

Board of Directors Meeting Minutes September 23, 2020, 6:00 pm

- I. Robert called the meeting to order at 6:05pm.
- II. Roll Call: Robert (P), Amy (P), John K. (P), Jenny (A), Denise (P), Todd (A), JP (P), Marcie (P), Amanda (P), Klu (P), Luisa (A), Dara (P), George (P), Nadia (P), Rob Doherty (A)

Staff present: Colleen, Tara, Nicole

Public Roll Call: NA
- III. About Zoom: This meeting is being recorded. You can use the chat box if you want. Colleen will read for all. Identify yourself when speaking. Votes will be roll called by Nays and Abstentions, all others will be considered Yays.
- IV. Public Comment: NA
- V. JP made a motion, seconded by George to approve the July 2020 meeting minutes. Roll call: Nays: 0 Abstentions: John K Motion carried 10-0-1.
- VI. Sullivan County Legislative Update
- VII. Personnel & Finance Committee
 - a. 6 month financials were not ready
 - b. Tara presented the current finances
 - c. Upgrading Phone System Update: ~\$9,300 per year (approximately annual \$900 increase from current plan)
 - d. Amanda made a motion, seconded by Denise to update Policies 604 Sick Leave, 606 Extended Medical Leave, and 608 FMLA to be gender inclusive.
Roll call: Nays: 0 Abstentions: 0 Motion carried unanimously.
- VIII. Old/new business
 - a. Annual Meeting Reminder: November 18 @ 6pm via zoom. Nadia made a motion, seconded by Marcie to accept and post revisions for CCE membership vote to the 2021 Constitution and Operating Guidelines.
Roll call: Nays: 0 Abstentions: 0 Motion carried unanimously.
 - b. Proposed Correspondence

Building Strong and Vibrant New York Communities

- i. NYS CCE system-wide letter to NYS Governor Andrew Cuomo was reviewed
 - ii. JP made a motion, seconded by Dara to approve and send a letter from board to SullCo Gov't re: 2021 funding

Roll call: Nays: 0 Abstentions: Nadia Motion carried 10-0-1.
- c. Dara made a motion, seconded by Denise to set meeting room capacities, based on ED recommendation of 9' physical distancing space per person (NYS: 6' required, 12' best practice) as follow:
 - North Room: 8
 - Center Room: 6
 - South/Kitchen: 6
 - Lower Classroom: 5
 - Staff Lounge: 3
 - Board Room: 3
 - General CCE Office Space: 23
 - Leased Office Space & CCE Storage (across the hall): 16
 - Elevator: 1
 - Restrooms: 2 in each upstairs restroom

Roll call: Nays: 0 Abstentions: 0 Motion carried unanimously.
- d. Nadia made a motion, seconded by Denise to adopt the updated CCESC Safety Plan as proposed with the following notable changes:
 - i. Requiring face covering to enter the building at all times, with the exception of when employees are seated at their workspace
 - ii. Notes that managing compliance to protocols are tenants' responsibility for their employees
 - iii. Increases physical distancing for in-person, in-door group activities to 9'

Roll call: Nays: 0 Abstentions: 0 Motion carried unanimously.
- e. Marcie made a motion, seconded by George to allow outdoor 4-H Club activities to resume under CCESC safety protocols and approved Club safety planning form to include club safety protocols including but not limiting to masks, distancing, attendance, and acknowledgement of and commitment to safety protocols and guidelines.

Roll call: Nays: 0 Abstentions: 0 Motion carried unanimously.
- f. John made a motion, seconded by Nadia to adopt Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records and that in accordance with Article 57-A: (a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein; (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Roll call: Nays: 0 Abstentions: 0 Motion carried unanimously.

- IX. Nadia made a motion, seconded by Denise to adjourn at 6:57pm.
Roll call: Nays: 0 Abstentions: 0 Motion carried unanimously.