



Cornell University
 Cooperative Extension
 Oneida County

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May 25, 2017 Board Meeting Minutes

Date: May 25, 2017

Meeting Time: 6:00p.m.

Board Member Attendance:

	Count	Board Member	Position	Term	Expiration
X	1	Debbie Finn	President/ Dairy/4H	2	11/30/2017
	2	Paul Sears	Vice President/ MG / STEM	2	12/31/2018
	3	John Brouillette	Treasurer / Ag	1	12/31/2017
	4	Natalie Zumpano	Secretary / Child Care	1	12/31/2017
	5	Jackie Lastowski	At-Large / 4H / Finance	1	12/31/2019
X	6	Michael Laucello	At-Large / Legal	2	12/31/2018
X	7	Jacob Schieferstine	At-Large/ Ag / Farm Bureau	1	12/31/2018
	8	Sue Hrim	At-Large/ Mgmt. & Marketing	2	12/31/2018
	9	Dawn Richardson	At-Large / AG	1	07/31/2018
	10	Regina Bonacci	At-Large/Comm. Development	1	07/31/2017
	11	Rosanne Loparco	At-Large / MG / HR	1	12/31/2017
	12	Peter Zawko	At-Large/Economic Dev.	1	12/31/2019
X	Appointed	George Joseph	Legislative Rep.	N/A	N/A
X	Appointed	Danielle Hautaniemi	State Extension Specialist	N/A	N/A

2017 Board Schedule

Date	Description
January 5	Board Meeting
January 26	Reorganization Board Meeting
February 23	Committee Meetings
March 23	Board Meeting
April 27	Committee Meetings
May 25	Board Meeting
June 22	Committee Meetings
July 20	Board Meeting
August	No Meeting Scheduled
September 28	Board Meeting
October 26	Committee Meeting
November 30	Annual Meeting
December	No Meeting Scheduled

Staff/Community Attendance

1	Mary Beth McEwen	Executive Director	CCE
2	Donna Gatto	Finance Manager	CCE
3	Terri Harrison	Administrative Assistant	CCE
4	Richelle Singer	Issue Leader, Child Care Council	
5	Travis Smith	Dermody, Burke & Brown	

Call to Order: (6:03 PM)

Audit Presentation

2016 Audited Financials – Travis Smith – Dermody, Burke, & Brown presented 2016 audited financials. Strong financials – no findings.

Motion to approve Oneida County 2016 Audited Financials. (Previously reviewed by Cornell – see attached).

Vote:

Motioned By: Natalie Zumpano

Seconded by: Regina Bonacci

Discussion: No discussion

Motion Carried: Unanimous

Amendment to the motion to write off bad debt, WIC CAP and pursue to the best of CCE – OC’s ability to capture the outstanding funds, \$8,000

Vote:

Motioned By: Peter Zawko

Seconded by: Dawn Richardson

Discussion: No discussion

Motion Carried: Unanimous

Staff Presentations:

Child Care Council – Richelle Singer, Issue Leader, Child Care Resource and Referral (CCRR)

Approval of Meeting Minutes:

Motion to approve March 23, 2017 meeting minutes.

Vote:

Motioned by: Peter Zawko
Seconded by: John Brouillette
Discussion: No discussion
Motion Carried: Unanimous

Finance:

- Review quarterly fund balance transfers

Motion to accept 1st quarter fund balance transfers.

Vote:

Motioned by: John Brouillette
Seconded by: Rosanne Loparco
Discussion: No discussion
Motion Carried: Unanimous

- Review 2017 1st quarter financials.

Motion to accept CCE Oneida County 2017 1st quarter financials pending Cornell Administration year-end review.

Vote:

Motioned by: John Brouillette
Seconded by: Natalie Zumpano
Discussion: Detail printed for review
Motion Carried: Unanimous

Board President's Report:

- USDA RDBG Grant – resolution amendment

Motion to amend the resolution to apply for the USDA RDBG Grant to read as follows: (as per e-mail approval):

Motion to approve a resolution for CCE Oneida County to apply for the USDA RDBG Grant and upon receipt of funding, CCE commits to contributing \$ 20,800 in staff time and fringe benefits towards completion of the project as described in the funding application.

Vote:

Motioned by: Peter Zawko

Seconded by: Jackie Lastowski

Discussion: RDBG

Motion Carried: Unanimous

- June ELC – Paul Sears will go to Leadership training. Email Paul with questions. He will discuss staff resignation resulting from the new classification guidelines.
- Reminders: Farm Fest June 2nd, Herb & Flower Fest June 17th – Nice weekend at DiNitto's Farm for the Farm Fest, send Regina information on the Herb and Flower Festival for advertisement.

Executive Director's Report:

- Response to SBN RFP submitted April 14, 2017 – will have an answer Mid May
- NY Grown & Certified CFA - GAP General Agriculture Production – grant due in July. The grant will have leverage of the other grants. Think outside of the box
- NYSERDA June 20, 2017 due
- Taste of NY – store in Oneida County, run and manage for five to seven years, then to transition to a social enterprise.
- Building Renovations – new schedule – again
- Staffing Updates – SBN Finance Lead retirement, Caroline William's resignation, Lisa Mettleman's resignation. Caroline will send a letter to Cornell University for her reason of resigning, basically the quest to 'think outside of the box' is hindered because of the restrictions from Cornell University. Diane Shoemaker will be the interim.

Donna Gatto is assisting Madison County with finances within a short term. When the new Executive Director is hired, will inform the necessary of hiring a finance person.

Old Business:

- Web-site / Meeting Minutes will soon be launched

Committee Updates:

- HR Committee – Reviewed committee purpose: ie: review policies and procedures, significant HR issues
- Program Committee – Paul Sears – eight Board Members and six Leaders attended the meeting. Discussed committee function. Fund balances – approved use of fund balances for purchase of wagons for Herb & Flower Fest. If staff have new program ideas they should be presented to the committee for approval.

Executive Session:

Motion to enter Executive Session (HR Discussion): Time (8:36 PM)

Vote:

Motioned by: Peter Zawko
Seconded by: John Brouillette
Discussion: No discussion
Motion Carried: Unanimous

Motion to exit Executive Session: Time (9:12 p.m.)

Vote:

Motioned by: John Brouillette
Seconded by: Sue Hrim
Discussion:
Motion Carried: Unanimous

Adjourn: Time: (9:13 p.m.)

Motion to Adjourn

Vote:

Motioned by: Jackie Lastowski
Seconded by: Rosanne Loparco
Discussion:
Motion Carried: Unanimous