

Draft
Cornell Cooperative Extension of St. Lawrence County
Board of Directors Meeting
May 25, 2023, 6:00 p.m.
Extension Learning Farm – Front Classroom

Board Members Present: Larry Denesha, Lori Sheffield, Sarah Bentley-Garfinkle, Gavin MacKellar, Loni Recker, Patty Gilbert, Sharon Poole, Lynzie Schulte, Bob Zufall, Pete Smith.

Absent: Paul O'Connor, Mark White, Mark Berninghausen, Tina Cobb.

Staff Present: Patrick Ames, Erin Farrell, Casey Caswell, Nick Hamilton-Honey, Kayla Gugin, Nolan Rishe.

1. Call to Order:

Lori Sheffield, Vice-President, called the meeting to order at 6:03 p.m.

Patrick Ames announced to the board that a few staff members would be presenting a program update.

Nick Hamilton-Honey and Nolan Rishe gave a program update on the Clean Energy Hub partnership. Nolan explained his recent work connecting with community members about heat pumps to make homes more efficient and outreach for energy programs. He also explained that he was going to tabling events and meeting with other organizations to continue to spread awareness of the available programs.

2. Approval of March 23, 2023 Minutes:

Patty Gilbert made a motion to approve the board meeting minutes as written (attached). Loni Recker seconded. All in favor, motion carried.

3. Finance:

3.1. Financial Reports – Financial Dated March 31st, 2023

Patrick Ames gave an overview of the Statement of Operations and Balance sheet. He said that the Association currently had more cash on hand and more paid contracts than he was expecting at this point in the year.

Lori Sheffield asked if there were any questions on the financial reports.

Seeing no questions, Gavin MacKellar made a motion to approve the financial reports as presented (attached). Sarah Bentley-Garfinkle seconded. All in favor, motion carried.

3.2. Financial Resolutions

Patrick Ames presented Resolution #2023-18 to the board (attached).

Gavin MacKellar motioned to approve Resolution #2022-18. Larry Denesha seconded. All in favor, motion carried.

Patrick Ames presented Resolutions #2023-19, to the board (attached).

Sarah Bentley-Garfinkle motioned to approve Resolution #2022-19. Bob Zufall seconded. All in favor, motion carried.

Patrick Ames presented Resolutions #2023-20 to the board (attached).

Loni Recker motioned to approve Resolution #2022-20. Patty Gilbert seconded. All in favor, motion carried.

4. Unfinished Business:

None.

5. New Business:

5.1. Policy 604 Sick Leave

Patrick Ames explained that the Association was proposing to change Policy 604 Sick Leave (attached) to adjust the maximum accrual for sick days from 200 to 224.

Gavin MacKellar asked if there was a cost to Extension to make this change. Patrick said that no, it was not a liability, just a benefit to encourage employees to stay with the Association long term.

Pete Smith motioned to approve Policy 604. Patty Gilbert seconded. All in favor, motion carried.

5.2. Policy 603 Vacation

Patrick Ames explained to the board that the Association was proposing to update the vacation policy from requiring non-exempt staff from using their vacation time in half or full day increments to hourly increments. Patrick explained that most programs required staff to be flexible with their work hours sometimes working late nights and weekends, and that he wanted to offer that same flexibility back to staff with their vacation time.

Larry Denesha motioned to approve Policy 603. Loni Recker seconded. All in favor, motion carried.

5.3. County Animal Response Team Fundraiser

Patrick explained that St. Lawrence County Animal Response Team was currently raising funds for a CART trailer, stocked with supplies, that could be used during emergencies to establish animal shelters. Patrick explained that it is mandated by NY State that every County establish a CART. CCE of St. Lawrence holds a position on the CART steering committee and has been active in establishing a CART plan, volunteer recruitment and training. Patrick explained that CART wanted to appoint Extension as the non-profit to manage funds for the trailer fundraiser. He went on to explained that once CART had reached its fundraising goal, CCE would purchase the trailer as an expense but that the County would immediately take ownership of it. At that point in time Emergency Services would be responsible for registering, insuring, and maintaining the trailer. No further financial obligation would be required of CCE. Patrick has vetted this process with the Association's auditor who has helped outline the process.

Patty Gilbert made a motion to approve CCE as the non-profit to receive and manage funds for the CART trailer fundraiser. Sarah Bentley-Garfinkle seconded. All in favor, motion carried.

5.4. September Meeting Change, September 21st vs. 28th

Patrick explained that he was hoping to change the meeting date for the Annual meeting from September 28th to September 21st in order to accommodate the single audit presentation by Dermody, Burke and Brown.

Bob Zufall made a motion to approve the September board meeting change. Patty Gilbert seconded. All in favor, motion carried.

6. Reports:

6.1. Legislative Representative:

Larry Denesha gave his legislative report to the board. He explained that the county had started the budget, which would include funding for childcare and CDL training.

6.2. Executive Director

6.2.1. Strategic Planning for the Extension Learning Farm

Patrick Ames said that Extension had begun the planning process for the future of the farm, with the help of Matilda Larson from the St. Lawrence County Planning

Office. Key staff and board members were invited to participate and share their ideas. Patrick said that he made a template for concepts for change in the future so that staff could submit their ideas for review.

6.2.2. Grant Updates

Patrick Ames announced grant updates with the board.

6.2.3. Facility/ARPA Updates

Patrick announced that the new Ag Studies Academy classroom was almost complete and invited board members to inspect it after the meeting.

6.3. Program Reports

4-H Youth and Family team leader Tamara Hill was not present for the meeting but had Patrick hand out a program report to all board members (attached).

Casey Caswell gave a SNAP-Ed program report (attached). She announced that the Fruit and Vegetable Prescription Program had been expanded and that educators were transitioning to farmer's market workshops.

7. Adjournment:

Bob Zufall moved to adjourn the meeting; Sarah Bentley-Garfinkle seconded. All in favor, motion carried. Meeting adjourned at 8:09 p.m.