

**Schoharie County Community Action Program  
Board of Directors Meeting  
April 23, 2018**

**Attendance:**

| <b>Private Sector</b> |                  |            |
|-----------------------|------------------|------------|
| Member                | Position         | Attendance |
| <i>Larry Phillips</i> | <i>Treasurer</i> | ex         |
| Rhonda Ferris         | Member           | x          |
| Jason Evans           | Member           | ex         |

| <b>Public Sector</b>    |              |            |
|-------------------------|--------------|------------|
| Member                  | Position     | Attendance |
| <i>George McDonnell</i> | <i>Chair</i> | x          |
| Anna VanDerwerken       | Member       | ex         |
| Leo McAllister          | Member       | x          |

| <b>Consumer Sector</b>  |                   |            |
|-------------------------|-------------------|------------|
| Member                  | Position          | Attendance |
| <i>Dolores Jackson</i>  | <i>Vice-chair</i> | x          |
| <i>Jonathan Litzner</i> | <i>Secretary</i>  | x          |
| Judy Warner             | Member            | x          |

**Staff:** Jeannette Spaulding – Executive Director, Debbie Palmatier – Assistant Finance Director

**Guests:** Becky Foland -CCRR Director and Dawn Garvey – CCRR program assistant

**Meeting called to order at 5:02 by George McDonnell**

Presentation by the Child Care Resource and Referral Department as to the programs they provide (see attached)

**Approval of Minutes:** *Motion made by Jonathan second by Leo to accept the March 2018 minutes. Motion passed.*

Motion by Jonathan seconded by Dolores to move into executive session at 5:12

Motion by Jonathan seconded by Dolores to close executive session at 5:18.

**No personnel or legal matters at this time.**

## **Committees of the Board:**

**Executive Committee:** Meeting held.

Discussed evaluation for the Executive Director. 4.9 average score. Board is very pleased with Jeannette's performance. Only area of concern was being out in the public but board understands that it is a time challenge for Jeannette as she is performing 2 jobs right now. Board is pleased that as problems are presented to the board Jeannette also presents solutions and that is a strong asset.

**Finance & Audit Committee:** review of March reports

1. Financial report reviewed
2. Ratio is 1.06%
3. A/R at 21 days
4. A/P at 13 days
5. LOC stands at \$80,000 end of March but currently \$100,000
6. No staff changes
7. Taxes filed timely
8. Sales tax filed on time
9. Reviewed the balance sheet and cash disbursement report
10. WES advance is \$56,250. CSBG 20% voucher is \$58,525 and CCRR voucher should be about \$43,000
11. Additional \$25,000 to be added to WES-19 contract
12. CSB audit review – no findings
13. Shared work for admin staff
14. Melissa Pawlak returning to CSBG July 1
15. Giving up Suite 8 effective 7/1 as they move to another space. Shared work also a possibility
16. Roof issues continue and notice has been given to landlord
17. New State CSBG director Manual Rosa
18. Community Needs Assessment to be done this year
19. Food pantry coalition training by Regional Food Bank

Motion by Leo second by Jonathan to accept reports – all in favor

**Governance & Nominating Committee:** Judy Warner's first term to expire 5/22/18 and she has agreed to serve a second term. Motion by Jonathan second by Leo to approve resolution #02-04/18 for Judy's second term to run from 5/22/18 to 5/21/21. All in favor.

**Program Planning and Evaluation Committee:** Review of CSBG PPR for 1/1/18 to 3/31/18.

1. Yellow cells indicate adjustments were made to the plan
2. Zeros mean no trainings have been held yet for board or staff
3. Seasonal items – camps, school supplies

4. No longer have the DSS JOBS contract
5. CSBG carryover to be \$44,277 due to staff turnover
6. Amendment to be submitted by COB Thursday 4/26

**Personnel Committee:** no meeting

**Committees of the Corporation:**

**Fundraising:** BBQ tickets are available for sale.

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

**Executive Director Report:**

1. SCCAP will be at Maple Festival
2. Jeannette to speak at Board of Supervisors meeting May 18
3. Annual breakfast to be June 25 at 8:30
4. Annual report being worked on
5. Board training to be done by NYSCAA-board roles and succession planning. 5 management team members leaving in the next 2 years
6. May board meeting to be May 21
7. Risk assessment done and on the website for board review
8. Staff received training on active shooter by Cobleskill Police Department. SCCAP looking into security measures for the staff and the agency.
9. To address the vacant Finance Director position: Kim Witkowski who is currently working in CSBG will transition to administration. She is working on a financial and management track at college, has database knowledge, CSBG dollars to be used and will start as an assistant finance director. She will start in the position in May 3 days a week.

**Old Business:** none

**New Business:** none

Motion to adjourn at 6:18 by Judy.

Respectfully submitted,

*Debbie Palmatier*

Assistant Finance Director

Next Board Meeting – May 21 at 5:00