

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

Attendance:

Private Sector		
Member	Position	Attendance
<i>Vacant</i>	<i>Treasurer</i>	N/A
Rhonda Ferris	Member	x
Jason Evans	Member	x

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

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

Staff: Jeannette Spaulding – Executive Director, Kim Witkowski – Assistant Finance Director
Guests: Francesca Sommer – NYSCAA Trainer, and Karen Simmons – Tagua Nut Gift Shoppe

Francesca Sommer, NYSCAA Trainer, presented a Board Training regarding Board Roles and Responsibilities. This training began at 4:35 p.m. and concluded at 5:30 p.m.

Call to Order:

Meeting called to order at 5:35 pm by George McDonnell

Jonathan Litzner introduced Karen Simmons as his guest as a possible Board Member for the Private Sector Board position vacancy.

Approval of Minutes:

Rhonda noted the following corrections:

- Rhonda asked was the \$4,000 YTD interest payment on the Line of Credit is correct? Jeanette noted that it was through June 2018, and that the interest rate on the Line of Credit was renegotiated.

- Rhonda noted that it looked like there may be an error on the June 2018 YTD Fiscal Summary under the monthly interest? Jeannette noted that yes, it looks like there was an error made when entering the number and we will get this corrected right away.

Motion made by Jason and seconded by Leo to accept the June 2018 minutes as amended. Motion passed unanimously.

Executive Session:

No personnel or legal matters at this time.

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee:

Jeannette reported the following:

- We are still down a Treasurer for the Board and hope to have this position filled soon;
- Jeannette thanked Kim Witkowski for changing the Finance Agenda format;
- Agency Budget – updated Agency Budget will be sent out monthly to Board Members for their review. This report is a great overview of the overall financial status of the agency;
- Reviewed the YTD Summary of Agency Finances, with corrections noted.
- Reviewed Balance Sheet;
- Reviewed Cash Disbursements Journal – Jeannette noted that this item will not be uploaded but will be supplied at the Board meetings;
- One employee from the Family Support Department has left the Agency for personal reasons and it was decided to not fill this position at this time. Anna asked if a position is counted as 2 in a month if an employee leaves and a new employee is hired in the same month? Jeannette replied that yes, then it would be counted as two employees.
- Administration (Debbie, Colleen, and Michele) are now on shared work schedule until the end of September. This is giving the Agency a good cost savings.
- Contract/Amendment status – Kim put together a contract status which is listed on the Finance Agenda for the Board’s review.

Motion made by Jonathan and seconded by Anna to accept Finance report. Motion passed unanimously.

Governance & Nominating Committee:

It was noted that the Treasurer’s position is still open. There has been a board member who expressed interest, but wants to meet with Administration staff to see what is involved in the responsibilities of the position. If there is anyone else interested, please let Jeannette know.

Program Planning and Evaluation Committee:

- CSBG PPR numbers will need to be reviewed at the September Board meeting. This information will be uploaded to the website so the Board members can review prior to the September Board meeting. This reflects changes in funding sources and how we are doing, as well as a narrative piece.
- Community Needs Assessment will need to be done in 2018. Creating surveys tailored to certain groups in the community. We will have copies of this survey at the Cobleskill Sunshine Fair in August.

Personnel Committee:

- Nothing to report at this time; will schedule a meeting in the fall.

Committees of the Corporation:

Fundraising:

- Anna reported that she had contacted Barbeque Delights in Schoharie and they have dates available in August 2018. There is no minimum order; however presale is requested. Their cost is \$7.50 for chicken dinner and \$8.00 for rib dinner. Anna will check and see if they will also do just chicken and rib separate with no dinner. Anna asked how much money was made from the Brooks Barbeque. Jeannette stated that it was \$1,569. Jeannette suggested staying with doing the fundraiser during the week days as there is no competition, and we can set it up by the road this time to draw people in. Jason asked if they would be able to set up at the Farmer's Market at McCarthy Tire on Saturdays? Jeannette noted that we would have to check with the Farmer's Market Board. Jason noted he would follow up with the Farmer's Market Board to see if this would be a possibility.
- Jason stated that SUNY would be able to do the Culinary Event again this year. The chef has requested to come to one of the Board meetings in the fall so that he can go over the details for this event. They are again looking to schedule this in December. It was suggested to have the chef come to the October Board meeting. Everyone agreed that would work. George asked if there would be anything different or any changes? Jason noted that they may be looking for a different venue as the room was definitely filled to capacity last time. Jason also noted that he will be checking with SUNY administration to see about the Lab Fee which students are charged and if it is o.k. that the money would all go to benefit a not-for-profit. The main goal is to keep the costs of having the event down, and the revenue to go up. One idea may be to have each student team have a budget limit, and they will need to stay within that amount.

Community Needs Assessment: No meeting held.

Executive Director Report:

- Jeannette shared with the Board that we have developed a logo. Samples were given to the Board members to review. Jeannette noted that there would be no copyright issues as the image was a universal image and the quote comes directly from SCCAP's mission statement. The Board agreed that they did not like the red circle at all. It was decided to stay with the blue circle. Jeannette noted that the staff also had input into these logos. The following motion was then made:

Jason moved and Jonathan seconded to use the logo with the blue circle as SCCAP's official logo. The motion passed unanimously.

- **Community Needs Assessment:** Jeannette reported that SCCAP will be handing out the survey at the Fair this year. We are going to be located under the grandstands because the time requirement of this area was 11 to 7, as opposed to Progress Land which would have required staff to be there from 10:00 am to 11:00 p.m. It was also \$50 cheaper to be under the grandstands. The Community Needs Assessment speaks to intake services, and to find out if the public is aware of where they obtain help in the community should they need it. This survey is only for Schoharie County residents. To encourage participation this year, we will have a raffle for a first prize of \$200 Stewarts Gas Card; second prize of a \$100 Stewarts Gas Card; and third prize of a \$50 Stewarts Gas Card. The gas cards were purchased with money from the unrestricted account. We are hoping this will encourage the public in participating in completing these surveys. No names are attached to the surveys – they are completely anonymous. When the person hands in a completed survey, they will get 1 ticket – ½ of the ticket will go into the raffle bin and the other half the person keeps. The drawing will be held at the closing of the Fair. Anna asked if these surveys would be available electronically as well? Jeannette agreed with that idea and will make sure there is a computer available using Survey Monkey.
- **In-house Customer Survey:** Jeannette reported that we are also currently working on updating this form and will also have this available using Survey Monkey.
- Jeannette also attended the United Way Family Resource Center Reporting Role meeting. United Way is looking more carefully at what it is funding, as funding decreases and there are more people to designate funds to. They basically need to know why they should fund you.
- Jeannette also attend the CASH Stakeholders meeting in Schenectady. Jeannette explained that the CASH coalition is going through some changes from the ground up.
- Jeannette noted that we have new State Department representatives for HCR and WES. Mindy VanAlstyne for HCR and Kerry Forezzi for WES.

- Staffing/Restructuring: In looking at succession plans and skill sets, Jeannette made some changes in-house for staff as follows:
 - Becky Foland has transition into the Assistant Director in Family Resource Center. She has a great skill set and is a great fit for this position.
 - Dawn Garvey will now be the Interim Director for CCR&R. Dawn worked with Becky and also has a great skill set for this position. We are just going to give her some time to get acclimated to overseeing the department.
 - Dawn's back up in CCR&R will be Melissa Bevins. Melissa is being moved out of the Family Support and Resource Department, but will maintain the youth programs area in her new position. Melissa's title will be Program Coordinator.
 - All of these changes were necessary due to decreases in funding, as CCR&R cannot support two full-time positions, and the Creative Connections for Youth activities can only be a part-time position through United Way funding. We will reassess programing and funding needs in the future.
 - Becky will also be back-up support to the Supervised Visitation Department.
 - Jeannette is also working with directors who will be retiring from the agency in a couple of years to look at handing over some of the responsibility and building ownership with the staff that is coming up behind them.

- Jeannette will also be looking at structuring some training around becoming a Trauma Informed agency. This training helps to raise awareness and provides resources to creating a healthy culture for staff to work in and clients to receive services.

- Staff Day is scheduled for Friday, August 31st at Gobbler's Knob. Staff is encouraged to have their families attend with them.

- Suite 8 – we are not letting go of this space just yet. The staff changes and shared work will help fiscally and maybe the ability to retain the space longer. This will be monitored as the year progresses.

- Working on the CSBG renewal with Kim. This needs to be sent out by July 31st.

Jason moved and Leo seconded to accept the Executive Director's Report. The motion passed unanimously.

The next Board meeting is scheduled for Monday, September 24th at 5:00 p.m.

Old Business:

There was no old business discussed at this time.

New Business:

There was no new business discussed at this time.

Adjournment:

Motion to adjourn was moved by Dolores and seconded by Jonathan. The motion passed unanimously. The meeting was adjourned at 6:20 p.m.

Respectfully submitted,

Kimberly Witkowski

Assistant Finance Director

Next Board Meeting – September 24, 2018 at 5:00