



Cornell University
 Cooperative Extension
 Oneida County

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November 30, 2023, Board Meeting Minutes

Date: November 30, 2023

Meeting Time: 6:00PM

Location: CCE, 121 Second Street, Oriskany, N.Y. 13424

	Count	Board Member	Position	Term	Expiration
	1	Sue Carvelli	President – Rome Community Schools / BOCES	2	12/31/2025
	2	Anna Weeks	Vice President –STEM / Community Connections	1	12/31/2024
	3	Elizabeth Hawkes	Treasurer / Finance / Beef	1	12/31/2023
	4	Aimee MacLagger	Secretary / Fund Development	2	12/31/2024
	5	Julie Berry	At-Large/ Cornell / CALS	1	12/31/2023
X	6	Jennifer McCullough	At-Large / STEM	1	12/31/2024
	7	Dennis Osborne	At-Large / Master Gardener	2	12/31/2024
	8	Wally Ramsey	At-Large / STEM	2	12/31/2024
	9	Howard Regner	At-Large Agriculture / Farm / Education	1	12/31/2025
X	10	Debbie Spinella	At-Large Agriculture / Education	1	12/31/2024
	11	Hollie Wolanski	At-Large 4H / Dog Obedience / Education	1	12/31/2024
	12	Dick Presky	Appointed / Insurance / Genesis	1	12/31/2023
X	Appointed	George Joseph	Legislative Representative	N/A	N/A
<small>zoom</small>	Appointed	Danielle Hautaniemi	State Extension Specialist	N/A	N/A

2023 Board Schedule

Date	Description
January 26	Reorganization Board Meeting
February 23	Committee Meetings
March 23	Board Meeting
April 27	Committee Meetings
May 25	Board Meeting
June 22	Board Meeting
July 27	No Board Meeting – Legislative BBQ at Boonville Fairgrounds – CCE Board Members encouraged to attend
August	No Meeting Scheduled

September	28	Board Meeting
October	26	Annual Meeting – North Star Orchards
November	30	Board Meeting
December		No Meeting Scheduled

Staff/Community Attendance

1	Mary Beth McEwen	Executive Director	CCE
2	Terri Harrison	Office Manager	CCE
3	Bonnie Backman	SBN Finance Lead / Finance Manager	CCE
4	Lori North	SBN Human Resources / Director of Operations	CCE
5	Marty Broccoli	Ag / AED	CCE

Call to Order: (6:04PM)

Pledge of Allegiance

Danielle Hautaniemi was introduced, via zoom, to all that were present in the meeting.

Finance:

- Review Preliminary 2023 3rd Quarter financials – Bonnie Backman
- 4H Club carryover:
 - Oneida Equine Club - \$1,977.00
 - Teen Council - \$12,805.49
 - Foothills Saddle Club - \$800.00
 - Barbwire - \$1,501.18

Motion to approve the 4H club carryover funds.

Vote:

Motioned by: Dick Presky
Seconded by: Elizabeth Hawkes
Discussion: No discussion
Motion Carried: Unanimous

Staff Presentation

Marty Broccoli – AG / AED presented giving an overview of the AG and AED Departments and the programs that they are working on. AI, Artificial intelligence was brought up to keep abreast of new ideas and upcoming benefits for the farming community.

Approval of Meeting Minutes:

Motion to approve September 28, 2023, Board meeting minutes.

Vote:

<i>Motioned by:</i>	Amy MacLagger
<i>Seconded by:</i>	Dennis Osborne
<i>Discussion:</i>	No discussion
<i>Motion Carried:</i>	Unanimous

Board President's Report:

- Thank you to outgoing Board members: Julie Berry, Elizabeth Hawkes, Jennifer McCullough. We also recognized previous Board Member Kevin Lewis who recently passed – wonderful person.
- Confirmation of new Board members who will be joining the Board in January: Cathy Cucharale, Rosanne Loparco, Dick Presky, Paul Sears
- CCE Administration Annual Financial Review from Cornell University. The Extension Administration financial review expressed concerns that the sweep account was not insured/protected. However, the funds are protected (as per the recent presentation to the Board by Adirondack Bank). The review also noted that perhaps we should consider the sweep account and checking account as 2 separate entities. After reviewing this with the auditor from Dermody, Burke & Brown, we are confident that this is being handled in the optimal manner.
- Danielle, a State Extension Specialist from Extension Administration spoke about reaccreditation, shared links with Mary Beth and Sue, and spoke about the in-depth review process. A survey will be sent to staff, community partners and other Executive Directors who work with Mary Beth.

Executive Director's Report:

- Election disclosure - Mary Beth was elected to the town council in Vienna.
- Regional Navigator Award – CCE received a \$6,000.00 grant to educate Farmers and Property Owners
- FMPP Award – this 3 year, \$207,000.00 grant will allow CCE to continue to focus on the OCPM online sales platform and have additional pick up days at the Market, we will also form a cultural advisory committee to build cultural awareness.
- June 2024 audit presentation – June 27, 2024, Auditors will present the 2023 audited financial statements.
- CCE Extension Administration Leadership Change – Chris Watkins is no longer CCE Extension Director. Andy Turner will fill the position starting December 1, 2023. Andy is a former 4-H educator, a former Executive Director of CCE Columbia/Greene, and the Statewide 4H director.

- Naming County Symbols – 6th graders from around Oneida County voted on three Oneida County symbols, the bird, tree, and flower. The winners are the following: tufted titmouse, red maple, and the trillium.
- Staffing Updates – there are two SNAP-ed positions currently open. Candidates must have a nutrition background. The SBN HR lead position is still posted. We have received good candidates with the background experience but have not been successful in filling the position thus far. Therefore, we are also posting a HR Generalist position. Jeff Miller will be retiring 12.28.2023; difficult to fill his position; two staff members were training but both did not continue. A resource educator requires a master’s degree.
- Oneida County Thank you, we have been level funded and \$6.5 million in funding for the building expansion project was approved.

Executive Session if Required: Time (7:23PM) – Personnel

Motion to Enter Executive Session.

Vote:

Motioned by: Elizabeth Hawkes
Seconded by: Julie Berry
Discussion: No discussion
Motion Carried: Unanimous

Motion to Exit Executive Session. Time (7:46PM)

Vote:

Motioned by: Elizabeth Hawkes
Seconded by: Dick Presky
Discussion: No discussion
Motion Carried: Unanimous

Motion to approve a 2023 employee retention allowance up to 5% qualified staff member’s salary for all staff and a 3% increase in pay for qualified staff members.

Vote:

Motioned by: Elizabeth Hawkes
Seconded by: Julie Berry
Discussion: No discussion
Motion Carried: Unanimous

Adjourn: Time: (7:47PM)

Motion to Adjourn

Vote:

Motioned by: Julie Berry
Seconded by: Elizabeth Hawkes
Discussion: No discussion
Motion Carried: Unanimous

Adjourn: Time: (7:47PM)

Motion to Adjourn

Vote:

Motioned by: Julie Berry
Seconded by: Elizabeth Hawkes
Discussion: No discussion
Motion Carried: Unanimous