

Cornell Cooperative Extension Orange County
Board of Director's Meeting – Zoom
June 22, 2020

Minutes

In attendance: Paul Johnson, Gary Johnson, Maggie Smith, Belinda Van Dunk, Everett Collie, Megan Conroy, Gordon Dean, Shelly DeHaan, Scott Demberg, Kristin Jensen, Paul Ruskiewicz. Absence: Jim Conklin, Rob Schreiberis

Staff in attendance: Lucy Joyce, Peggy Kral, Suzy McCormack, Maire Ullrich, Malinda Ware, Shayna Russo, Vivian Monsanto, Maggie May Smith, Jill Van Aken.

Call to Order: Meeting was called to order at 7:30 PM by Board President Dr. Paul Johnson followed by the Pledge of Allegiance.

Reading of the Mission: Scott Demberg

Roll Call: Belinda Van Dunk

NOTE: Dr. Paul Johnson stated in accordance with the Opening Meeting Rules, this meeting, June 22, 2020 is being recorded and is available to the general public. Board president will be making motions and naming the second on motions.

Reading & Approval of the Board Minutes – Motion by Dr. Paul Johnson, seconded by Maggie Smith, to accept and approve the Board of Directors' Minutes from May 26, 2020 as presented. Vote taken; motion passed unanimously.

Call for additional agenda items: None

Correspondence: Letter of resignation from Howard Mills

Program Highlights: Maggie May Smith, 4-H Youth Development Educator Introduced the members to the Incubation & Embryology online series videos started due to the challenging outreach environment. Maggie showed the video of baby chicks being hatched. The chicken video received 538 views due to the school systems participating. The last video of the series is June 25th. Next series will be feature Cat Science Classes.

Program Reports:

- ✓ *4-H Youth Development* – Malinda Ware
 - Maggie's videos were picked up by the schools
 - Static Exhibits – Judging Day July 18th at the Park
 - STEM Camp being planned at the Park – Two plans being developed:
 - Virtual – July 27 – 31, 9 AM – 3 PM
 - In-person – Aug. 17 -21, 9 AM – 3 PM
 - Ages 8 – 12 years
 - Cost pending

- Grant Writing Class – Maggie, DeAnna & Malinda – looking at a 2 year grant
- Power Project – Newburgh; youth focus group developing now; what is it the youth want?
- Warrior Kids – collaboration with Sullivan – Choose Hope
- Maggie – On going projects:
 - Google Classroom project
 - Animal Science Challenge
 - August-September – Animals at the Park if permitted
- District Competition – 13 youth involved
- Teen Program – open applications until Sept. 11th
- Face coverings – 335 distribute in the report; however 360 as of today have been donated. DeAnna has a request for covering for the hearing impaired; working on something to help them out.
- Kindness Rock – Lisa – July 3rd is Rock Day; youth are painting rocks with sayings to be placed in gardens at senior centers, nursing homes, etc.
- Mindful Minute – DeAnna developing and challenging youth
- Thank you to Belinda – attending team meeting once a month
- Debate Team forming – youth choosing the topics
- ✓ *SNAP-Ed* – Shayna Russo
 - Direct Ed – videos are up and running; 15 across the state
 - Hudson Valley staff – First to do video hour in Spanish
 - Entering Year 2 of Grant – plan submitted; in review and approval stage.
 - Technical Assistance – continue to receive positive feedback from OTDA;
 - Rebranding
 - Creating platforms; Cloud platform to share tools;
 - Monthly “meet-ups”
 - Project managers in biweekly conversations with OTDA
 - Developing digital assessment tool and guidance
 - Advising & supporting changing in reporting due to COVID-19
 - Still not permitted to deliver program in person; continue digital.
 - Black BEAN Burger video – 300 views
 - Website is growing.
 - Biggest challenges in the program are collecting data and keeping interests up.
- ✓ *Agriculture* – Maire Ullrich
 - Nourish New York - \$25 million has been put aside to help feed people
 - CCEOC awarded \$119,000 but it is to buy food
 - 60% Dairy purchases
 - When purchasing produce for Outreach Program, 855 must be produced in NY state.
 - Gleaning – Ag staff working in the field – making deliveries
 - \$300,000 Grant filed working with other groups
 - Erik - \$20,000 Grant – Composting/Food at markets
 - USDA – Compost Grant working with DPW, Newburgh
 - MGs had soil distribution today
 - Hand Sanitizer distribution to farmers – Thursday; 2nd round
- ✓ *Family & Consumer Sciences* – Suzy McCormack
 - Partnership with Ramapo Catskill Library – Taking leadership in Resilience Project cross county

- Trained 100 staff at this time
 - Community Café
 - 250 Library staff have attended
 - Cornell intern – working virtual; model of website for all counties
- Discipline Is Not A Dirty Word – delivering virtual
- RAPP – normal groups meeting regularly virtually
 - Intergenerational activities
 - Flavor of Family – virtual
 - Pizza Party & Bingo with families this week
- Outreach – Caitlin – delivering informational sessions; Monroe-Woodbury staff are signed up
- Annemarie - Nourish Your Families – series working with BOCES
- EFNEP – is pulling back services; Annemarie delivered a power point working with 60 educators across the state showing what she is doing and how she is doing it.
- Financial Management – first class tomorrow entitled Money Management in 2020.

President’s Report: Dr. Paul Johnson

- ✓ Resignation of Howard Mills from the board received – thanked Howard for his time.
- ✓ Have open position on the Finance Committee now that Howard has resigned.

Secretary’s Report: Belinda Van Dunk – No Report

Executive Director’s Report: Lucy Joyce

- ✓ Diversity & Inclusion – reviewing members to the board and committees. Diversity Committee looking into deeper education to staffing.
- ✓ Reopening Plan – discuss later
- ✓ Jill Van Aken is back from leave; working part time on Fund Development events.
- ✓ Rain Water Harvest System at Park – Moving equipment from donor to Park today & tomorrow
- ✓ Grant Writing class – Seven (7) staff participating; Thompkins’s County sponsoring
- ✓ Harry Porr Meeting – Meeting with Harry – Paul & Lucy for one hour – two questions:
 - What can we expect?
 - What guidance could he give for the new Budget?
 - He had no guidance on Budget and no increase in Budget
- ✓ Paul talked with Rob – No guidance at this time either; reminder – we are not a county agency but CCEOC serves the entire county.

Report of Liaison Representatives:

- ✓ *Orange County Legislators* – Paul Ruskiewicz
 - Good meeting held with Harry Porr
 - March – sales tax numbers down 24%; April down 25%; full year down average of 8% taken into account the first part of the year numbers when businesses were open.
 - June Opening – hope goes smooth
 - Harry Porr will release money as needed, if available
 - Harry Porr – Budget
 - County agencies receiving 15% now; still not sure if moving up to 20% cut.
- ✓ *Orange County Executive’s Office* – Rob Schreiber – No report.

Committee Reports:

- ❖ *Finance Committee – Maggie Smith*
 - Line of Credit Jeff Bank - \$250,000; 2nd line; 4.5% interest rate, secured. Finance Committee approves and recommends to the board to approve.
Motion by Maggie Smith, seconded by Everett Collie to approve the opening of a 2nd line of credit in the amount of \$250,000 with Jeff Bank as recommended by the Finance Committee. Vote taken; motion passed unanimously.
 - April Financials 2020 –
 - Looking good
 - One concern – SNAP-Ed Grant – reimbursement of voucher 2 for \$300,000 was due May 15th – concern over delay.
Motion by Maggie Smith, seconded by Belinda Van Dunk, to approve and accept the April 2020 Financials as presented. Vote taken; motion passed unanimously.
 - Budget 2021 County Appropriation – Four (4) choices prepared; level funding, 5% reduction, 10% reduction & 20% reduction.
 - Finance Committee is recommending to submit 5% reduction for the 2021 Budget
Motion by Maggie Smith, seconded by Scott Demberg, to submit the 2021 Budget to the County with a 5% reduction as recommended by the Finance Committee. Vote taken; motion passed unanimously.
- ❖ *Personnel Committee – Scott Demberg*
 - No report
 - Meeting dates are being finalized
- ❖ *Strategic Planning Committee – Kristin Jensen*
 - No report
- ❖ *Marketing/Fund Development – Everett Collie*
 - First meeting held
 - Currently looking to refresh Marketing and Website
 - Working internally first; staff structure and procedures
 - Website – refresh
 - Will review in 8 weeks – see where we are and how it is working
- ❖ *Construction Committee – Gary Johnson*
 - No meeting held/ No report

Unfinished Business:

- ✓ *Reopening Plan* – working on finalizing; copy sent for your review
 - County Plan – not developed as yet
 - We will not be taking temperatures of staff or visitors
 - Health Form – to be completed each day by staff prior to coming to work; available electronically. Visitors will also need to complete upon arrival a health form when they sign in.
 - County thought of us as opening in Phase 4
 - Staff concerns – Health issues; child care; not returning to the office as yet
 - Remote programs
 - Trying to use the Park soon
- ✓ *Waiver* – Risk & Waiver of Liability Form issued by PW Wood Insurance carrier
 - Rick Golden has reviewed
 - Our reaction – over the top

- Adam Hughes, CCE State Specialist talked with Paul Johnson and has not heard of concerns from other Associations at this time.
- After much discussion, board members had no concerns or issues moving forward with the form as presented.

New Business: None

Executive Session requested by Board President Paul Johnson – **Motion** to move into Executive Session made by Paul Johnson, seconded by Maggie Smith at 9:08 PM for purpose of President/Employee item. Vote taken; motion passed unanimously. All staff and executive director were excused. Recording of the meeting was also turned off at this point.

Motion to leave Executive Session made by Paul Johnson, seconded by Belinda Van Dunk at 9:42 PM. Vote taken; motion passed unanimously. Executive Session ended.

Motion to adjourn the meeting by Paul Johnson, seconded by Belinda Van Dunk. Vote taken; motion passed unanimously. Meeting adjourned at 9:43 PM.

Respectfully submitted,
Belinda Van Dunk
Board Secretary
Peggy Kral
Recording Secretary

BOD approved 07/27/2020.