



Cornell University
 Cooperative Extension
 Oneida County

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 Oriskany, NY 13424-3924
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January 25, 2024 Board Meeting Minutes

Date: January 25, 2024

Time: 6:00PM

Location: CCE OC, 121 Second Street, Oriskany, NY 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	Aimee MacLagger	Secretary / Fund Development	2	12/31/2024
	4	Cathy Cucharale	At-Large / Community Development / Business	1	12/31/2026
	5	Rosanne Loparco	At-Large / Master Gardener / Finance	1	12/31/2026
X	6	Dennis Osborne	At-Large / Master Gardener	2	12/31/2024
	7	Dick Presky	At-Large / Insurance	1	12/31/2026
X	8	Wally Ramsey	At-Large / STEM	2	12/31/2024
	9	Howard Regner	At-Large Agriculture / Farm / Education	1	12/31/2025
X	10	Paul Sears	At-Large / Master Gardener / STEM	1	12/31/2026
X	11	Debbie Spinella	At-Large Agriculture / Education	1	12/31/2024
	12	Hollie Wolanski	At-Large 4H / Dog Obedience / Education	1	12/31/2024
	Appointed	George Joseph	Legislative Representative	N/A	N/A
X	Appointed	Danielle Hautaniemi	State Extension Specialist	N/A	N/A

2024 Board Schedule

Date	Description
January 25	Reorganization Board Meeting
February 22	Committee Meetings / Board Orientation, HR 5-6:00PM, Program 6-8:00PM
March 28	Board Meeting – Meet and Greet, 5:30PM, Board Meeting 6:00PM
April 25	Committee Meetings, HR 5-6:00PM, Program 6-7:00
May 23	Board Meeting
June 27	Board Meeting – Audit Presentation, Dermody, Burke & Brown
July 25	Committee – Boonville Fair Legislative BBQ
August	No Meeting Scheduled

September	26	Board Meeting
October	24	Annual Meeting
November	21	Board Meeting
December		No Meeting Scheduled

Staff/Community Attendance

1	Mary Beth McEwen	Executive Director	CCE Oneida County
2	Terri Harrison	Office Manager	CCE Oneida County
3	Bonnie Backman	SBN Finance	CCE Oneida County
4	Lori North	Human Resources	CCE Oneida County
5	Donna Gatto	Finance	CCE Oneida County

Call to Order: (6:10PM)

- Pledge of Allegiance
- Introductions: everyone introduced themselves to the group

Motion to approve the 2024 Cornell Cooperative Extension Board of Directors meeting dates:

Vote:

Motioned by: Howard Regner
Seconded by: Dick Presky
Discussion: No discussion
Motion Carried: Unanimous

Approval of Meeting Minutes:

Motion to approve November 30, 2023, Board meeting minutes.

Vote:

Motioned by: Dick Presky
Seconded by: Anna Weeks
Discussion: No discussion
Motion Carried: Unanimous

Finance:

- Review 3rd Quarter financials – Bonnie Backman – Bonnie presented a preliminary review at the November 30, 2023 Board meeting. There were no changes subsequent to her presentation.

Motion to accept the 2023 3rd quarter financials. Bonnie presented and mentioned profit loss equals to the wording income statements.

Vote:

Motioned by: Aimee MacLagger
Seconded by: Hollie Wolanski
Discussion: No discussion
Motion Carried: Unanimous

- 2024 Budget Presentation – Donna Gatto

Motion to accept the CCE Oneida County 2024 budget:

Vote:

Motioned by: Anna Weeks
Seconded by: Dick Presky
Discussion: No discussion
Motion Carried: Unanimous

- Board Member Fiscal Responsibility – Bonnie Backman

CONSENT AGENDA ITEMS A THROUGH K

Vote:

Motioned by: Howard Regner
Seconded by: Anna Weeks
Discussion: No discussion
Motion Carried: Unanimous

A Review & Authorize annual policy/plans under the following consent agenda:

- Review and authorize 2024 CCE Volunteer Agreement & Code of Conduct
- Review and authorize 2024 Confidentiality Agreement
- Review and authorize 2024 Conflict of Interest
- Review and authorize 2024 Acknowledgement of Risk Waiver
- Review and authorize 2024 Code of Ethics

- Review and authorize 2024 CCE Oneida County Affirmative Action Diversity and Inclusion Plan
- Acknowledge review & receipt of FORM Code 104; Organizational & Financial Leadership in Extension Associations; Financial Responsibilities of Associations Board of Directors
- Review and authorize 2024 Emergency Management Plan
- Review and authorize 2024 Operating Guidelines
- Review and authorize 2024 MI-1 Record Retention Policy per FORM Code 1705: Retention of Records
- Review and authorize Policy and Procedure Manual

B Authorizations given to President and/or Executive Director:

- Memorandum of Agreement with Oneida County (AR)
- Memorandum of Agreement with Cornell University (BR), Executive Directors meeting was announced ‘there will be no changes from the 2023 Memorandum of Agreement for 2024
- Subcontracts within the CCE System
- All other contracts including with other Associations, Agencies and Funders.

C Authorized signers for Treasurer on bank accounts, loans, and other financial transactions including signing checks:

- President
- Vice President

D Authorized support staff to act as assistants to the treasurer (selected by treasurer) (ex: open and close bank accounts with Board approval:

- Donna Gatto
- Bonnie Backman
- Shelby Coon
- Troy Campbell
- Terri Harrison

E Authorize limits on Transactions and Accounts:

- Checks over \$10,000.00 require two signatures.
- The Executive Director or her designee may authorize transfers for payroll, up to \$400,000.
- Limit of \$100,000 transferred from one account to another without signature of a board member.
- Checks in excess of \$10,000 require an authorized board member’s signature

F Authority to be signature on disbursement vouchers:

- Mary Beth McEwen - Executive Director
- Richelle Singer
- Carol Watkins
- Lisa Farney
- Celeste Oppito
- Marty Broccoli
- John Adams
- Roberta Oram
- Olivia Raynard

G Authority for Petty Cash Fund:

- Maintain a Petty Cash Fund not to exceed \$500.00, *replenish as needed to maintain balance up to \$500.00.*
- Appoint Linda Wimmer and Karla Del Rio as Petty Cash Custodians.

H Authority to Executive Director, Program Team Leaders and Program Leaders:

- Establish performance appraisal process for association employees.
- Maintain up-to-date position descriptions for each authorized position.
- Assure adherence to established policy.

I Authorization to renew Line of Credit at Adirondack Bank for \$750,000.00:

- Authorized signers – Mary Beth McEwen, Board President, Board Vice-President, Board Treasurer

J Authorization to maintain charge accounts and open new accounts authorized by the Executive Director:

- Price Chopper
- George's Greenhouse
- Jay-K Lumber
- Lowes
- Olney's

K Designation of Official CCE Oneida Newspapers

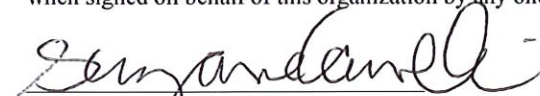
- Rome Sentinel
- The Utica Observer Dispatch

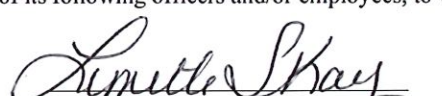
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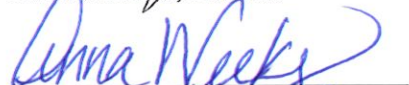
K RESOLUTION FOR BANKING ACCOUNTS

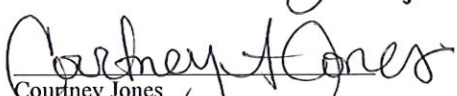
I HEREBY CERTIFY to the following bank: Adirondack Bank, that at a meeting of the Board of Directors of Cornell Cooperative Extension Association of Oneida County, a not-for-profit Organization organized under the laws of the State of New York duly called (a quorum being present) and held at the office of said organization at 121 Second Street, Oriskany, New York 13424 on the 25th day of January 2024. THE FOLLOWING resolutions were duly adopted and are now in full force and effect:

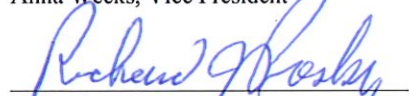
RESOLVED, that the above bank be designated as depositors of this organization and that all checks, notes, drafts, bills of exchange, acceptances, undertakings or other orders for the payment of money from the accounts of this organization with the said Bank, including any payments by the Bank which might exceed the amount of funds of the organization then on deposit, may be honored by the said Bank when signed on behalf of this organization by any one of its following officers and/or employees, to wit:

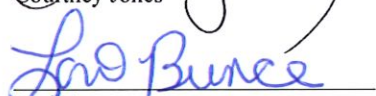

Suzanne Carvelli, President



Lynette Kay


Anna Weeks, Vice President



Courtney Jones



Richard Presky, Treasurer


Lori Bunce


Karla Del Rio


Brittany Amore


Alex Harrington


Holly Wise


Teresa Harrison


RESOLVED, that the above Banks, are hereby authorized to pay any such orders and also to receive the same for credit of or in payment from the payee or any other holder without inquiry as to the circumstances of issue or the disposition of the proceeds even if drawn to the individual order of any signing officer or tendered in payment of his individual obligation.

RESOLVED, that the foregoing powers and authority will continue until written notice of revocation has been delivered to the above Banks.

RESOLVED, that the secretary to this organization be and he/she is authorized to certify to the above Banks, the foregoing resolutions and that the provisions thereof and in conformity with the charter and by-laws of this organization.

I FURTHER CERTIFY that there is no provision in the charter or by-laws of said organization limiting the power of the board of directors to pass the foregoing resolutions and that the same are in conformity with the provisions of said charter and by-laws.

IN WITNESS WHEREOF, I have hereunto set my hand as secretary of said organization this 25th day of January 2024.


Aimee MacLaggen, Secretary

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Elect 2024 CCE Officers:

2023 Slate of officers:

President:	Suzanne Carvelli
Vice-President:	Anna Weeks
Secretary:	Aimee MacLagger
Treasurer:	Elizabeth Hawkes

Nominations:

2024 Slate of Officers:

Aimee MacLagger nominates Suzanne Carvelli for president; Suzanne Carvelli nominates Anna Weeks for vice president; Suzanne Carvelli nominates Aimee MacLagger for secretary and Anna Weeks nominates Dick Presky as treasurer. All nominees accepted the position.

President:	Suzanne Carvelli
Vice-President:	Anna Weeks
Secretary:	Aimee MacLagger
Treasurer:	Dick Presky

Motion to approve slate of officers:

Vote:

<i>Motioned by:</i>	Rosanne Loparco
<i>Seconded by:</i>	Howard Regner
<i>Discussion:</i>	No discussion
<i>Motion Carried:</i>	Unanimous

Board President's Report:

- Committee review and assignment: Finance, Human Resource, Programming, Nominating. Please send your committee requests to Mary Beth McEwen if you are interested in a certain committee to attend.
- Reaccreditation: long process, no presentation since Danielle Hautaniemi was unable to attend. Reschedule and date will be forthcoming.

New Business:

- Plans of Work are uploaded to the Board website for your review. The plans of work are departmental and will be discussed in detail at the next Committee meeting.

Executive Director’s Report:

- Lobby Days were held on Sunday, January 21, 2024 through January 23, 2024 in Albany, NY to discuss with Legislators our Law 224. We received positive responses from all that we spoke with during the discussions. CCE Oneida County is one of the top four largest CCE’s; 1) Suffolk, 2) Tomkins, 3) Oneida, 4) Orange.
- Staffing update: the Ag Lead has been filled by Celeste Oppito. Grants were mentioned to search for drones through Agriculture. CCE OC did have a drone grant in the past. Eventually Celeste will be going out to Farms.
SNAP Ed Herkimer has been filled. Open positions are Energy Educator, Oneida County Public Market for part time, SNAP – Ed to serve all counties, basically a fill-in as needed. We received Jeff’s feedback before he retired as our Agronomist. The resource educator must have a master’s degree; we are trying to redefine Jeff’s position with a BS in technology rather than agronomy. Intern programs are a possibility to hire and SUNY Poly is a great place to start.
We post open positions through our HR Workday, Indeed, Facebook.
- February Committee Meeting: we will discuss the plans of work, have orientation, ten minutes to walk around to view our program booths. HR Committee will start at 5PM to 6PM and Programming will be 6PM to 7PM.
- Build expansion: we are applying for a \$500,000 grant that we needed Oneida County to have a 5-year extension to our lease. We are having a meeting on February 5, 2024 with the design team – ground break to be pushed later timeline. Possibly August/September. Legislator, Keith Schiebel reached Mary Beth McEwen to have tours as a Legislator’s night.

Executive Session if Required: - Personnel

Time: (7:17PM)

Vote:

Motioned by: Aimee MacLager
Seconded by: Dick Presky
Discussion: No discussion
Motion Carried: Unanimous

Time: (7:25PM) Exit Executive Session

Vote:

Motioned by: Anna Weeks
Seconded by: Dick Presky
Discussion: No discussion
Motion Carried: Unanimous

Motion to approve Executive Director, Mary Beth McEwen, salary retroactive as January 1, 2024:

Vote:

Motioned by: Dick Presky

Seconded by: Cathy Cucharale

Discussion: The response to the survey that was distributed staff and partnership was exceptional in every way. Mary Beth McEwen is trusted throughout the CCE Oneida County's office and our Community.

Motion Carried: Unanimous

The Board asked about Marty Broccoli and his recovery. Marty did have a setback; however, Marty is in Utica, NY closer to home and is in physical therapy on a daily basis. Mary Beth will reach out to Diane Broccoli to send cards to him.

Adjourn: **Time: (7:35PM)**

Motioned by: Dick Presky

Seconded by: Cathy Cucharale

Discussion: No discussion

Motion Carried: Unanimous

