

Finance & Human Resource Committee Meeting Minutes

Tuesday, September 16, 2025, 11:35 AM

Cobleskill Extension Center, Cooperstown Education Center & Virtual Meeting

ACTION ITEMS:

- Approval of the 2025 YTD Financial reports through August allowing for the amendment noted below to accommodate the missing August In-Kind Donations entries.
- Discuss SNAP Ed status/options
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1. **Call to Order** – Treasurer Tom Pullyblank called the meeting to order at 11:35 PM.
2. **Roll Call** –Members present were Tina Douglas, Betsy Jensen, Carol Phelps, Tom Pullyblank and Alicia Terry via Zoom. Staff present were Liz Callahan and Mayra Richter. Introductions were made for our new intern, Kianny Lugo.
3. **Review of Financial Statements:** Schoharie and Otsego Counties Financial Statements were presented. All revenue and expenses are up-to-date except the In-Kind Donations for the 4-H Livestock Auction (Ots), the 4-H Fair (Scho), and the FFD Raffle (both.) This amount for both revenue & expenses should be approximately \$2,500 and we will need to keep August open until we receive the paperwork from the program leaders, then amend the presented reports accordingly.

Schoharie: Accounts are in balance and within expected budgeted range, except for the expense incurred for the repaving of the parking lot (\$34K.) Carol asked for clarification of our fiscal year which is January through December. Under the Budget column, the percentage amount just under the column title (e.g. 67% for August) is where the reporting month is in the calendar year. Also, the “*Last Month Closed*” line at the top right of the pages refers to the last Board approved financial reports. Our totals are aligned with our budget projection totals. *Number of Months* we could exist will go back to “infinity” next month without the large onetime paving expense. Alicia Terry made a motion to present the Schoharie report to the board and recommend for approval allowing for the amendment noted above; Tom Pullyblank seconded the motion. Motion passed unanimously.

Otsego: Accounts are in balance, and our totals are aligned with our budget projection. Revenue & Expenses are a bit askew than originally budgeted mainly because we didn’t hire the second SNAP Ed new hire, but also because we did hire a new unforeseen NYSERDA staff. The bulk of non-current AR was received just after August ended. The *Number of Months* we could exist is at “infinity” for now. Carol Phelps made a motion to present the Otsego report to the board and recommend for approval allowing for the amendment noted above; Betsy Jensen seconded the motion. Motion passed unanimously.

4. Human Resources:

- a. Liz explained extended medical leave questions and concerns. Following are points of discussion that ensued:
 - Our existing Extended Medical Leave (EML) for any medical reason is up to 26 weeks at 1/3 regular pay with periodic doctor’s statements per FMLA requirements (doctors do not always support 26 weeks of leave.)
 - If the employee wants to receive full salary during their leave, they use their saved time off (vacation, sick, personal) for the remaining 2/3 regular pay.
 - As a quasi-government agency, CCE is not required to, nor participate in the New York State Disability (DB) and Paid Family Leave (PFL) Insurances. Our EML noted above is self-funded.

- New hires are comparing our EML with the PFL requirements for private entities which provides up to 12 weeks at 2/3 regular pay for basically maternity leave. In order to remain competitive we could:
 - Mayra – Do we get outside insurance to cover 2/3 pay for up to a term that we choose
 - Mayra – Or do we continue to self-fund as we are; CCESO has utilized EML infrequently
 - Betsy – clarified that right now the gap is the difference of 1/3 for up to 12 weeks)
 - Carol – past performance does not indicate what future performance will be.
- Do we want to increase benefits? If so, do we continue to self-fund or purchase annual insurance?
 - Get outside insurance to cover 2/3 pay for up to a term that we choose
 - Continue to self-fund as we are (Betsy clarified that right now the gap is the difference of 1/3 for up to 12 weeks.) CCESO has utilized EML infrequently, but past performance does not indicate what future performance will be.
 - Tina ow many staff affected by PFL? Presently 4 or 1/3 present staff.
 - Tom – Cost of insurance? Haven’t received official quotes yet, but seems approximately \$1,200 per year.
 - Tom – it seems that we don’t offer a disability benefit package that’s comparable to anyone
 - Betsy – in terms of retention and being competitive in a job market, closing the gap is important
 - Carol – if we want to be more competitive, we want to protect our financial situation, if we buy insurance that protects us financially, it seems too low
 - Tina – for a comp number of employees their firm is at almost \$5K per year for BD & PFL.
 - All voiced need for multiple quotes to get a more accurate idea of the costs. Will seek quotes from Guardian, PW Wood, Council Service Plus and any other suggestions.
 - Tina – PFL is a voluntary election so a decision to opt in must be made by the governing body of the public employer. Also, NYS benefit is 5 paid sick days per year (CCESO provide 12.)
 - We will strive for recommendations and a plan before the Nov board meeting for implementation in January.
- b. SNAP Ed extensions: We have a “verbal” extension through the end of October (might be extendable through December) without funding for food.
 - What is her job if she can’t offer food/do nutrition programming
 - Carol – waste of govt funds
 - Should funding end at the end of Oct?
 - No guarantees
 - Supplies, salaries (% of MR and ML?), overhead?
 - Tom - to maintain institutional sanity we should end the SNAP Ed program at the end of October
 - Carol - I want to be honest and fair with Maegan.
 - Mayra - suggested that we tell CCE Onondaga that we need to know by the coming board meeting so the Board can make a decision; agreement should include supplies and salaried overhead.
 - Liz - Need to give new timely layoff notice.
- c. Liz and Mayra are working on the new position description for the administrative assistant for Cooperstown.

Adjournment: Meeting adjourned at 12:52 PM. on a motion by Tom Pullyblank, seconded by Carol Phelps.