

CCE Schoharie & Otsego Counties
Finance and Human Resources Committee Meeting Minutes
17 September 2024

Present: Betsy Jensen, Carol Phelps, Tom Pullyblank, Alicia Terry, Mahla Zare, Tina Douglas, intern Kris Liburd; Liz Callahan and Mayra Richter.

Finance

Review of Financial Reports through August

Schoharie:

- Interest income is in good shape (BFCU)
- Professional development expenses are higher than budgeted
- FFD expenses and income were lower and higher respectively than budgeted. Nicole did a great job negotiating FFD expenses, overall FFD will have more income than expenses
- Carol Phelps asked about the Vacation Expense line. Mayra explained that the entry made once per year at end of year when the vacation time is trued-up.
- Vehicle value and depreciation were discussed
- Mayra noted that there will be 2 computer purchases in Sept (one for the new energy educator, one for Madelyn). She also noted that the Schoharie County 4-H staff will need a new computer and 4-H technology grant funds can be used for this purchase. She explained that the only time the Association pays for a computer is when it's not funded by the program's grant funding.
- Overall revenue exceeds expenses, and accounts receivable include fair awards, FFD ads

Carol Phelps made a motion to recommend the Schoharie financial reports to the Board, Tina Douglas seconded. All in favor, motion carried.

Otsego:

- Mayra prefaced the review of Otsego's August financial reports by noting that because Teresa Adell has been on medical leave there may be additional 4-H related expenses, revenue and in-kind donations for the Livestock Action and the 4-H shop at the Otsego County Fair.
- Carol Phelps asked why the "Supplies – Teaching" is out of whack? Mayra explained that the line will be adjusted to reflect designated funds at the end of the year.
- Background check expenses are cyclical
- The Association will receive one more quarterly allocation from Otsego County
- Mayra explained the due to due from transfers. She noted that the fund revenue from the *Nancy Widin Swart Endowment* was supposed to be distributed to the Association in

March for 2023; she is following-up with Cornell to determine why the distribution has not been made yet.

Betsy Jensen made a motion to recommend the Otsego financial reports to the Board, Carol Phelps seconded. All in favor, motion carried.

Personnel

- Tom Pullyblank asked about progress on staff issues that were outlined at the July committee meeting. Liz explained that the staff issues that were discussed in July continue to be addressed, as well as broader efforts to improve staff culture. Liz noted that she is also implementing more frequent one-on-one meetings with each staff person. Tom explained that he wanted to make sure things have not gotten worse, and to make sure Liz and Mayra had the committee support they needed. Carol added that CCESO's staff is not the only group trying to navigate "how we work with other people" – these are societal issues at this point. Betsy added that it's not just CCESO, and that it's important to communicate realistic expectations.
- 4-H After School Program enrollment/staffing balance, and financial viability, will be reviewed; at this moment the program is not financially sustainable. Committee members asked what is being done to promote the program, and who the advocates for the 4-H ASP are at the school. Liz explained that, although the Superintendent and other school leadership are advocates for the programs, there is a competing program in the Schoharie Community and there have been logistical and licensing challenges due to construction at the school that have presented operational problem solving so recruitment has taken a back seat to keeping the program open.
- Recent/upcoming hiring and onboarding of staff includes:
 - o Michaela Fisher, new Community Energy Educator and Nelta Miller, new Healthy Connections Educator started in September
 - o SNAP Ed Educator Meagan Freeman will transfer from CCE Delaware to CCESO on October 1.
 - o Carol asked about the status of the agriculture position, Liz explained the status of the revised position description and the strategy for hiring in alignment with County funding decisions to ensure that funding for the position remains stable.

Carol Phelps voted to adjourn, Tom Pullyblank seconded.