

**Finance & Human Resource Committee Meeting Minutes**

**Thursday, May 22, 2025, 1:00 PM**

Cobleskill Extension Center, Cooperstown Education Center & Virtual Meeting

**ACTION ITEMS:**

- Committee recommendation to decline USDA NIFA FASLP grant transfer
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**1. Call to Order** – Treasurer Tom Pullyblank called the meeting to order at 1:10 PM.

**2. Roll Call** –Members present were Tina Douglas, Betsy Jensen, Carol Phelps, Tom Pullyblank and Mahla Zare via Zoom. Staff present were Liz Callahan and Mayra Richter.

**3. Review of the April meeting minutes.**

**4. USDA NIFA FASLP Grant Transfer:**

After extensive discussion about the structure of the grant and the staff's ability to implement it, the committee determined that the grant does not fit within the scope of the Association's current capacity. Tom Pullyblank made a motion to ask the Board to decline the USDA NIFA FASLP grant transfer, Carol Phelps seconded, approved unanimously.

**5. Compliance with Executive Order:**

- a) Cornell outlined steps to comply with the executive order and the EEO statement was revised based on legal advice to: *"Cornell Cooperative Extension is an employer and educator recognized for providing equal program and employment opportunities in accordance with applicable laws."*
- b) CCESO is revising the EEO statement on all public documents.

**6. 4-H Afterschool Program:**

- a) There are currently 13 youth enrolled in the program, if enrollment is stable through June we will end the school year with a small deficit (~\$2K).
- b) There are presently 6 youth pre-registered for the next school year, and it is probably that two of these students will leave the school district before September. The deadline to pre-register is May 31.
- c) To operate the program for the 2025-26 academic year, the minimum participation is 11 youth paying \$400/month.
- d) OCFS will be reimbursed for the unused portion of a Stabilization Grant for "staff retention" that CCESO was unable to expend during the grant period. The Association knew that these funds would revert to OCFS and kept the grant funding in reserve. We will issue OCFA a refund in June.

**7. Personnel Updates:**

- a) Recent CCESO hires include: our second NYSEERDA Community Energy Educator, Carlotta Batchelder, and Carol Kennedy as an interim administrative and horticulture program assistant. Both staff will be based at the Cooperstown Education Center. Carol is filling in after the retirement of Madelyn Sanchez Taylor. A position description for the Otsego Admin position is also being revisited for the new hire.
- b) Interviews for the Special Projects Educator (for Farm to School program implementation) are on June 4.
- c) Michelle Leveski will retire this summer, the EFNEP position description is being updated.

**8. Discussion of designated accounts will resume at the next committee meeting**

**9. Strategic Planning:**

Liz Callahan reviewed the NOISE (Needs, Opportunities, Improvements, Exceptions) exercises conducted with members of CCESO's committees and staff that relate to the Finance/HR Committee. The committee reviewed, discussed and brainstormed the committee-related goals and objectives and put a finer point on the items that will be incorporated into the next draft of the Association's Strategic Plan.

**Adjournment:** Meeting adjourned at 2:02 PM. on a motion by Betsy Jensen, seconded by Tom Pullyblank.