

**Finance & Human Resource Committee Meeting Minutes**

**Thursday, April 17, 2025, 12:00 PM**

Cobleskill Extension Center, Cooperstown Education Center & Virtual Meeting

**ACTION ITEMS:**

- Approval of the 2025 YTD Financial reports through March
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**1. Call to Order** – Treasurer Tom Pullyblank called the meeting to order at 12:07 PM.

**2. Roll Call** –Members present were Tina Douglas, Deb Gansinger-Hall, Betsy Jensen, Carol Phelps, Tom Pullyblank and Alicia Terry. Staff present were Liz Callahan, Mayra Richter and Nicole Thompson.

**3. Review of the 2025 Financial Report through March:**

Mayra reported that the year is off to a fine start. General review and conversation ensued. A motion was made by Carol Phelps, seconded by Tom Pullyblank to present to the board and recommend the approval of the 2025 YTD Financial report for Otsego; motion carried unanimously. A motion was made by Betsy Jensen, seconded by Carol Phelps to present to the board and recommend the approval of the 2025 YTD Financial report for Schoharie; motion carried unanimously.

**4. Designated Funds discussion:**

After approval of the financial reports, the Committee resumed a discussion of designated accounts that began during the March meeting. The Committee agreed to revisit the discussion at a later meeting. Carol and Besty suggested that the staff provide Committee members with illustrative materials to prepare for the next discussion of designated funds.

**5. Discussion regarding the status of the 4-H Afterschool Program:**

- a) The afterschool program at Schoharie Central School is losing a staff person at the end of April so the staff is working with OCFS to make adjustments that will allow the project coordinator to “count” in the adult/child ratio.
- b) Program enrollment is declining. Liz and Mayra are monitoring finances carefully to ensure the program’s sustainability through the end of the school year.
- c) Parents have been asked to register for the 2025-26 school year by the end of May.
- d) Liz and Mayra have created scenarios that will be reviewed with the committee in May.

**6. CCESO Compliance with Executive Order:**

Liz explained that CCE executive directors from around the state were working with a lawyer to determine how to uniformly respond to an executive order ahead of the April 20 deadline. Liz will provide an update for our next meeting.

**7. USDA NIFA FASLP Grant:**

Liz briefly outlined challenges related the grant transfer. More information will be forthcoming at our next meeting.

**Adjournment:** Meeting adjourned at 2:30 PM. on a motion by Betsy Jensen, seconded by Carol Phelps. Our next meeting will be scheduled for May before the Board meeting.