



Cornell University
 Cooperative Extension
 Madison County

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Cornell University
 Cooperative Extension
 Oneida County

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Madison & Oneida March 22, 2016 Joint Meeting Minutes

Date: March 22, 2016

Meeting Time: 6:00

Board Member Attendance:

	Count	Board Member	Position	Term	Expiration
		Oneida County			
	1	Debbie Finn	President / Dairy/4H/Childhood	2	12/31/2016
	2	Paul Sears	Vice President / MG/STEM	1	12/31/2018
	3	John Brouillette	Treasurer / AG	1	12/31/2017
X	4	Toni Noma	Secretary / Child Care	1	12/31/2017
	5	Jacob Schieferstine	At – Large/Ag/ Farm Bureau	1	12/31/2018
	6	Fritz Scherz	Public Mgmt/HR	2	12/31/2016
	7	Michael Laucello	At-Large/ Legal	1	12/31/2018
X	8	Sue Hrim	At-Large/ Mgmt. & Marketing	1	12/31/2018
	9	Dawn Richardson	At-Large / AG / AG Business	1	12/31/2018
X	10	Regina Bonacci	At-Large/Community Dev.	1	12/31/2017
	11	Rosanne Loparco	At-Large / MG / HORT/HR	1	12/31/2017
	12	Natalie Zumpano	At-Large / Youth Development	1	12/31/2017
	Appointed	George Joseph	Legislative Representative	N/A	N/A
	Appointed	Danielle Hautaniemi	Cornell Representative	N/A	N/A
		Madison County			
	1	Phil Hofmeyer	President / Education	2	12/31/2017
	2	Lynda Lehr	Vice President / Finance	2	12/31/2016
X	3	Mary Maitland	Treasurer / Equine / Education	1	12/31/2016
	4	Tara Truett	Secretary / 4H	1	12/31/2017
X	5	Amanda Frink	At-Large	1	12/31/2018
	6	Linda Wimmer	At-Large / Media/ Marketing	2	12/31/2016
	7	Peter Cann	At-Large	1	12/31/2016
	8	Jessica Burch	At-Large	2	12/31/2018
	9	Nate Durfee	At-Large / Ag / AED Advisory	1	12/31/2018
	10	Jenny Mills	At-Large	1	12/31/2016
	11	Corey Mosher	At-Large / Ag	1	12/31/2018
	12	Laura Shoemaker	At-Large / Farm Credit East	1	12/31/2018
	Appointed	David Jones	Legislative Representative	N/A	N/A

	Appointed	Danielle Hautaniemi	Cornell Representative	N/A	N/A
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Staff/Community Attendance

1	Mary Beth McEwen	CCE
2	Donna Gatto	CCE
3	Terri Harrison	CCE
4	Steve Miller	CCE
5	Alycia Schick	CCE
6	Sarah Ficken	CCE
7	Bonnie Collins	CCE
8		

Call to Order: (Time: 6:08 PM)

Program Update:

Debra Richardson – Bowman Fund: Canceled due to illness

Approval of Madison County February 2016 Meeting Minutes:

Motion to approve February 2016 meeting minutes.

Vote:

Motioned By: Dave Jones

Seconded by: Peter Cann

Discussion: No discussion

Motion Carried: Unanimously

Approval of Oneida County January 2016 Meeting Minutes:

Motion to approve January 2016 meeting minutes.

Vote:

Motioned by: Natalie Zumpano

Seconded by: Rosanne Loparco

Discussion: No discussion

Motion Carried: Unanimously

Madison / Oneida Strategic Alliance:

- Joint discussion on the continuation or termination of the Madison / Oneida strategic alliance.

- Oneida will take the lead on the search committee. Salary based on a percentage of time.

Motion to continue Madison/Oneida strategic alliance:

<i>Vote:</i>	MADISON COUNTY	ONEIDA COUNTY
<i>Motioned by:</i>	Phil Hofmeyer	Rosanne Loparco
<i>Seconded by:</i>	Linda Wimmer	Fritz Scherz
<i>Discussion:</i>	No discussion	No discussion
<i>Motion Carried:</i>	Unanimously	Unanimously

Finance:

- **2015 Year-End Financials (Oneida):**
- Year-end fund balances – Donna Gatto

Motion to accept Oneida County year-end fund balance transfers.

<i>Vote:</i>	
<i>Motioned by:</i>	John Brouillette
<i>Seconded by:</i>	Paul Sears
<i>Discussion:</i>	No discussion
<i>Motion Carried:</i>	Unanimously

Motion to accept Oneida County 2015 year-end financials pending Cornell Administration year-end review.

<i>Vote:</i>	
<i>Motioned by:</i>	Natalie Zumpano
<i>Seconded by:</i>	Rosanne Loparco
<i>Discussion:</i>	No discussion
<i>Motion Carried:</i>	Unanimously

- **2015 Year-End Financials (Madison):**

Motion to accept Madison County year-end fund balance transfers.

<i>Vote:</i>	
<i>Motioned by:</i>	Linda Wimmer
<i>Seconded by:</i>	Nate Durfee
<i>Discussion:</i>	No discussion
<i>Motion Carried:</i>	Unanimously

Motion to accept Madison County 2015 year-end financials pending Cornell Administration year-end review.

Vote:

Motioned by: Tara Truett
Seconded by: Corey Mosher
Discussion: No discussion
Motion Carried: Unanimously

Old Business:

- Head Start (Madison) Request for proposal released in May, potentially to start in July. Relinquish grant to follow steps as directed by Attorney, Merritt Locke
- Annual Meeting / Constitution (Oneida) Pending on approval, no information – under review
- Community Foundation Grant (Oneida)
- Food Hub Building Update (Madison) Agriculture and marketing for local producers in Canastota, NY; updating building with a grant
- CCR&R Director Retirement Update (Oneida) Lorraine Kinney-Kitchen's last day is July 15, 2016

New Business:

- Newsletter (Oneida & Madison)
- Levitt Amp Grant (Oneida) The grant cannot be accepted as per CCE Admin/ County Law 224
- Vacation Accrual (Oneida & Madison) Change job classifications – potential DOL law May 2016, 60-day implementation. Changing employee status from exempt to non-exempt changes employee vacation accrual.
- Standard Working Hours (Oneida & Madison) 35, 37 ½ and 40 hours per work week of various employees. The Board will continue to look at standardizing these hours.
- Tuition / Professional Development Policy (Oneida & Madison) Review
- Credit Card Policy (Oneida & Madison) Review for a standard operating procedure, Travis Smith, Dermody, Burke & Brown, CPAs, LLC will review
- Annual Audit Presentation – Date (Oneida & Madison) June 22 Joint meeting and cancel July Meetings, location will be determined.

Executive Director Report:

- WIC (Oneida & Madison) – MCAP reviewing the current contract. They are concerned that their agency is not able to get Admin money on anything but the first \$25,000.00 of a sub-contract. A proposal was submitted that would allow CCE to continue to provide nutrition education to WIC recipients. The proposal was split between Oneida Madison – approximately \$200K Oneida and 100K Madison. The original agreement was 600K for five years.
- 4H (Oneida & Madison) Restructuring
- Building Renovations (Oneida) HVAC, new ceiling, lighting – Jim Linton is our advocate. Oneida County Department of Social Services did not renew and will move five more employees to our building in Oriskany, NY.

Madison / Oneida Board Presidents Reports:

- Recap meeting with State Extension Specialist

End General Meeting 9:35 PM

Executive Session (Madison County)

Motion to enter Executive Session (Time 9:38 PM)

Vote:

Motioned by:

Seconded by:

Discussion:

Motion Carried:

Motion to Exit Executive Session (Time 10:00)

Vote:

Motioned by:

Seconded by:

Discussion:

Motion Carried:

Executive Session (Oneida County):

Motion to enter Executive Session (Time 9:38 PM)

Vote:

Motioned by:

Seconded by:

Discussion:

Motion Carried:

Motion to Exit Executive Session (Time 10:00)

Vote:

Motioned by:

Seconded by:

Discussion:

Motion Carried:

Adjourn: (Time 10:02p.m.)

Vote:

Motioned by:

Seconded by:

Discussion:

Motion Carried