair	X
Brenda Morissette	Member	X
Vacancy		

Administrative Staff:
Jeannette Spaulding - Executive Director, Becky Kennison-Foland - Deputy Executive Director

Department Staff: None

Guests/non-board member attendees: Collen Badger potential board member.

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

Introductions go round.

Meeting called to order at 5:06 pm by Ray Richards

Department Presentation: None

Approval of Minutes:

Ray asked for a motion to receive the June 24, 2025 Annual Meeting minutes.

Ray made the motion to receive the minutes. No corrections noted.

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

Action Items:

Resolution 11-07/25: Appointment of Sarah Hunt

Ray offered the resolution as stated to appoint Sarah Hunt to her first term of 7/31/25 – 7/30/26 as a member of SCCAP's Board of Directors serving in the Private Sector.

Motion to approve the resolution made by Ray, seconded by Shane. No discussion. Vote taken. All Ayes. Resolution approved.

CSBG Discretionary Grant Authorized Signatures – consideration for board approval.

Form was provided to members as part of board mailing for all to review. Contract/Amendments and Program Reports – Rhonda and Jeannette, Financial Reports – Jeannette and Justina.

Ray made the motion to accept as presented, seconded by Helen. No discussion. Vote taken. All Ayes. Motion approved.

Standard 5.5c: Records and minutes of board meetings are prepared and maintained in compliance with New York State Not-for-Profit Corporation Law (attendance; quorum; proceedings of its members, board and executive committee recorded; board records are maintained at corporation; annual meeting recorded; annual audit presented).

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

- **2024 Financial Statements (Audit)**
  Ray noted that the Finance Committee convened at 4:30 prior to the board meeting with SCCAP's independent auditor where the committee was presented with and the committee received the 2024 audit, financial statements, and tax returns. All were reviewed.

  Ray asked for a motion to accept the audit as presented. Amy commented on the thoroughness and made the motion to accept the audit, seconded by Helen. No discussion. Vote taken. All Ayes. Motion approved.

Standard 8.1	The organization's annual audit (or audited financial statements) is completed by a Certified Public Accountant on time in accordance with Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit threshold requirements.
Standard 8.2	All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate.
Standard 8.3	The organization's auditor presents the audit to the governing board.
Standard 8.4	The governing board formally receives and accepts the audit.
Standard 8.6	The IRS Form 990 is completed annually and made available to the

- **2025 Annual Agency Budget 9mo – Budget Review/Approval**
  Ray noted that due to the uncertainty of federal funding, the budget was prepared on a nine-month basis with the anticipation that by October 1st there would be a better idea of contract funding.
  - Discussion took place regarding the current federal process. Jeannette shared that she attended a presentation given by David Bradly and where the House and Senate are coming in on various funding – CSBG, Weatherization, LIHEAP, etc. Bradly remains positive.
  - Jeannette mentioned how Weatherization contracts have new start dates but as of yet there are no executed contracts.
  - Jeannette did a quick review of the role that ACROS/TRACS plays in how the board reviews and approves items such as the audit and the budget.
  - Ray made sure all had copies of the budget under consideration.
  - While the bottom line shows a loss, Jeannette explained that we usually do receive a sizable donation each year, but we do not include that on the budget as we do not want to assume. Also, other activity that was not recorded as revenue would be unknow at this point in time are fundraising and fee for service work. When taking into consideration that there would some revenue from such noted activities, this will pull the bottom line into the black.
  - Jeannette also noted that some of the budgets are performance based – SCCAP will only be paid on goals of achievement. The budget represents the full amount of those contract budgets but fully capture of the budget may not be possible.

  - Ray reminded the group that the monthly program reports can be very helpful in learning programs and the acronyms.

  Ray asked for a motion to receive the budget. Shane made the motion, seconded by Helen. No further discussion. Vote taken. All Ayes. Motion approved.

Standard 8.9	**The governing board annually approves an organization-wide budget.**

- **Financial Reports for ME July 2025**

  Ray mentioned how Jeannette had sent out a finance summary overview sheet with the board meeting documents which covers items covered under the Finance section of the agenda.
  - Ray provided an overview of the various reports for the new members at the table and guests in attendance.
  - Ray asked if anyone had a question regarding the financial overview form and any supporting documentation.
  - Jeannette noted that for this particular board meeting the Annual Budget 6-mo YTD comparison was included as the board would be provided with this on a quarterly basis.

  Ray asked for a motion to accept the financial reports – overview and supporting documents. Brenda made the motion, seconded by Sarah. No further discussion. Vote Taken. All Ayes. Motion approved.

Ray also mentioned the proposed health insurance increases included in the board mailing package for board awareness. Projected double digit increases. Jeannette is working with the broker to see if rates can be reduced. Just wanted members to be aware well ahead of the November meeting at which the board makes benefit determinations.

Standard 8.7a: *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:

- No meeting held.
- Ray discussed the various committees of the board and corporation and suggested that board members review the list of committees to see where members would like to serve.
- Jeannette distributed board member packets that new members would receive when joining the board. She highlighted the contents: Bylaws, Employee Handbook, Fiscal Policy, History of Community Action, Articles of Incorporation, Impact Reports, Program Brochures, etc.
- Ray circled back around to members joining committees. Members questioned various activities per committee and frequency of convening.
- Ray requested that board members respond to emails regarding board meeting attendance and various other receipts of documents as documentation is needed for compliancy.
- Ray discussed board member meeting attendance and the importance of responding as it is a difference of excused or absent.
- Ray to follow up with a board member regarding absenteeism. Member may be experiencing challenges due to change in employment. Jeannette shared her latest meeting with NYS DOS and NYSCAA Executive Directors and the increased focus on board member engagement and how some directors are receiving letters regarding vacancies and the timely filling of vacancies. Ray will be reaching out to the board member and members agreed this was acceptable.

Program Planning & Evaluation: No meeting held.
- Program Activity Reports included in board meeting package.
- Ray drew attention to the program reports.
- Jeannette mentioned she will be sharing the CSBG Periodic Program Report at the September meeting.

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

Personnel Committee: No meeting held.

Ray mentioned recent changes in staffing. People moving on to new opportunities. Jeannette mentioned that it isn't due to a negative work culture or not supporting SCCAP. After analysis, it is mostly associated with an age demographic and seeking opportunities that provide them a better future with wage, mobility, retirement, and other benefits.

Committees of the Corporation:

Community Needs Assessment: No meeting held.

Executive Director Search Committee: No meeting held.

Fundraising: No meeting was held.

Staff Reports:

Executive Director/Deputy Executive Director Report:

- Mini-grants:
  - Community Foundation of Otsego County expanded opportunities to Schoharie County. SCCAP was awarded $3,000 for the food pantry.
  - Working on a Golub grant, Fidelis
- For SCCAP 60th to have a article about SCCAP
- Participated in County's Farmer's Market discussion and food insecurity.
- Donation from Scary Legs Runners $3,400 donation for distribution to county food pantries. SCCAP to act as a fiscal conduit.
- Working on creating connections with Farmer's Markets and where pantries can collaborate in support of having fresh produce available at panties.
- Sunshine Fair – SCCAP location under the grandstand. Breastfeeding location made possible due to partnership with Schoharie County Health Department.
- Jeannette mentioned that advertising will take place for the Community Services Coordinator, Finance Assistant will be on hold until funding status is better known.
- Social Media is on a low-key approach due to staffing structure.

Old/New Business: None

Other: None

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

- No session held.

Set Date for Next Board Meeting:

- Monday, September 22, at 5pm in SCCAP's Board Room

Motion to adjourn meeting by Sarah 6:17

Respectfully submitted,
Jeannette M. Spaulding, Executive Director