

Finance & Human Resource Committee Meeting Minutes

Thursday, July 17, 2025, 11:00 AM

Cobleskill Extension Center, Cooperstown Education Center & Virtual Meeting

ACTION ITEMS:

- Approval of the 2025 YTD Financial reports through June
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1. **Call to Order** – Treasurer Tom Pullyblank called the meeting to order at 11:08 PM.
2. **Roll Call** –Members present were Tina Douglas, Deb Gansinger-Hall, Betsy Jensen, Carol Phelps, Tom Pullyblank and Alicia Terry via Zoom. Staff present were Liz Callahan and Mayra Richter.
3. **Review of Financial Statements:** Schoharie and Otsego Counties Financial Statements were presented. Carol asked what a “Miscellaneous Clearing” expense line is, Mayra clarified that it was a charting error, she will reclassify the charge, and it will not change the overall revenue amounts. Alicia Terry motioned to approve the Otsego Financial Statements with corrections discussed, Carol Phelps seconded the motion. Approved unanimously. Betsy Jensen motioned to approve the Schoharie Financial Statements with the same correction discussed, Carol Phelps seconded the motion.
4. **Program Related Finance:**
 - a. SNAP Ed: We’ve received payment for 2024 SNAP Ed programing and 2025 Q1
 - b. NYSERDA is up to date
 - c. FTS billing has started
 - d. 4-H Afterschool Program:
 - One family will settle their balances next week
 - We will write-off DSS balances (total under \$25.) (A DSS overpayment will offset this.)
5. **4-H Afterschool Program:**
 - a. Liz and Mayra reviewed the process and concerns that were weighed before CCESO’s 4-H Afterschool Program at Schoharie Central School was cancelled for the 2025-26 school year:
 - CCESO and school admin had been working to cultivate enrollment throughout the spring and could not get to a point where 80% of the enrollment needed to fund the program was committed
 - Of those enrolled, the DSS enrollments only cover the days students attend program so if those students do not attend ASP every day CCESO does not receive full payment (leaving an income deficit.)
6. **Buildings and Grounds:**
 - a. Cobleskill Extension Center parking lot will be milled and repaved at the end of August
 - b. Installation of the pavilion and pergolas at the Cooperstown Garden and Activity Center are planned for late August.

7. Deferred Revenue:

- a. Carol asked about the status of our discussions on deferred revenue; Liz explained that CCESO is in discussion with the SBN's Fin/HR Lead regarding the ramifications and timing of adjusting these figures mid-year; they recommend against doing this and continuing to do them at year end.

8. Insurance Policy Renewals:

- a. Cost of Directors & Officers insurance policy stayed the same as it has for several years.
- b. Cost of General Liability & Auto policies increased about \$1,000.

9. Human Resources:

- a. The committee also discussed CCESO's participation in the NYS CCE-wide HR policy updates (for compliance), and possible updates to CCESO's "local" HR policies for compliance and best practices

10. Fair Events for Elected Officials:

- a. Otsego County Fair Elected Officials event will be on July 30 from 5-6:30 PM
- b. Schoharie County Fair Elected Officials event is to be determined.

Adjournment: Meeting adjourned at 11:57 AM. on a motion by Betsy Jensen, seconded by Carol Phelps.