

Cornell Cooperative Extension of Steuben County
Board of Directors
January 23, 2020

The January 23, 2020 Reorganizational Meeting of the Cornell Cooperative Extension Board of Directors was called to order by President, Pam Colomaio, at 4:35 p.m. in the CCE Offices, Steuben County office building.

Members Present: Pamela Colomaio, Catherine von Hagn, Drew Heisey, Fred Potter, Beth Walter Honadle, Stuart Sammis and Christine Towner

Members Absent: Maria Strinni

Staff Present: Tess McKinley and Robert Shirley

Approval of October 24, 2019: Beth Walter Honadle made a motion to approve the minutes from the October 24, 2019 Board of Directors meeting. Catherine von Hagn seconded the motion. There was no further discussion and the motion was carried unanimously.

Public Comment Period: None

Tess reported the 2020 Program Advisory Committee Election/Appointments.

Program Advisory Committee Reorganizations:

Agriculture and Natural Resources Program Committee:
Elections will be conducted in February 2020 meeting

Drew Heisey
Gary Mahany
Allison Lavine
Greg Muller
Linwood Ford
Robert Nichols
Joe Castrechino

Community Health & Financial Well-Being Program Committee:
Pam Colomaio – Chair, Board of Directors Representative, Finance Committee
Kathy Warren – Secretary, Personnel Committee
Diana Sermonis
Julie Walenta
Caitlin Fuller
Laura Harris Cobb
Stacey O'Dell

4H Program Committee:

Tracey McCaig – Chair

Laura Eckler - Alternate Board of Directors Representative, Personnel Committee

Christine Towner Vice-Chair, Board of Directors Representative

Alissa Cary

Lisa Haight - Finance Committee

Julie Lawson – Secretary

Phil Marsh

2020 Board of Directors Election of Officers:

Motion by Fred Potter to open nominations for President of the 2020 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Stuart Sammis. There was no further discussion and the motion was carried unanimously.

Motion by Fred Potter to nominate Pam Colomaio for the office of the President of the 2020 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Beth Walter Honadle. There was no further discussion and the motion was carried unanimously.

Motion by Fred Potter to close the nominations for President of the 2020 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Stuart Sammis. There was no further discussion and the motion was carried unanimously. Pam Colomaio was unanimously elected President of the 2020 Cornell Cooperative Extension of Steuben County Board of Directors.

Motion by Beth Walter Honadle to open the nominations for Vice-President of the 2020 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Christine Towner. There was no further discussion and the motion was carried unanimously.

Motion by Drew Heisey to nominate Catherine von Hagn for the office of Vice-President of the 2020 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Stuart Sammis. There was no further discussion and the motion was carried unanimously.

Motion by Fred Potter to close the nominations for Vice-President of the 2020 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Drew Heisey. There was no further discussion and the motion was carried unanimously. Catherine von Hagn was unanimously elected Vice-President of the 2020 Cornell Cooperative Extension of Steuben County Board of Directors.

Motion by Stuart Sammis to open the nominations for Treasurer of the 2020 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Catherine von Hagn. There was no further discussion and the motion was carried unanimously.

Motion by Fred Potter to nominate Drew Heisey for the office of Treasurer of the 2020 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Catherine von Hagn. There was no further discussion and the motion was carried unanimously.

Motion by Fred Potter to close nominations for Treasurer of the 2020 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Catherine von Hagn. There was no further discussion and the motion was carried unanimously. Drew Heisey was unanimously elected 2020 treasurer of the Cornell Cooperative Extension of Steuben County Board of Directors.

Motion by Drew Heisey to open nominations for Secretary of the 2020 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Stuart Sammis. There was no further discussion and the motion was carried unanimously.

Motion by Fred Potter to nominate Beth Walter Honadle for the office of Secretary of the 2020 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Catherine von Hagn. There was no further discussion and the motion was carried unanimously.

Motion by Fred Potter to close nominations for Secretary of the 2020 Cornell Cooperative Extension of Steuben County Board of Directors. Second by Stuart Sammis. There was no further discussion and the motion was carried unanimously. Beth Walter Honadle was unanimously elected Secretary of the 2020 Cornell Cooperative Extension of Steuben County Board of Directors.

The 2020 Cornell Cooperative Extension of Steuben County Board of Directors Officers are as follows:

President – Pam Colomaio
Vice-President – Catherine von Hagn
Treasurer – Drew Heisey
Secretary – Beth Walter Honadle

The 2020 Cornell Cooperative Extension of Steuben County Board of Directors decided that the board needed a Finance Committee and Personnel Committee, as the Standing Committees of the Board of Directors. Pam Colomaio, President of the 2020 Cornell Cooperative Extension of Steuben County Board of Directors, appointed the following board members to the two Standing Committees.

Finance Committee:

Drew Heisey - Chair
Pam Colomaio
Beth Walter Honadle
Stuart Sammis
Lisa Haight

Personnel Committee:

Catherine von Hagn - Chair
Gary Mahany
Kathy Warren
Fred Potter
Laura Eckler

It was decided that the association would have the Strategic Planning and Marketing/Events committees as association committees comprised of both board members and staff members. Pam Colomaio, President of the 2020 Cornell Cooperative Extension of Steuben County Board of Directors, appointed the following board members to these committees:

Strategic Planning:

Beth Walter Honadle
Stuart Sammis
Pam Colomaio

Marketing/Events:

Maria Strinni
Catherine von Hagn
Christine Towner

Pam Colomaio made the following appointments to the 2020 Nominating Committee: Stuart Sammis and Catherine von Hagn. This is the maximum number of board members that can serve on this committee. At least three more members for the public will need to be appointed at a later date.

Reports:

Executive Director:

Tess McKinley reported the following to the board:

4H Youth Development

- **Public Presentations** - Public Presentations for Youth are February 22. Toastmasters members will be there as evaluators.
- **Educator** – The two part time positions of an 18 hour position (Loree Symonds who retired) and 30 hour position (Kim Randall) have been combined into one full time 40 hour position. Because a new position was created – the position was advertised and interviews were completed.

Agriculture

- **New Dairy Regional Specialist** – Alycia Drwencke is our new Dairy Specialist and she is housed here in Bath.
- **New Livestock Regional Specialist** – Amy Barkley is our new Livestock Specialist. She will be housed at CCE Erie.
- **Taste FLXPo** – 50 Local farmers and producers will be exhibiting on February 22 at CCC from 5-8 p.m. Things can be purchased from local producers at the event. Admission is only \$10 a person! This is being hosted by Finger Lakes Farm Country, various Chambers of Commerce and CCE.

Nutrition

- **SNAP-ED (FLESNY)** - Justine has moved into the role as Project Director for Southern FLESNY. We hired Olivia Dates for the role of Senior Nutritionist to replace Justine. Olivia started in early January. A contract has been received from OTDA for the Southern FLESNY Grant. Justine is working on setting up meetings with subcontractors and educating staff on new grant requirements.

- **EFNEP** – EFNEP has vacancies around the state – Pat has been covering Steuben and Allegany counties and will be working on training new staff as well, as her supervisor is on medical leave.

Finance

- **Southern Tier Women's Conference** – Had 108 attendees and was well received.
- **Clear the Clutter** – We are doing another Speakers Series this year. This workshop will be in February and will be the first of the series and features Lisa Zawrotny, Productivity and Organization Coach.
- **America Saves Week** – Celebrated February 24-29. We will have a series of workshops and fun events.

2019 Annual Meeting and Gala

There were approximately 50 people at our annual dinner. There was a lot of positive feedback. Any suggestions and feedback is welcome for our 2020 Gala that is scheduled November 13, 2020.

SES Report:

None

Public Affairs Report:

None

Program Area Reports:

- Ag & NR Program Advisory Committee – the committee has not meet since the last meeting. It will meet on February 11, 2020.
- 4-H Youth Development Committee – the committee has not meet since the last meeting. It will meet next week.

Drew Heisey made a motion to go into executive session at 5:12 p.m.

- Human Ecology Committee – the committee met last week. Pam Colomaio reported the following to the board:
 - The committee conducted its annual elections as reported in the summary earlier.
 - The committee talked about the different life skills that is needed to be taught in our community
 - Nancy updated the committee on the successful 2019 Southern Tier Women's Finance Conference and that they are looking for a new venue next year as the Watson Homestead is booked.

- Nancy and Ariel have been trained to implement a grant called Annie's project whose aim is to get female's interested in owning and managing farms.

Old Business:

Tess informed the board that the annual meeting tremendous success based on the feedback and that we made a modest surplus. The board agreed that they thought it was the best one they have attended and liked the trivia format.

Tess explained that the Strategic Planning Committee met before this board meeting to go over the Strategic Plan that Tess updated. Stuart and Beth updated the board on the recommendations that the committee had. Stuart Sammis made a motion to adopt the strategic plan with the recommended changes of the committee. Second by Fred Potter. There was no further discussion and the motion was carried unanimously.

Robert Shirley presented the 2020 proposed budget. He explained that he is very happy with how the budget turned out for 2020. He stressed the key to being able to give employees a cost of living increase and still have a balanced budget was the SFLESNY grant that we received, which he pointed out the budget line items the program pays its share of expenses that the association already pays. The board asked some questions and were relieved that we were able to have a balanced budgeted with added expenses of the regional agriculture teams in 2020. Fred Potter made a motion to accept the proposed 2020 Association Budget as presented. Second by Beth Walter Honadle. There was no further discussion and the motion was carried unanimously.

Tess updated the board that she and Pam decided that a staff retreat helping Pro Action Meals for Wheels senior meal program would be a wonderful way for the staff and board help the community while also getting to know each other better. The afternoon will be spent eating lunch together at Bully Hill. This will take place on March 20, 2020.

New Business:

2020 Authorization to Conduct Business Transactions

Fred Potter made a motion made to accept the following Financial Delegations and Authorizations for the Year 2020. Second by Christine Towner. There was no further discussion and the motion was carried unanimously.

A. Delegation of Authorities and duties to Sub-Committees of the BOD

Finance Committee:

Drew Heisey - Chair
Pam Colomaio
Beth Walter Honadle
Stuart Sammis
Lisa Haight

Personnel Committee:

Catherine von Hagn - Chair
Gary Mahany
Kathy Warren
Fred Potter
Laura Eckler

B. Opening & Closing of Bank Accounts - name of authorized signers

The Board of Directors will approve the opening and closing of bank accounts and authorize the officers of the Board to sign required forms.

C. Authorization for Investment Accounts/Authorization to initiate transactions

The Board of Directors will approve the opening and closing of investment accounts and authorize the Executive Director, Tess McKinley to be the authorized signer on the account.

D. Signing Checks - name of authorized signers

The Board authorizes the following signers for bank accounts, as designated:

Five Star Bank NOW Checking Account (608708976)

Drew Heisey, Treasurer

Bambi Caron, Support Staff

Carla Dawejko, Public Affairs Coordinator

E. Vouchers for payment - name of authorized signers

Vouchers for program/grant expenditures shall be verified by the staff person initiating the expenditure and approved by the appropriate Program Leader.

F. Voucher limits

Vouchers signed by Program Leaders shall not exceed \$500. Vouchers over \$500 shall require the signature of the Executive Director.

Excluding the voucher for the Cornell bill, vouchers signed by the Executive Director shall not exceed \$5,000. Vouchers exceeding \$5,000 shall require the signature of the Executive Director and the Treasurer.

The Executive Director is authorized to sign the voucher for the Cornell bill up to \$60,000.

G. Vouchers to be paid to Executive Director - name of authorized signers

Vouchers to be paid to the Executive Director shall be authorized by the Treasurer.

H. Authorizing Payroll - name of authorized individuals

Tess McKinley
Robert Shirley
Jenny Groen
Justine Cobb
Olivia Dates

I. Executing Program Contracts - name of authorized individuals, stipulate dollar amounts.

To authorize the Executive Director, Tess McKinley to sign all program contracts, up to \$100K. Contracts over this \$100K threshold shall require the signature of CCE-Steuben President

J. Charge Accounts with Local Businesses - authorizing charge accounts with local businesses & names of those authorized to charge items.

The Board authorizes the following local business charge accounts and approves CCE-Steuben staff to use the charge accounts for business purposes:

Tops Friendly Markets	309 W. Morris Street, Bath	607-776-1015
Longwell Lumber & Building Co.	31 W. Steuben Street, Bath	607-776-2713
Bath Plumbing & Hardware	106 Liberty Street, Bath	607-776-3374
Engravers Plus	58 Liberty Street, Bath	607-776-2409
Van Scoter Florist & Greenhouse	7209 State Rte. 54, Bath	607-776-2184
Shirley's Lumber & Building Co.	7285 Route 54, Bath	607-776-2051
Angry Oven Pizza	25 E Steuben St, Bath	607-776-9464
Corning Building Company	346 Park Avenue, Corning	607-936-4299

K. Petty Cash - authorization of petty cash custodians & review of balances

The custodian of the petty cash shall be Bambi Caron, Support Staff. In the event Bambi Caron is unavailable, Carla Dawejko, Public Affairs Coordinator shall be custodian. The balance of cash on hand shall be: petty cash - \$25; program cash - \$50; for a total of \$75 cash on hand.

L. Mileage Reimbursement Rate - approval

The mileage reimbursement rate should be directly tied to the rate recommended by the IRS. The 2020 IRS rate is \$.575 per mile.

M. Newspaper of Record

The Corning Leader and The Evening Tribune are the newspapers of record for the association.

2020 Comprehensive Affirmative Action and Diversity Plan

Tess passed out a copy of the proposed 2020 Comprehensive Affirmative Action and Diversity Plan set forth by CCE Administration. Drew Heisey made a motion to accept the 2020 Comprehensive Affirmative Action and Diversity Plan. Second by Christine Towner. There was no further discussion and the motion was carried unanimously.

2020 Operating Guidelines

Tess passed out a copy of the 2020 Operating Guidelines for Cornell Cooperative Extension of Steuben County. Beth Walter Honadle made motion to accept the 2020 Operating Guidelines with the noted changes. Second by Fred Potter. There was no further discussion and the motion was carried unanimously.

2020 Memoranda of Agreement with Cornell University and Steuben County

Tess presented to the board the 2020 Memoranda of Agreement, which establish the legal arrangements necessary for the operation of the association. The AR agreement is the agreement between the association and the county governing body. The BR agreement is the agreement between the association and Cornell University. The AR agreement, by law, is nonexecutory until the association has completed the BR agreement. Motion by Beth Walter Honadle to authorize Pam Colomaio, President of the Board of Directors, to first sign the BR agreement and then the AR agreement. Second by Stuart Sammis. There was no further discussion and the motion was carried unanimously.

2020 Meeting Dates

The board agreed that the regular monthly meetings will be held on the fourth Thursday of the month at 4:30 p.m. except for May, September, and December in which there will be no meeting. The board will meet on the following dates:

February 27

March 26

April 23

June 25

July 23

August 27

October 22

November 13

The next board meeting will be on Thursday, February 27, 2020 at 4:30 p.m. The Strategic Planning Committee will be meeting beforehand at 3:30 p.m.

Adjourn

Motion by Drew Heisey to adjourn at 6:04 p.m. Second by Fred Potter. There was no further discussion and the motion was carried unanimously.