

**Schoharie County Community Action Program
Board of Directors Meeting
April 22, 2019**

Attendance:

Private Sector		
Member	Position	Attendance
Karen Simmons	Member	Excused
Rhonda Ferris	Member	x
Jason Evans	Member	Excused

Public Sector		
Member	Position	Attendance
<i>George McDonnell</i>	<i>Chair</i>	x
Anna VanDerwerken	Member	x
<i>Richard Lape</i>	<i>Vice Chair</i>	x

Consumer Sector		
Member	Position	Attendance
<i>Dolores Jackson</i>	<i>Treasurer</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: Dawn Garvey – CCR&R Director and Melissa Bevins – Program Coordinator CCY

Meeting called to order at 4:58 by George McDonnell

Presentation by the Childcare Resource and Referral Center and the Creative Connections for Youth Department about the services they provide (see attached)

Approval of Minutes: Motion made by Rhonda seconded by Dolores to accept the March 2019 minutes. Motion passed.

No personnel or legal matters at this time.

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee:

1. Reviewed April reports
2. Contract updates reviewed
3. Balance sheet reviewed
4. Financial report reviewed
5. A/R over 60 days are DHP vouchers
6. LOC increase from last month – all DHP vouchers received will be paid on the LOC
7. Taxes paid on time
8. Cash disbursements reviewed

Motion by Richard second by Jonathan – all in favor

Governance & Nominating Committee:

1. Dolores has accepted the position of chair of the finance committee

Program Planning and Evaluation Committee:

Committee met and discussed strategies regarding new minimum wage increases. Discuss possible flat rate increase rather than a COLA. Jeannette will prepare a summary report for board to review.

3 resumes have been received for the finance director's position.

Jeannette's evaluation is due. She will email the form to Dolores and the committee will meet again before the next board meeting.

Personnel Committee: no meeting

Committees of the Corporation:

Fundraising:

Culinary dinner raised \$2353 with 67 attendees and funds were deposited into the fundraising account. Feedback about the dinner was that it wasn't the same as last one, it was supported mostly by board and staff, no out of pocket expenses.

BBQ May 15 – 500 chickens and 80 ribs. Tickets were given to board members to sell.

Community Needs Assessment: No meeting held.

Executive Director Report:

1. Finance director search – 4 resumes received however 1 person took another position. 2 people have financial backgrounds and 1 has 5 years experience. Jeannette would like to have a board member at the interviews possibly the first week in May.
2. Security cameras have been installed.
3. Landlord is OK with the BBQ along with code officer.
4. May 18 youth to complete a community service project at SCCAP along with United Way staff if possible.
5. Contract renewals coming up.
6. Staff transitions:
 - a. Jodi Gregory midyear Becky Foland move to director position
 - b. Rhonda Wilty position will fall under FSRC
 - c. Marcy Holmes – outside hire
 - d. Denelle Baker – outside hire
 - e. Kelly Pitt – possible Adam Smith or outside hire

Old Business: none

New Business: Annual breakfast June 24 – place to be determined.

Motion to adjourn at 5:55 by Judith.

Respectfully submitted,

Debbie Palmatier

Assistant Finance Director

Next Board Meeting – Tentatively May 20 at 5 PM