

**Schoharie County Community Action Program  
Board of Directors Meeting  
February 25, 2019**

**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
<i>Richard Lape</i>	<i>Vice Chair</i>	x

<b>Consumer Sector</b>		
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:** Marcy Holmes – Director Employment Training Center and Carlina Morales ETC Coordinator

**Meeting called to order at 5:00 by George McDonnell**

Presentation by the Employment Training center and the classes they offer (see attached slides)

**Approval of Minutes:** Correction to the minutes to reflect Richard Lape’s term will be from 2019 to 2020 for one year. *Motion made by Jonathan second by Dolores to accept the January 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. Review of the January finance reports
2. Ratio 2.63%
3. LOC at \$15,000
4. A/R over 90 days is DHP
5. A/P waiting for VISA statement
6. Payroll taxes paid
7. Sales tax return due 3/20/19
8. Reviewed cash disbursements

Motion by Jonathan second by Anna to accept the finance reports – all in favor

Jeannette presented the 2019 agency budget to the board and went over lines (see attached budget)

1. Contract income reduced due to loss of OTS, NOEP, WIC COLA funds
2. WES contract at \$375,000 waiting amendment

Motion by Jason second by Jonathan to accept the 2019 budget – all in favor

### **Governance & Nominating Committee:**

The vice chair position is open as is the chair of the finance committee.

Motion by Judith to appoint Richard as the vice chair – second by Jonathan – all in favor

At this time chair of the finance committee remains open.

### **Program Planning and Evaluation Committee:**

Jeannette handed out Strategies for the Future from the Strategic Plan (see attached)

1. Develop signature event to raise awareness – Culinary Event meets that goal
2. Fund development – Unrestricted funds are set aside every month in a separate account. Fee for service funds from the ETC computer classes and the WES blower door program. Also receive United Way donations and GE matching funds donations.

Community Needs Assessment – board engaged – board to receive surveys to complete.

Reviewed program reports – changes have been made to the layout to areas of focus/activities.

BSROES – layout had been changed to a standard BSROE for all programs with tabs for phases for certain programs. Asked board members what they would like to receive and consensus was just the summary page.

**Personnel Committee:** Handouts were given to board members as to the compensation for finance directors.

Motion by Jonathan at 5:50 to move into executive session second by Dolores

Motion by Jonathan at 6:02 to close executive session second by Dolores

Jeannette will send a job description and ad to board members for their review.

### **Committees of the Corporation:**

Fundraising: Culinary event will be held at SUNY on April 1. CAS to donate all the food. Have a silent auction again. All proceeds to SCCAP.

May 15 will be Brooks BBQ. Hannaford donating cookbooks to SCCAP and we will sell them at BBQ. Possible BBQ Delights as another fundraiser in fall.

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

### **Executive Director Report:**

1. Sterling Insurance made a donation to Regional Food Bank of \$50
2. Made \$15 on sale of Hannaford cookbooks
3. Jeannette to submit letters to Sterling Insurance Foundation and Stewarts for support for our youth programs.
4. Northeast cost of security system to be about \$5-\$6000. Will also check with Spectrum
5. VITA season started with Monday being a drop off day and picking return up following Monday.
6. TRACS has been complete. State was here for 3 days

**Old Business:** none

**New Business:** Sexual Harassment Training will be held on March 25 at 1:30 for the staff and at 4:30 for the board. While not required for the board it is a best practice standard.

Motion to adjourn at 6:18 by Jason.

Respectfully submitted,

*Debbie Palmatier*

Assistant Finance Director

Next Board Meeting – March 25, 2019 at 4:30 for training