

CCE Schoharie & Otsego Counties
Finance and Human Resources Committee Meeting Minutes
19 November 2024

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

Tom Pullyblank called the meeting to order at 4:04 PM.

Finance topics reviewed and discussed:

- For Schoharie, Mayra reported that everything is generally status quo. All AP & AR are reflected up-to-date; no unexpected expenses in this report, but we did have 3 circuit boards/components blown on our tenant wing HVAC system after a power surge in the town. We managed to locate the parts at eBay and the total cost of the repairs came to just over \$1K which is expensed in November.
- Mayra mentioned that Liz did reach out to the manager of the *Nancy Widin Swart Endowment* but just got all the familiar excuses previously made for the delay in payment. An AR invoice will be made in 2024 to record the revenue this year even though we may not receive it until next year.
- We continue to lose participants in the afterschool program but are hovering at just over 20 participants. We did lay off one staff member since only three were necessary with under 31 participants. We will use designated funds to cover the shortfall for the 2024-25 school year to keep the program in place, but will have to evaluate retaining the program thereafter. The construction at the school has been a hindrance for the program but the new space should be ready for occupancy in the next few weeks.
- The carpets throughout the building will be cleaned in December and one last exterior walls cleaning will be done before years end.

A motion was made by Carol, seconded by Alicia to present to the board and recommend the approval of the Schoharie financial reports; motion carried unanimously.

- For Otsego, Mayra reported that everything is generally status quo. All AP & AR are almost reflected up-to-date. County and State fair expenses have now been processed; State fair youth premiums have not been received due to an error by NYSDAM but hopefully will be by end of year.
- All the Livestock Auction event in-kind raffle donations are now accounted for and entered.
- Both revenue and expenses will be greater moving forward since all of the new SNAP Ed grant is being applied for Otsego.
- The carpets throughout the building will also be cleaned in December as well as some minor costs for weather stripping will be incurred and water testing for lead.

A motion was made by Tom, seconded by Carol to present to the board and recommend the approval of the Schoharie financial reports; motion carried unanimously.

HR topics reviewed and discussed:

- The Agriculture & Food Systems Educator position listing has been posted and we have received 7 applications we will be reviewing later this week for viability. Interviews should begin in early December.
- The Farm to School position job description will be posted shortly. The grant funds this position at parttime, but we will hire a fulltime person who will also be doing work funded by the NIFA grant which complements the FTS efforts.
- Liz spoke with Danielle about her 360 evaluation to learn if there are items of concern. Liz described and with the support of the committee will explore engaging a Cornell provided executive coaching program (\$500) if needed/as time permits sometime next year.
- Our annual holiday luncheon will be held at the Coby offices on December 20. We hope board members will join us.

A motion was made by Betsy, seconded by Tina to adjourn the meeting; motion carried unanimously. The meeting adjourned at 4:30 PM.