

**Schoharie County Community Action Program  
Board of Directors Meeting  
October 22, 2018**

**Attendance:**

<b>Private Sector</b>		
Member	Position	Attendance
Karen Simmons	Member	x
Rhonda Ferris	Member	x
Jason Evans	Member	x

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

<b>Consumer Sector</b>		
Member	Position	Attendance
<i>Dolores Jackson</i>	<i>Treasurer</i>	excused
<i>Jonathan Litzner</i>	<i>Secretary</i>	x
Judy Warner	Member	x

**Staff:** Jeannette Spaulding – Executive Director, Kim Witkowski – Assistant Finance Director, Kelly Pitt – Director of Energy Services Department, Adam Smith – Energy Services Building Analyst, Norman McHargue – Weatherization Crew Member, Theodore Strobeck – Weatherization Crew Member, Everett Palmer – Weatherization Crew Member was unable to attend.

**Guests:** Aimee Kollar, Program Analyst – Department of State

**Board Meeting Call to Order:**

**Meeting called to order at 5:04 pm by George McDonnell**

Jeannette introduced Aimee Kollar, Program Analyst for NYS Department of State, CSBG. Staff from the Energy Services Department did a presentation to the Board. Kelly Pitt, Director, gave a brief overview of the department and what they have accomplished so far this year.

- \$34,460 has been spent at local businesses by Weatherization
- Installation items in client's homes are as follows:
  - 11 refrigerators
  - 4 heating systems
  - 225 thermal windows.
- 6,236 gallons of oil at a cost of \$18,271 or \$381 per household on average has been saved due to energy saving measures
- 42 air conditioners for chronically ill individuals in low income households were installed through the Cooling program, which runs May through September
- Norm McHargue, Weatherization Crew Member, also read to the Board a thank you letter the department received from clients where they did a complete home from top to bottom.

### **Approval of Minutes:**

No corrections to the September 24, 2018 meeting minutes.

***Motion made by Rhonda and seconded by Jonathan to accept the September 2018 minutes as presented. 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:**

Kim reviewed the following items with the Board:

- Agency Budget - This report is a great overview of the overall financial status of the agency
- YTD Summary of Agency Finances
- SCCAP's Balance Sheet
- Cash Disbursements Journal
- Contract/Amendment status

Judith asked if there were any decreases in funding on the county budget? Jeannette responded everything is proposed at this time and at the moment, funding looks to be the same. The county budget is now under review with the County Finance Committee.

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

**Governance & Nominating Committee:**

George noted this committee will need to meet to review the committee assignments, as well as filling the current vice chairperson vacancy. Any member interested in the vice chairperson position should let George know.

**Program Planning and Evaluation Committee:**

- CSBG 4<sup>th</sup> quarter PPR will be submitted to CSBG by the end of October. The PPR #4 numbers will be uploaded to the website so the Board members can review prior to the November Board meeting.

## **Personnel Committee:**

- George reminded the Board they will need to move forward with the process of searching for a new Executive Director, as Jeannette has shared her plans to retire from the Agency within the next year and a half.
- Jeannette noted the Board will need to review and decide on the agency's health insurance contributions at the November meeting. Jeannette hopes to have the 2019 health plan rates in early November for the Board to review.

## **Committees of the Corporation:**

### **Fundraising:**

- Jason reported the following update on the Culinary Cook-off Fundraising Event:
  - This will still be a competition, but will be appetizers and small plate items
  - The two dates they are looking at is either November 14<sup>th</sup> or December 12<sup>th</sup>
  - SUNY will handle most of the coordination of this event, including advertising
  - SCCAP/Board will run the silent auction
  - Still looking at \$25/person to attend
  - Jason will review last year's RSVP/Attendee list and get a target email list together
  - The chef is also a professional chef at a restaurant in Albany, so he does have a tight and limited schedule. In addition, the Culinary Program at SUNY has declining enrollment, which means there aren't as many students to work on this event this year.

The Board agreed they would prefer December 12<sup>th</sup>, but could do either date. Jason will let Jeannette know by the end of the week which date it will be and go from there.

- George reminded the board of the discussion at last meeting about board members donating to SCCAP. Will need to review By-laws and add this wording into them.

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

## **Executive Director Report:**

Jeannette reported the following:

- Jeannette shared with the board the majority of members went with November 26<sup>th</sup> for the next meeting - so that is when we will meet again. This will be a very busy meeting as the board will be reviewing and deciding on the Agency's health insurance, COLA, and SEP contributions. The board will begin the meeting in November at 4:30 pm to assist in getting through all the business items.
- Jeannette also shared with the board the Sexual Harassment Training law will be changing, and now has to be done in person yearly, including board members and volunteers. A tentative date for this training is March 25, 2019. Judith suggested maybe seeing if we can partner with other organizations? Jeannette responded that she will reach out to other executive directors and not-for-profits. Jason also noted that SUNY's HR Department has a trainer as well. Jeannette responded that she will also reach out to her.

- Jeanette has scheduled an all staff meeting for tomorrow. The focus of this meeting will be on Wellness and Safety. Jeannette also purchased some items for each staff member as appreciation for their work they do.
- Jeannette and Dawn Garvey, Interim Director of CCR&R, went to OCFS to meet with 3 members about their concerns with the recent staff turnover in the CCR&R Department. The meeting went well and they felt reassured the department was in good hands. Jeannette did ask them to try to have their reviews done more often so that they are happening during the current years.
- Jeannette shared with the board that she has adjusted her work schedule to be Sunday through Thursday, so she has some uninterrupted time where she can focus on her responsibilities. Jeannette will also be taking approximately 14 days off from now until the end of the year, as she has accrued time that she needs to use before the end of the year. Most of these days will be on Thursdays.

**Old Business:**

There was no old business discussed at this time.

**New Business:**

There was no new business discussed at this time.

**Next Meeting:**

The next Board meeting is scheduled for Monday, November 26th at 4:30 p.m.

**Adjournment:**

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

Respectfully submitted,  
*Kimberly Witkowski*  
Assistant Finance Director