

Cornell Cooperative Extension Orange County
Board of Director's Meeting – Zoom
October 26, 2020

Minutes

In attendance: Paul Johnson, Gary Johnson, Belinda Van Dunk, Everett Collie, Megan Conroy, Gordon Dean, Shelly DeHaan, Scott Demberg, Kristin Jensen, Paul Ruszkiewicz. **Absence:** Jim Conklin, Rob Schreibeis.

Staff in attendance: Lucy Joyce, Peggy Kral, Suzy McCormack, Maire Ullrich, Malinda Ware, Shayna Russo, Vivian Monsanto, Stiles Najac, Steven Alihonou.

Guests: Jerry Mickelson & Lindsey Donahue, Insero & Co.

Call to Order: Meeting was called to order by Board President, Dr. Paul Johnson at 7:31 PM followed by the Pledge of Allegiance.

Roll Call: Belinda Van Dunk

Reading and Approval of Minutes:

Motion by Everett Collie, seconded by Shelly DeHaan, to accept and approve the September 28, 2020 Board of Directors Minutes as presented. Vote taken; motion passed unanimously.

Call for Additional Agenda Items: None

Correspondence: None

Audit Report: Insero & Co., Jerry Mickelson and Lindsey Donahue

Jerry Mickelson:

- ✓ Meeting held with the full Audit Committee reviewing the full report
- ✓ Executive Summary reviewed
- ✓ Successful audit
- ✓ Thank you for patience working remotely
- ✓ Single audit to be done in about 3 weeks (mid-November)
- ✓ PowerPoint presentation viewed
- ✓ No weaknesses
- ✓ Key changes:
 - Revenue contracts
 - Review recognition

Lindsey Donahue:

- ✓ Reviewed the 2019 Audit Report per PowerPoint
- ✓ Noted:
 - Large decrease in Receivables
 - Large decrease in Deferred Income
 - Donor restrictions – changes due to Revenue Recognition
 - Decrease in Federal Grants & Contracts
 - Decrease in Expenses

- Net Income in 2019
- ✓ Reviewed the 5 year Financial Statement Analysis
- ✓ Reviewed the 5 year Statement of Activities
- ✓ Reviewed the 5 year Functional Expenses
- ✓ Reviewed the 5 year Cash Flow Report
- ✓ Reviewed the 5 year Revenue & Expense
- ✓ All performance obligations satisfied.
- ✓ Investments – Lower compared to previous year.
- ✓ Liabilities – very strong
- ✓ Subsequent Event – COVID – change in funders make look different next year.
- ✓ Motion by Gordon Dean, seconded by Gary Johnson to accept the Audit Report as presented.
Vote taken; motion passed unanimously.

Program Highlights: Shayna Russo, Project Manager SNAP-Ed & Steven Alihonou, Sr. Resource Educator, TA Program: Shayna

- ✓ SNAP-Ed is direct education program
- ✓ TA – Technical Assistance covering:
 - Professional Development
 - Social Marketing
 - Report & Evaluation
- ✓ Working with 18 agencies; 4 contracts; OTDA
- ✓ Serve educators; managers
- ✓ Outcomes of our Experiment:
 - 10 Statewide Workgroups
 - 6 Facilitated Educator Meet-up; 80-130 people
 - 8 PSE Meetings (JSI Partner)
 - 6 Civil Rights trainings; All 160 team members trained
 - 14 Facilitated Program Manger Meetings with OTDA (2 a month)
 - Conclusion: Stronger Together
- ✓ Social Marketing – influence behaviors that benefit individuals
- ✓ SNAP- Ed – Save Time. Save Money. Eat Healthy
- ✓ Website, Facebook, Instagram, YouTube

Reporting/Evaluation: Steven

- ✓ Reporting & Evaluation is:
 - Tracking
 - Documenting
 - Making Impact
- ✓ Web based system entitled PEARS – Program Evaluation And Reporting System
 - Guidance on daily reporting
 - Monthly PEARS meetings
 - Quarterly report design and support
 - Quality control for federal reporting
- ✓ Whole state of New York – supplied by SNAP-Ed Orange

Program Reports: Written

- ❖ 4-H Youth Development – Malinda Ware
 - Reduction In Force – lost 2 staff and 1 staff with reduced hours
 - Healing & team building

- Virtual platforms being used
- Animal Shows by Maggie Smith – Hybrid
- Computer Science by Kathy Leo – 2nd & 4th Tuesdays; virtual sessions
- Robotics meeting in person – Kathy Leo
- TLCD – DeAnna Matthews – meeting regularly
- Intern in Newburgh – revising Debate Team
- Volunteer Plan – recruiting volunteers to work with
 - Trainings being set up including Sexual Harassment & Civil Rights
 - Working with MGs/Natural Resources
- Ulster & Orange – Local youth in Newburgh with a pilot program on racism/ inclusiveness; every Tuesday meeting with group.
- Reenrollment is very low; need to promote enrollment.
- No club meeting in homes – virtual and outdoor meetings; safe plan to be submitted by each club to meet.
- Animal Science for 2021 – Cat Science – Maggie Smith
- Newburgh Armory – Mr. Kaplan/Program Leader – proposal to meet and work together; 650 youth go thru building – collaboration forming. Programs will launch after the new year.
- Newburgh North High & Free Academy West – foot in the door with plans developing for beginning of 2021.
- ❖ SNAP-Ed – Shayna Russo
 - Written Report
 - Great Team
 - 27 Program opportunities since October
 - New year – Text2B Healthy Pilot Program
- ❖ Agriculture – Maire Ullrich
 - Nourish New York – complete end of this week; spent \$119,000; 15% Administrative cost; built new relationships.
 - Staff changes – Rachel Moody reduced to half time; has now resigned her position and last day will be Nov. 30th.
 - GAPs & Food Safety – Nathaniel – Teaching & developing Safety Procedures
 - Foundation of Hemp – 2 classes per week starting in November through December – basic foundations
 - In-service for staff; virtual next week. Winter will be distance learning
 - Equine Wine – cancelled/ no sign ups.
 - Make & Take pumpkin – sold out; holiday Make & Take in December.
- ❖ Family & Consumer Sciences – Suzy McCormack
 - Written Report
 - Staff changes – healing priority
 - Discipline IS Not A Dirty Word –
 - Re-do/Updated the program by staff
 - Fall train the trainer; \$75 fee; new format – more people participating this way; school district working with child development
 - RAPP – staff changes
 - Making connections in community (partners)
 - Dept. of Social Service – RAPP sub groups
 - Office of Children & Family Service funding ended

- PASTA (Parenting A Second Time Around) Program – virtually; video tape parts; DSS partnership
- EFNEP – New Year started; transition to new platform; Annemarie Stephens superstar; hit the road running for 2021.
- Meghan Young and Annemarie Stephens attending NEAFCS conference – Virtually.
- Resilience with Delaware County conference – virtual in December statewide
- Wellness Challenges- Hydration for October.

President’s Report: Dr. Paul Johnson

- ✓ Agenda modifications as recommended.
- ✓ No further report.

Secretary’s Report: Belinda Van Dunk: No Report

Executive Director’s Report: Lucy Joyce

- ✓ Written Report
- ✓ Taking classes as recommended thru CU Learn – excellent building teams.
- ✓ Will be reaching out to the board members to meet with.

Report of Liaison Representatives

- Orange County Legislators – Paul Ruskiewicz
 - Budget Hearings – E&E Committee
 - Accepted CCEOC Budget with 5% cut – no adjustments; no further cuts at this time but may happen.
 - State funding uncertain
 - Second COVID wave in County?? – numbers have gone up

Committee Reports

- ✓ Finance – Gary Johnson
 - Meeting held prior to Board meeting
 - September Financials – Reviewed; include ½ of 4th quarter appropriation
 - Motion by Gary Johnson, seconded by Megan Conroy to accept the September Financials as presented. Vote taken; motion passed unanimously.
 - 2021 Budget – Thank you to Paul Ruskiewicz for all he does and his support.
 - Gleanmobile Vehicles:
 - New Truck is in service – working well.
 - New Van is ready; down payment of \$5,000
 - Options
 - Purchase price buy out
 - 0% Financing for 10-12 months (additional \$1,200 Deposit)
 - Walk away and lose down payment
 - Motion by Gary Johnson, seconded by Shelly DeHaan to purchase the new Van for the Gleaning Program by financing at 0% interest rate for 10-12 months and the additional \$1,200 deposit. Vote taken; motion passed unanimously.
- ✓ Personnel – Scott Demberg – No meetings held.
- ✓ Strategic Planning – Kristin Jensen – No meetings held.
- ✓ Nominating Committee – Kristin Jensen
 - More candidates than open spots

- Slate:
 - Dr. Irina Gelman – 3-year term
 - Wynn Klosky – 3-year term
 - Noel Spencer – 1-year term
 - Richard Mayfield – on hold
 - Shelly DeHaan – re-elect 3-year term
 - Scott Demberg – re-elect 3-year term
- Virtual meeting, Dec. 7th
- Voting to be determined – presently by mail
- Time of meeting 7:30 PM.
- ✓ Marketing/Fund Development – Everett Collie – No meetings held.
- ✓ Construction Committee – Gary Johnson
 - Rain Harvest Water System contracts signed; bills being submitted.
 - Committee will work on Budget.

Unfinished Business:

- ✓ Gleaning Vehicle – Old truck not sold as yet. No responses to the 3 Bid advertisements; selling on our own.

New Business:

- ✓ SNAP-Ed NY Nutritional Food Donation Pilot Program
 - Increase nutrition through the Gleaning program
 - Utilize produce during the winter months
 - Perfect fit; food rescue; use food wisely
 - Shayna & Stiles – connection
 - \$120,000 add to SNAP-Ed Grant for this pilot program
 - Gap over the winter
 - Foods for healthy plate
 - Hudson Valley only
 - Nutrition educator
 - Process the food during the season (OTDA funds)
 - Foods in Hudson Valley – freeze and distribute during the winter months
 - Four (4) year pilot program project
 - Focus/knowledge base; find the gaps and how to work it out
 - With the amendment, cover \$50,000 core funding/salaries
- ✓ Resolution: Motion by Gary Johnson, seconded by Everett Collie to approve and support the 4-year SNAP-Ed NY Nutritional Food Donation Pilot Program amendment as presented. Vote taken; motion passed unanimously.

Adjournment: Motion by Shelly DeHaan, seconded by Paul Ruszkiewicz adjourn the meeting. Vote taken; motion passed unanimously. Meeting adjourned at 9:03 PM.

Respectfully submitted,

Belinda Van Dunk

Board Secretary

Peggy Kral

Recording Secretary

BOD approved 11/30/2020