

**Board of Directors Meeting  
24 Martin Road, Voorheesville, NY 12186  
January 29, 2025 - 6:00pm**

**PRESENT:** Theresa Rodriguez, Wendy Daignault, Kevin Millington, Ellen Doolin, Allyson Whiting, Ann Potts, Christine Saplin, William Reinhart

**Staff:** Lisa Godlewski, Lisa Buenau, Anthony Zumbolo, Barbara Stevens, Jessica Denno

**Absent:** Keshana Owens-Cody, Susan Black, Susan Dwyer, Danielle Hautaniemi, Carolyn Anderson

**I. CALL TO ORDER:** By Vice President Christine Saplin at 6:06pm. Thank you everyone for coming out on this fitful day!

**II. SLATE OF OFFICERS:**

**Proposed Slate of Officers – 2025**

President	Carolyn Anderson
Vice President	Christine Saplin
Treasurer	Kevin Millington
Secretary	Linda Susan Black

**MOTION:** Motion made by Ellen Doolin to accept slate of officers as presented, seconded by Ann Potts. Approved unanimously.

**III. APPROVAL OF MINUTES:**

- Nominating Meeting Minutes (October 30, 2024) presented.

**MOTION:** Motion made by Ellen Doolin to accept the Nominating Meeting Minutes from October 30, 2024 as presented, seconded by Kevin Millington. Approved unanimously.

- Executive Committee Meeting Minutes (October 30, 2024) presented.

**MOTION:** Motion made by Ann Potts to accept the Executive Committee Meeting Minutes from October 30, 2024 as presented, seconded by Kevin Millington. Approved unanimously.

- Annual Meeting Minutes (November 14, 2024) presented.

**MOTION:** Motion made by Ellen Doolin to accept Annual Meeting Minutes from November 14, 2024 as presented, seconded by Allyson Whiting. Approved unanimously.

**IV. REPORT FROM OFFICERS:**

**President-** President Anderson was unable to attend.

**Vice President-** Christine thinks it is amazing what can be accomplished by the organization during extreme challenges - thank you!

**Treasurer-** Financial health of the organization is excellent. Expenses in line with budget. Overall, the financial health of the association is very strong.

**Secretary-** Secretary Black was unable to attend.

**V. LEGISLATIVE REPRESENTATIVE REPORT:** Bill Reinhardt reports:

- Bill opened his report indicating how glad he is to be back. Albany County is involved in two environmental issues that may become significant and possibly affect how CCE deals with programming in homes and how we view health and safety issues as an organization: PFAS and landfill leachate. Operators collect leachate and take it to the local water treatment plants where there is a tipping fee for the disposal. However, these plants are designed for human waste, not chemical or industrial waste, or forever chemicals. There is more and more awareness right now in how this is affecting our drinking water. To date, PFAS have not been well regulated, and we are becoming more informed of the health issues associated with these and how prevalent they are in our bodies. The county burns PFAs, which causes smoke to enter the air and residue falls to the ground. The Albany County Legislature is learning more about all these issues and about the environmental issues associated. There may be regulatory rules forming around this. Extension may be positioned to educate consumers about the sources of PFAs, and how one can minimize when/where families are exposed. Good discussion followed around the risks, potential regulations, and extension's possible role in educating consumers.

**VI. FINANCIAL REPORT:** Anthony Zumbolo reports:

- Financials are closed through November and everything is going well. There is a slight change in Cash Savings and CD investments as the association's CD with Broadview matured and we moved it into the investment with NBT bank for now. Fixed assets and Right of Use line items have changed as we no longer lease vehicles; only one printer. Revenue and Expenditures- things moving well and balanced, notably the audit line is affected by timing of invoice. Bill Reinhardt noted that most earnings and dividends are going up, gain on investments, but noticed one area where the investment went down. Anthony explained that we met with the association's investment advisor this week and evaluated the 30/70 ratio as well as the current market. An adjustment rebalance was made given the current financial climate.

**MOTION:** Motion made by Ellen Doolin to approve the October and November financial statements pending audit, seconded by Kevin Millington. Approved unanimously.

- Associations independent audit for 2024 scheduled for end of April. Engagement letter available for reference. The auditor will spend approximately four days with us reviewing records and collecting information, then will follow up, finalizing later in the summer.

**VII. PUBLIC COMMENT:** No comments

**VIII. EXECUTIVE DIRECTORS REPORT:** Lisa Godlewski reports:

- The board approved COLA (Cost of Living Adjustments) for staff, which was wonderful. Albany County funding to CCE increased 5% so we were able to implement COLA (in line with county recommendations) and move towards hiring a climate resource educator.
- Continuing to consider details around moving the urban Green Street office- Housing Authority is undergoing a large renovation.
- New York State- Executive Directors from across the state met with approximately 90 NYS Senators and Assemblymembers throughout the day Monday, to highlight CCE's mission, why we are important to the state budget, and reviewed the types of work we do in their local communities. We would love for the Governor to put us in her executive budget for the full increase, but that has yet to happen. Our county collaborations and appropriation dictate the amount of formula-based funding we receive from the state. Extension is part of the higher education portion of the NYS budget, but the agriculture committee chair members have always been supportive and key to our budget requests.
- Federal news around executive orders, funding, cuts, etc. has been troubling. We are tracking potential impacts and evaluating DEI implications. Bill was wondering about where the funding responsibility will lie if the federal government takes back the money. Lisa shared we have state dollars that originate from federal dollars, and there are other complex relationships in federal funding.
- Risk Management- looking at all aspects of this more closely and working to coordinate an increased review of contracts.
- Records Retention- working to learn more about extensions records retention schedule.
- Hiring and Staffing- positions have stabilized but a few more still to advertise and fill. Lisa B. and Barb have assumed Program Director positions and will be helping many overarching operational, programmatic, and strategic work for the association.
- Increased Compliance- ever present and feeling pinched by the many requirements and changes.
- BR Agreement- Number of updates and changes this year. Notably, Extension Administration has decided not to approve position descriptions for the associations anymore. We are, however, still required to follow the prescribed classification system.
- CRD Issue Leader Position – prior searches did not receive candidates with management or supervisory experience. Aiming to post for the position again soon.

**IX. STANDING COMMITTEES:** No reports

**X. PROGRAM REPORTS:**

**Human Ecology:** Lisa Buenau reports:

- HEAP and Energy joined forces last week to put on a successful Home and Energy Expo. Affordable Home Partnership, National Grid, other organizations were here to table and share information. An energy workshop was also offered during the event. We had 75 people attend the event which we will aim to make a yearly event.
- Radon program helped 1,008 households last quarter distributing radon test kits. Our newest LEAD instructor just received approval by the EPA to be a principal instructor. The association now has a total of three instructors who can partner to deliver programs or conduct them separately.
- The parenting/strengthening family's educator has been helping local teachers with professional development. Most requests were on topics of mental health and emotional wellness, finding and cultivating a sense of purpose, etc.
- The Healthy Homes program received 564 referrals last year. With transitions in staff for part of the year, we still completed 308 home visits with an average visit lasting between 1-2 hours. Many agencies try to partner with us to use these visits to conduct broader household assessments and potentially refer them to other programs for remediation when possible.
- Numerous nutrition and financial management classes partner with MVP Health Care and NYS Agency programs for outreach.

**4-H:** Barb Stevens reports:

- 4H has been busy- Achievement Night was held in early December to recognize youth for all they have accomplished. Teen program is ramping up- they participated in an Adopt-A-Family through the Albany County Department for Children and Family Services. Utilized their Altamont Fair milkshake booth profits to shop for the family- the recipient families were thrilled.
- Through our partnership with Albany County DCYF, we are working with prevention programs to provide educational programs around STEM and environmental awareness. Some include: Arbor Hill, Giffen School, TOAST, and the Montessori Magnet school next month. Upcoming program in March with Cohoes Community Connection. Barb can't say enough about her educators.
- Finished up the Farm to School grant in December- reaching all elementary and middle schools of Bethlehem and Voorheesville schools. Educators talked about local cider, NY potato chips, corn, etc. Kids were excited to see them during their lunch program, spent time learning about and sampling NYS products.
- Successfully applied for the NYS Dairy Grant again- continuing to go into these schools with dairy education.
- February winter break program went from 8 to 23 enrollees in two days.
- Educators are working at Cohoes Library for Strengthening Families program tomorrow night.

- Energy team is working with HEAP staff and sending referrals to each other. Capital Region Clean Energy Hub has been doing well and NYSERDA is happy with the program benchmarks.

**Master Gardeners (MG):** Christine Saplin reports:

- 92 MG volunteers have put in 7,800 volunteer hours in the past year. Volunteers have spoken to 1800+ adults in 51 presentations through the Speaker's Bureau. Volunteer hotline fielded many calls. Horticulture Lab has done 311 soil tests. Incorporated more native plants in our gardens. Added Veterans gardening project with VA hospital in Albany. Vegetable project with Albany schools. Winter sowing project this Saturday. Zoom programs conducted by John Martin regarding backyard vegetable gardens and off and running developing new programs while running current!
- The MGV Garden Education Fair and Plant Sale will be held on Saturday, May 31, 2025.

**For Agriculture/Horticulture:** Lisa Godlewski reports:

- CAAHP has been very busy. January had five weeks of Winter Cut Flower series, propagation, cover crops, bugs, etc. This zoom series has reached almost 300 people. Greenhouse Growers School occurred last week in Rensselaer. Beef Quality Assurance meetings are ongoing, getting ready for the Cut Flower Conference, ENYCHP Vegetable School, leasing Farmland informational session, another Aspiring Farmers program in March etc. A local meeting was held about ag districts and letting farmers know about resources they have for farmland protection. Program coming up in March about small ruminants and specifically parasite diseases. Finally, educators are keeping a close tab on Avian Influenza how that is developing.
  - Bill shared that biosolids are also an ongoing issue. Farmers can get a tipping fee to take solids and use this instead of fertilizer. Farms around the country are having their land declared as toxic after using biosolids and Albany County has issued a moratorium on biosolids use while they evaluate and conduct research.

**XI. OLD BUSINESS:** Lisa Godlewski reports:

- SBN- HR Lead, IT Lead and Finance Lead. Finance lead was recruited and accepted a position with Extension Administration. Lisa collaborated with Cornell for overlap support to the region through the year-end close (3/31/25). CCE Warren Co. just lost their Finance Manager. CCE Albany has been asked to provide financial support services and have a contract ready for 2025. Exploring Anthony's ongoing role in all of this.
- With less direct involvement from Extension Administration and increased liability and compliance, we are applying for additional professional liability insurance for the GC-SBN work.
- Updating policies are one of the big initiatives of SBN - as they have not had updates from Extension Administration since 2007. Started with two new policies last fall and we have

four more to consider today. Our labor attorney knows Extension well and recognizes our role as a quasi-governmental agency, and our aim to keep policies compliant with laws and employee friendly wherever possible.

XII. **NEW BUSINESS:** Lisa Godlewski reports:

- **Operating Guidelines-** dates have changed, advisory committees would be updated here, list of board of directors, holiday schedule, etc. Several updates to the document were provided: Bill is with Albany County Legislature, Ellen is retired, Wendy is with the Department of Labor, Christine retired. We will make these updates.

**MOTION: Motion by Kevin Millington to approve 2025 Operating Guidelines with noted changes, seconded by Christine Saplin. Approved unanimously.**

- **Association Annual Budget-** Notable line items: county appropriation and salary lines increased, audit increased slightly, transfer from designated is also bit higher- due to regional teams, built in and plan to invest in staff.

**MOTION: Motion by Ellen Doolin to approve Association 2025 Annual Budget, seconded by Ann Potts. Approved unanimously.**

- **Fiscal Authorization-** outlines annual procedures around various fiscal items. Notable changes: list of charge accounts and mileage rate. Noted error to date January 1, 2025. Date to be updated in document.

**MOTION: Motion by Kevin Millington to accept the Annual Fiscal Authorization with noted date change, seconded by Bill Reinhardt. Approved unanimously.**

- Assistant to Treasurer- Teresa Tymchyn provides this valuable resource annually.

**MOTION: Motion by Bill Reinhardt to appoint Teresa Tymchyn as Assistant to the Treasurer, seconded by Theresa Rodriguez. Approved unanimously.**

- Assistant to Secretary- Jessica Denno, taking notes at meetings for the board secretary.

**MOTION: Motion by Ellen Doolin to appoint Jessica Denno as Assistant to the Secretary, seconded by Bill Reinhardt. Approved unanimously.**

- **AR Agreement-** formal agreement implemented by Extension Administration that sets forth our agreement with the county.

**MOTION: Motion by Bill Reinhardt to approve the AR Agreement with Albany County, seconded by Kevin Millington. Approved unanimously.**

- **BR Agreement-** Provided by Extension Administration annually which outlines our collective agreement. Removed outdated USDA language from the MOU. Extension Administration shifting to a more supportive role only. Still setting classification structure but not going to approve position descriptions.

**MOTION: Motion by Christine Saplin to approve BR agreement, seconded by Bill Reinhardt. Approved unanimously.**

- Policy HR402 Americans with Disabilities Act (ADA)- updated laws and context

**MOTION: Motion by Bill Reinhardt to approve Policy HR402, seconded by Theresa Rodriguez. Approved unanimously.**

- Updated HR1302 Whistleblower Policy released from Extension Administration. HR Lead, Lisa and the labor attorney all agreed changes were necessary. Once approved, policies will be sent to staff, stored electronically where accessible by staff, and posted if required.

**MOTION: Motion by Bill Reinhardt to approve Policy HR1302, seconded by Wendy Daignault. Approved unanimously.**

- HR606- Extended Medical Leave- (title is a bit misleading, as it is a benefit, not a leave policy). We are not required to offer this, but we do. There was a good deal of language about prorated benefit removed. Specific for full-time employees. Requiring one year of employment but still 1/3 coverage for a maximum of 26 weeks.

**MOTION: Motion by Kevin Millington to approve by HR606, seconded by Ellen Doolin. Approved unanimously.**

- HR314- Employer Initiated Separation from Employment.

**MOTION: Motion by Kevin Millington to accept Policy HR314, seconded by Ann Potts. Approved unanimously.**

XIII. INFORMATIONAL REPORTS: no reports

XIV. ADJOURNMENT- 7:45 pm

**MOTION: Motion to adjourn by Ellen Doolin, seconded by Ann Potts. Approved unanimously.**

**Next Board Meeting:** Wednesday, March 26, 2025 at 6:00 pm

**Board of Directors Meeting  
24 Martin Road, Voorheesville, NY 12186  
March 26, 2025 - 6:00pm**

**Present:** Carolyn Anderson, William Reinhardt, Ann Potts, Sue Dwyer, Ellen Doolin, Wendy Daignault, Christine Saplin, Allyson Whiting  
**Absent:** Kevin Millington, Keshana Owens-Cody, Sue Black, Theresa Rodriguez, Danielle Hautaniemi  
**Staff:** Lisa Godlewski, Lisa Buenau, Anthony Zumbolo, Barbara Stevens, Jessica Denno

I. **CALL TO ORDER:** By Carolyn Anderson at 6:08 pm.

II. **APPROVAL OF MINUTES:**

- January Meeting Minutes presented.

**MOTION: Motion by Christine Saplin to accept the January Meeting Minutes as presented, seconded by Ann Potts. Approved unanimously.**

III. **REPORT FROM OFFICERS:**

**President-** President Anderson thanks Lisa and her staff for everything they do to keep us running smoothly.

**Vice President-** Christine seconds the sentiment.

**Treasurer-** Kevin Millington was unable to attend.

**Secretary-** Sue Black was unable to attend.

IV. **LEGISLATIVE REPRESENTATIVE REPORT:** Bill Reinhardt reports:

- Ongoing issues with Biosolids and PFAS in the community are still prevalent. Locally there are contaminated wells downstream from where farmers have used this fertilizer. Treatment plants are not designed to deal with biosolids and leachate. Currently, County Executive has placed a 60-day moratorium on use of biosolid fertilizer, however, Legislature is considering a ban.
- Additionally, Bill mentioned his concern for how all the federal changes may affect our funding and programming and believe it is important to prepare and think through the risks.

**V. FINANCIAL REPORT:** Anthony Zumbolo reports:

- Year End-December Financial- cash is up, CD's/Investments down. Statement of Operations- revenues are viewed from 5%/over 5,000 threshold. Discrepancy due to timing on the SNAP contract. Private contracts are in a very positive position. Investments through December are very positive as well. Expenses were in line with revenues, travel/fuel changed as newer cars are more fuel efficient.
- Notes to Financials are standard language and format provided by Cornell. Net Assets with Donor Restrictions- notes a reclassified 4H-JOANN account- balance is still there but no longer restricted. Functional expenses- the association is maintaining a very good baseline ratio. Industry recommends 65% and we are around 80% Education/Research, and 75% Human Services. Liquidity ratio in a good place.

**MOTION: Motion by Bill Reinhardt to approve the Net Assets with Donor Restrictions as presented, seconded by Sue Dwyer. Approved unanimously.**

**MOTION: Motion by Ann Potts to approve the Net Assets without Donor Restrictions as presented, seconded by Christine Saplin. Approved unanimously.**

**MOTION: Motion by Ellen Doolin to approve the December 2024 Financial Statements with Notes to the Financial Statement as presented pending audit, seconded by Sue Dwyer. Approved unanimously.**

- Investment Update: Account was rebalanced at the end of January 2025 and is up 3%.

**VI. PUBLIC COMMENT:** No comments

**VII. EXECUTIVE DIRECTOR REPORT:** Lisa Godlewski reports:

- SNAP-Ed- New 5-year contract started October 1, 2024. The federal government has approved the statewide plan and contracts should be forthcoming; hopefully we should be able to start submitting billing soon. Continued awareness of USDA changes or federal impacts.
- Staffing has stabilized. Salary increases felt around the association in raising base salaries/hourly rates and COLA. Also, the association's investment in equipment and program materials has been welcomed. Two more positions are being hired by the end of the month; two more to fill.
- Executive Directors have been asking Extension Administration for guidance on the impacts and necessary changes due to new Executive Orders.
- NYS passed their budget, and word is that CCE's funding request was approved.
- First quarter budget meeting with Albany County- the county is always very supportive.
- Green Street Office- officially moving out by July 31. Have had numerous emails and conversations with the County about where to relocate, as we offer HEAP application processing and we also serve SNAP beneficiaries with education and outreach. Healthy

discussion ensued about what space is utilized for, what would be ideal for our educators and HEAP applicants, concerns about travel and building accessibility, and proximity to other offered services.

**VIII. STANDING COMMITTEES:** No reports

**IX. PROGRAM REPORTS:**

**For Human Ecology:** Lisa Buenau reports:

March is National Nutrition Month and April brings us Financial Literacy Month. CCE's Parenting educator has been holding regular classes such as Parenting in Times of Stress for MVP members and staff. She also held a program with a high school class, asking them to give her tips on utilizing social media, or how they might advise friends to utilize social media in a healthy manner. Our nutrition educator has been busy- in fact Irish Cooking is tonight! Other programs presented: Diabetes Awareness, and Spices Around the World. Last weekend she did a program at Maria College's Master's Program in OT. Waiting to hear if funds will be available for the Summer Youth Employment Program this year. On the environmental health side- working with ACDOH to establish a contract to offer lead abatement supervisor training and lead abatement training. The City of Albany is creating a roster of buildings with lead paint that will need to be inspected every three years.

**For 4-H:** Barb Stevens reports:

February break weeklong program was a great success for our 4-H program. Urban programs are working with the Cohoes Connects Center on food systems/gardening/seed starting, dairy programming and STEM activities. Educators are also visiting Montessori/TOAST offering programming and initiating a STEM club at TOAST. Horse Bowl is back this year and CCE Albany County youth did very well. Ag Literacy Month has one of our educators going into several schools reading the annual sponsored book to elementary school children. An Administrative Assistant has been hired to support HE, 4H and Ag. Energy programming- staff participating in numerous tabling events and meeting regularly with NYSERDA staff.

**For Master Gardeners (MG):** Christine Saplin reports:

CCE was in the news recently- a MGV was interviewed and has been doing classes about gardening. Initial stages of planning for the Garden Education Fair on 5/31/25, 10am-2pm. On April 8<sup>th</sup>, the first plugs will arrive and be potted. Also, MGV will be packaging seeds that have been saved. Organizations are requesting hands-on activities, so MGV are brainstorming workshop ideas. Pruning workshop and seed starting workshops planned for near future. Knowing your Weeds is scheduled for April 28, 2025. Little Sprouts registration is open. MGV continue to offer soil testing program to Brighter Choice. Summer Adventure program theme is Homegrown Backyard National Park. This idea is to connect backyards to pollinators. Composters have a new fence, considering new raised garden beds and have plans to build a kiosk. Small committee aiming to raise money to replace the gazebo in the Memorial Gardens. The Albany County Veterans programming is still ongoing and running well. MGV educational trip and tour is planned for Mid-May.

**For Agriculture/Horticulture:** Lisa Godlewski reports:

Between Eastern NY Commercial Horticulture (fruit and vegetable) Program (ENYCHP), Capital Area Agriculture and Horticulture Program (CAAHP), and Local Agriculture staff- an abundance of programming. Fruit and Veggie schools; IPM roads show to 5 different locations; workshops in blueberry pruning, aspiring farmers workshops, farm marketing; beef producers' seminars; fecal roadshows, and support /resources for preparing for ICE and CPB encounters.

**X. OLD BUSINESS:** Lisa Godlewski reports:

- GC-SBN: 1.) Finance Lead is transitioning as our finance lead left for Cornell; starting April 1, GC-SBN region will utilize Albany's finance manager for guidance and advice. 2.) HR policies and ongoing updates and system wide planning for legal review. Ongoing efforts to respond to new Executive Orders. Making changes to accommodate Extension Administration no longer reviewing position descriptions. 3.) IT training ongoing and preparing for new website. 4.) seeking additional insurance to cover the GC-SBN and the professional services provided for the region.
- Working with Risk Management (P W Wood) to be sure we are doing everything appropriate surrounding contracts, MOAs, Use of Facilities, etc.

**XI. NEW BUSINESS:** Lisa Godlewski reports:

- Equipment purchases: we need a new server and a vehicle that can transport equipment and materials (specifically for Lead Certification classes). A vehicle needs to be smaller than the Ford Van we have, but more utilitarian than a minivan.

**MOTION:** Motion by Ellen Doolin to approve the purchase of a new server as presented, seconded by Christine Saplin. Approved unanimously.

**MOTION:** Motion by Ellen Doolin to allow Executive Committee to approve proposed purchase of an appropriate cargo van when the estimate is finalized, seconded by Wendy Daignault. Approved unanimously.

**XII. INFORMATIONAL REPORTS:** no reports

**XIII. ADJOURNMENT-**

**MOTION:** Motion to adjourn by Ellen Doolin, seconded by Wendy Daignault. Approved unanimously.

Adjourned- 7:28 pm.

**Next Board Meeting:** Wednesday, May 21, 2025, 6:00 pm

**Executive Committee Meeting  
24 Martin Road, Voorheesville, NY 12186  
May 21, 2025**

**PRESENT:** Carolyn Anderson, Kevin Millington, Christine Saplin  
**Absent:** Sue Black  
**Staff:** Lisa Godlewski, Anthony Zumbolo, Jessica Denno

**I. CALL TO ORDER** - By Carolyn @ 7:24 pm

**II. APPROVAL OF MINUTES:**

- Board of Directors – March 26, 2025

**MOTION:** Motion made by Kevin Millington to accept March 26, 2025, Board of Directors minutes as presented, seconded by Christine Saplin. Approved unanimously.

**III. FINANCIAL REPORT:**

- January – March 2025 Financial Statements

**MOTION:** Motion made by Christine Saplin to accept the January, February and March Financial Reports as presented, pending audit, seconded by Kevin Millington. Approved unanimously.

- Reinvest Broadview CD funds which had been transferred to other accounts since closure in November 2024. Proposal to shift those funds between Fidelity and our investment account.

**MOTION:** Motion made by Kevin Millington to transfer up to \$225,000 from Broadview CD account to Fidelity and investment account, seconded by Christine Saplin. Approved unanimously.

**IV. NEW BUSINESS:**

- The gazebo in front of the building has been in place for many years- needs replacement.

**MOTION:** Motion made by Christine Saplin to approve cost of gazebo repairs, not to exceed \$21,000, seconded by Kevin Millington. Approved unanimously.

- Proposal of changes to 4H scholarship program to include non-college bound seniors as applicants, increase number of recipients and dollar amount received.

**MOTION:** Motion made by Christine Saplin to approve expansion of the 4-H Scholarship Program to include non-college bound seniors as applicants for professional development, business plans, startups, with total awards not to exceed 8 recipients per year, \$750 per recipient, seconded by Kevin Millington. Approved unanimously.

**V. ADJOURNMENT:**

**MOTION:** Motion to adjourn made by Christine Saplin, seconded by Kevin Millington. Approved unanimously. Adjourned 7:26 pm.

**Next Board Meeting:** Wednesday, July 23, 2025, 6:00 pm

**Board of Directors Meeting  
24 Martin Road, Voorheesville, NY 12186  
May 21, 2025 - 6:00pm**

**PRESENT:** Carolyn Anderson, Kevin Millington, Sue Dwyer, Christine Saplin, Allyson Whiting, Keshana Owens-Cody

**Staff:** Lisa Godlewski, Lisa Buenau, Anthony Zumbolo, Barbara Stevens, Jessica Denno

**Absent:** Wendy Daignault, William Reinhardt, Ann Potts, Sue Black, Ellen Doolin, Theresa Rodriguez, Danielle Hautaniemi

**I. CALL TO ORDER:** By Carolyn Anderson at 6:11 pm.

**II. APPROVAL OF MINUTES:**

- **Board of Directors - March 26, 2025**

**MOTION: NO QUORUM**

**III. REPORT FROM OFFICERS:**

**President-** Things are going very well and we thank Lisa and her staff for that.

**Vice President-** Christine agrees things are going smoothly.

**Treasurer-** Kevin states the financial health remains strong. Solid budget available between Federal, State and County funding. Expenditures in line with the planned budget.

**Secretary-** Sue Black was unable to attend.

**IV. LEGISLATIVE REPRESENTATIVE REPORT:** Bill Reinhardt was unable to attend.

**V. FINANCIAL REPORT:** Anthony Zumbolo reports:

- January - March 2025 Financials presented - no negative impact, revenues are doing well (cash is up and positive returns). Summer Youth Employment doesn't show up in the first quarter due to the timing of the project.

**MOTION: NO QUORUM**

- Banking/reinvesting- Reinvest Broadview CD funds which had been transferred to other accounts since closure in November 2024. Proposal to shift those funds between Fidelity and our investment account.

**MOTION: NO QUORUM**

- Investments are still performing very well. Rebalanced in January, currently up 3.72% since then. Already a full percentage above the 30/70 split, due to gains on current holdings.
- External auditor was in-house for 3 days and everything went well. They will be back for half a day to follow up on a few items before completing the process this summer.

**VI. PUBLIC COMMENT:** No comments

**VII. EXECUTIVE DIRECTOR REPORT:** Lisa Godlewski reports:

- Funding-  
County funding is very supportive with no current concerns. As we are in a county building, the county has been responsive to some helpful repairs. We are expected to receive AED machines and have had conversations around structural issues that may need to be addressed. Will start to prepare the 2026 budget request for the County which is due in July, and the County Executive will release his proposed budget in October. We are closely watching what is happening with state and federal funding.  
State funding- CCE did get the additional funding requested, and we will know in a few months what the association will be receiving.  
Federal- Staff are keeping a close eye on all the proposed changes. At this point, the association's large-scale SNAP- Ed grant (\$ 1.2 million annually) is slated to be eliminated. The Commissioner of ODTA, administrators, advocacy groups, etc. are all working to try to get this funding back into the federal budget. We have educated well over 10,000 people per year and have been conducting SNAP Ed for over 30 years. Conversation continued surrounding ways people can show their support for the program, educate on how worthwhile it is, and how Extension can pivot to embrace new available revenues.
- Extended an offer for employment to a new senior issue leader for sustainability and environmental health; if all goes as we hope, they will be joining our team in June.

**VIII. STANDING COMMITTEES:** No reports

**IX. PROGRAM REPORTS:**

**For Human Ecology:** Lisa Buenau reports:

- Have hired an Operations Coordinator position who will provide office operations and educator support between 4H and Human Ecology. She has already supported a few programs and outreach events and has jumped into help with Zoom programs as well. Unfortunately, our long-time parenting and financial educator will be moving on from CCE. Looking forward, we may broaden the position a bit, including aging population education, wellness, etc.
- Environmental Health- In preparation for the lead abatement work, our educators are getting certified in lead abatement worker and supervisor training. Healthy Homes visits tend to get busier in the summer, conducting 54 visits in the prior month to 80 visits in May.

**For 4-H:** Barb Stevens reports:

- 4-H Program- Educators continuing programs at TOAST, 15 Love, Montessori, Roots Academy, etc. Partnerships will continue this Fall to work on enrichment, STEM, and Dairy programming. One educator finished a vet science series last month. New collaborative work with Cohoes Connect Center- working with high school youth- two classes completed and we plan to do more this summer. Working on 4-H scholarship interviews with four potential recipients. This is wonderful to see (one of 4-H alum was just accepted into Cornell Vet school and another 4-H alum at Cornell set to graduate and head out west for an internship!) Great to see these kids continue to grow and thrive! One of our educators just returned from Capital Days- participants saw the legislature in action and learned about state government. Dairy programming at Bach Library and the Normanskill Farm programs are coming up for most of June. Career X will also take place at the end of June. Very busy times and all good!
- Clean Energy Program- upon request, educators held a program today to inform and collaborate with the Master Gardeners volunteers. Clean energy advisors are very busy with tabling events this Spring. Continuing to keep an eye on NYSERDA funding changes.

**For Master Gardeners (MG):** Christine Saplin reports:

- Gathering native plants, fostering plugs and getting ready for plant sale at the end of May. Attended Lawson's Lake and worked with the probation department to plan 12 gardening beds. Still working with Albany County VA which continues to be a successful program. There were seven Little Sprouts attending this year. Several Master Gardener Volunteers went on their Spring field trip last week. Getting ready for Summer Gardening Adventure and receiving a grant to provide a textbook- Nature's Best Hope. A few improvements in the Children's Garden area underway. Come to the Garden Education Fair, Saturday May 31, 10 am – 2 pm!

**For Agriculture/Horticulture:** Lisa Godlewski reports:

- Local Ag- here to focus on Albany County needs and provide synergies between us and the County.
- CAAHP team- a four-county, regionally supported team, has four educators now; recently hired a new agronomist after a year-long vacancy.
- ENYCHP focuses specifically on veggies, tree fruit, small fruit, grapes and business management. The association contributes to this large regional Cornell-based team with approximately 12+ specialists and field staff serving all along the eastern part of the NYS, conducting many (30+) applied research projects and many educational opportunities for producers. At this time of year, most of these agricultural and horticultural educators and specialists come off their in-person workshops and will be heading out on the farm to assist.

**X. OLD BUSINESS:** Lisa Godlewski reports:

- Anthony reported that the association ordered a Ford Transit Van, it is within the board approved dollar range and should be ready in a few weeks. Lisa added that it will be a great resource for our Lead team to transport their equipment. The association will plan to sell the old Ford Cargo Van as repairs have become cost prohibitive.
- GC-SBN: our finance manager is off and running in the Finance Lead work. Still questions swirling around several HR topics (mandatory civil rights training, various Workday applications, benefits, etc.) and still waiting for confirmation from the Extension Admin to clarify a few questions. Some of the clarification requested also ties to program data.
- Albany has been assigned a new State Extension Specialist (SES) - Paul O'Connor. Paul will be assigned to each of the Lead SBN associations across the state, which should provide collaboration and connectivity. Within the Capital Region SBN we will now have four different SESs, rather than one, so we will need to navigate these changes and communication carefully. Last year, SBN finished a 3-year RFP with the Extension Admin, but it was extended for a year. It has now been proposed to be extended again to January 2026 to evaluate the SBN model across the state. This will be done through key interviews, surveys, focus groups, and shared work at the executive director's conferences as well as the SBN conference this fall.

**XI. NEW BUSINESS:** Lisa Godlewski reports:

- The gazebo in front of the building has been in place for many years and needs repair/replacement. A small committee of MGVs that have been meeting with the finance manager and 4-H leader to brainstorm some ideas. We have multiple quotes for replacement without causing too much damage to the gardens. The largest of all the garnered quotes for a new replacement gazebo is around \$20,000. There is a fundraising and marketing campaign underway to collect donations for this gazebo as well as improvements to the educational gardens and teaching tools. This fundraising effort will kick off with the Master Gardener plant sale. Motion suggested approving the cost of the replacement gazebo, not to exceed \$21,000.00.

**MOTION: NO QUORUM**

- 4H Scholarships: Barb Stevens shared there are typically four applicants each year that apply through a 6-page application and then a committee interview of each applicant. She would like to propose an increase to the scholarship from \$500 to \$750 for each recipient. Allyson mentioned it may be a nice idea to make it available to those who may not be applying to college but might be starting their own business, or professional training opportunity, etc. Rather than a scholarship, it was proposed to explore changing it to call it a mini grant instead. It was also recommended that guidelines be set up to prepare for the inaugural year to implement this broader approach. Perhaps approve up to 8 per year and allot set number of dollars per year. Christine suggested we perhaps title it the "Futures" Scholarship. Motion suggested approving the expansion of the 4-H Scholarship Program to

include non-college bound seniors for professional development, business plans, and startups with a total award to not exceed eight recipients per year, \$750. /per recipient.

**MOTION: NO QUORUM**

**XII. INFORMATIONAL REPORTS:** no reports

**XIII. ADJOURNMENT:**

**Motion to adjourn by Sue Dwyer, seconded by Christine Saplin. Approved unanimously.**

**Adjourned- 7:22 pm.**

**Next Board Meeting:** Wednesday, July 23, 2025, 6:00 pm

**Board of Directors Meeting  
24 Martin Road, Voorheesville, NY 12186  
July 23, 2025 - 6:00pm  
MINUTES**

**PRESENT:** William Reinhardt, Ellen Doolin, Kevin Millington, Sue Dwyer, Christine Saplin, Ann Potts, Wendy Daignault, Keshana Owens-Cody; Via Zoom- Paul O'Connor

**Staff:** Lisa Godlewski, Lisa Buenau, Amy Shatsoff, Anthony Zumbolo, Barbara Stevens, Jessica Denno

**Absent:** Carolyn Anderson, Allyson Whiting, Sue Black, Theresa Rodriguez

**I. CALL TO ORDER:** By Christine Saplin @ 6:00 pm.

**II. WELCOME AND INTRODUCTIONS:** Welcome everyone. Some new faces here tonight: Amy has joined the team as our new Senior Manager for Sustainability and Environmental Health. Additionally, our new State Extension Specialist - Paul O'Connor - has joined us via Zoom. Introductions continue with all staff and board members present.

**III. APPROVAL OF MINUTES:**

- **Board of Directors – May 21, 2025**

**MOTION:** Motion to approve Board of Directors Minutes from May 21, 2025 meeting as presented made by Ann Potts, seconded by Bill Reinhardt. Approved unanimously.

- **Executive Committee – May 21, 2025**

**MOTION:** Motion to approve Executive Committee Minutes from May 21, 2025 meeting as presented made by Kevin Millington, seconded by Sue Dwyer. Approved unanimously.

**IV. REPORTS FROM OFFICERS:**

**President-** Carolyn Anderson was unable to attend.

**Vice President-** Christine notes appreciation of how the association is managed.

**Treasurer-** Kevin shares that the financial health of the organization is excellent. Expenditures right in line with budget.

**Secretary-** Sue Black was unable to attend.

**V. LEGISLATIVE REPRESENTATIVE REPORT:** Bill Reinhardt:

Currently, at the County level, the budget appears to be in a good place. Legislature is trying to get a handle on cuts at federal level- but we will have to see how the state responds to those cuts. Waiting for more information on SNAP related developments.

**VI. FINANCIAL REPORT:** Anthony Zumbolo reports:

- Closed through May. Cash is higher than historical due to transition of Broadview CD and moving to money market account with NBT. CDs and investments have been performing well- year-to-date they are up around 4%. Revenues are still reflecting positively; federal contracts are still behind due to various delays. Enterprise up due to Master Gardener fundraising. Expenses are still in line as planned. Agency fund line item is higher than usual- due to money that is passed through to CCE (e.g. 4H Capital Days).

**MOTION: Motion to approve May 2025 financial statements, pending audit, as presented made by Ellen Doolin, seconded by Kevin Millington. Approved unanimously.**

- Investment update- as previously shared, up 4% since January. Our Financial Advisor changed brokerage firms- the previous firm moved from Rochester to Arizona and shifted staffing support. As a result, our advisor moved to a larger firm, with more resources and support available. Fee structure will remain the same. Money will not be moving, advisor remaining the same.

**MOTION: Motion to change investment broker account made by Ellen Doolin, seconded by Sue Dwyer. Approved unanimously.**

- External audit complete. After the initial visit, auditors returned for half-day, everything went smoothly. They have had some staffing changes so there is a bit of a delay in receiving the report.

**VII. PUBLIC COMMENT:** No comments

**VIII. EXECUTIVE DIRECTOR REPORT:** Lisa Godlewski reports:

- County Budget- 2026 proposed budget request has been submitted. Requesting a slight increase, mostly due to our need to account for urban office
- Urban Office/Rental Space- To summarize, determined that we needed to move out by July 1<sup>st</sup> instead of July 31<sup>st</sup> - moved into action, rented a storage unit, moved out of that office, relocated educators to Voorheesville. One staff member is currently being hosted by the Albany Housing Authority @ 200 Green Street to remain accessible to HEAP clients. Continuing to request conversations with the County to try to find solutions for an urban space- with the SNAP changes on the horizon, our requirements for space may change. We continue

to advocate for proximity to other county offices, as we believe we can offer synergies/work in tandem with those offices. HEAP usually begins in early November, so we still have a bit of time. Operations staff have been working with a broker to find leasing space – if other solutions do not materialize.

- SNAP-Ed- is currently out of the federal budget beginning October 2025 (separate from SNAP benefit dollars). Waiting to see what will happen- conversations ongoing between ODTA and USDA regarding a possible extension. Seven staff could be affected. Requested the county consider funding a much smaller nutritional educational program in lieu of the loss of the SNAP-Ed program. We are hoping we can keep nutritional education going as we serve close to 10,000 youth and adults annually. Food resource management, chronic disease and obesity prevention, and food safety are linked to key priority areas of the county's community health improvement plan as well.
- State Funding- No other impact that we know of yet. Continually working on contingency plans. In addition to the loss of SNAP-Ed staff, there is an expected \$200,000-deficit projected to the whole association with the loss of SNAP Ed as well. Ellen asked if there are any opportunities within CCE to employ any of the seven staff that might lose their grant. All staff are notified of all open positions within CCE Albany, and the jobs are posted in a central location with other extension positions as well.
- New Ford Transit Purchased- will be registered and ready for use very soon! The old Ford van has major repairs needed. Due to a higher-than-expected value, we will go through the bidding process to sell the Ford van.

#### **IX. STANDING COMMITTEES:** No reports

#### **X. PROGRAM REPORTS:**

##### **For Human Ecology:** Lisa Buenau reports:

- Move from Green Street – amazing staff assisted with a condensed moving schedule, and we were able to complete the entire move within two weeks.
- Currently assisting with the Albany County Summer Youth Employment Program. We generally support youth and employers in southern Albany and the Hilltowns. Last year, we provided training and were asked to extend this training to several locations this year.
- Great response for financial literacy and parenting educator position. Aiming to broaden the position and have several candidates lined up for interviews. Additional vacancy in the Community Specialist position. With advance notification we were able to advertise quickly and began accepting applications. Aiming to hire for this position within a month.

##### **For 4-H:** Barb Stevens reports:

- Normanskill Farm Programming – In June, CCE educators reached over 700 youth from city of Albany elementary schools.
- Four interns working with CCE from the Albany County Legislature are doing phenomenal work and learning a lot. One is planning to work with our CAAHP Agronomist to learn more

about what is happening at the solar farm research project on growing strawberries managed by a Cornell faculty member. We have done the planting and maintenance, will be harvesting and collecting data. This opportunity arose from the research facility in Ulster County that was looking for assistance closer to the site.

- Garden Adventure Program – The Master Gardeners did a great job for youth enrollees.
- Adventures in 4H Program was offered this year, in lieu of our dog program- teaching STEM topics, environmental programming, nutrition and dairy, and farm animals here one day.
- Farm Adventure Week upcoming- where youth visit a different farm every day- 12 youth signed up for the program.
- Educators also offer educational sessions with Guilderland and Bethlehem YMCA summer programs.
- Planning meeting with Albany County DCYF department regarding our Urban Grant.
- Preparing for the Altamont Fair- 4-H Livestock Club holding rabbit and chicken showmanship clinic.

**For Sustainability and Environmental Health:** Amy Shatoff reports:

- Healthy Homes educators visited 116 dwellings during the second quarter, a slight increase from the previous quarter. Also presented during Upstate New York Poison Control quarterly online seminar series- webinar included 40 attendees representing 24 different NYS housing and environmental health related organizations. Healthy Homes team added QR code to flyer- have been receiving additional referrals and signups through this avenue.
- Completed re-accreditation process with the EPA for abatement worker course- now accredited for next four years. Work progressed on putting together curriculum materials for lead abatement supervisor course. Plan to be accredited to teach abatement supervisor training by end of 2025. Losing an EPA Lead educator but have a strong candidate to fill.
- Energy group is working on a new campaign to provide heat pump water heaters. Developing outreach materials and completed the first install for a client today.
- Hiring Climate Resilience Educator- please share the posting with your network.

**For Master Gardeners (MG):** Christine Saplin reports:

- Saturday, May 31<sup>st</sup>, we held our (soggy) plant sale. The event moved indoors and was very well attended. Showing a \$4,000 profit, starting to plan for next year to be on May 30<sup>th</sup>. Ordering the plant plugs to start.
- Speakers' bureau has 43 presentations scheduled from now until fall. Developing a workshop offering around seed saving for the fall with the Fort Orange Garden Club.
- Garden tour numbers have been low- thinking because of the heat.
- Children's Garden Adventure- garden based learning week- 21 children attended, and 14 MG assisted. The program entailed planting raised beds- each broken up into pollinator groups- children looked at catalogs, planned layout, etc. One was based on the Homegrown National Park idea from Doug Tallamy, another was a three sister's garden. Very creative and fun!

- Children's Gardens has a garden library- built by an eagle scout where children can look at books while parents tour the garden.
- Seven preschoolers in the Spring Little Sprouts program, fall offering is opening soon!
- Compost area will have some replacement framing installed.
- Gazebo replacement is hopefully in our future as part of the 'Help Us Grow Fundraiser.'
- Starting to interview applicants for MG volunteer class for 2025. Training begins in September, and we are looking forward to the new class!
- Ice cream social planned for summer gardening program, and an additional ice cream social for Town of Bethlehem Garden that was planted as a pollinator garden

**For Agriculture/Horticulture:** Lisa Godlewski reports:

- Cut flower workshops continue; The Horticulture specialist is getting calls to speak at different workshops across the region.
- CAAHP staff are involved in regional agritourism through statewide program work teams.
- Spring turnouts happened, as well as twilight garden tours- chances for producers to meet with specialist on a particular topic.
- Northeast Luminary Tour occurred for livestock producers- CCE livestock educator has a small project to spread this education across the state.
- Agronomy educator is providing ongoing support to the solar research project in RAVENA.
- CAAHP team facilitated 117 consultations and 53 regional farm visits.
- ENYCH team – (vegetables, tree fruit, small fruit, grapes, etc.) A Weekly vegetable newsletter recognizing trends happening with plants and sharing pertinent information.
- Fair season- Ag and Horticulture educators are very involved across the region.
- Local Ag team has a equine workshop offering next week.

**XI. OLD BUSINESS:** Lisa Godlewski reports:

- SBN- previously discussed statewide evaluation process is ongoing. The Director of Extension has informed us this week that they have received a lot of great data and have decided to extend the evaluation process for another full year.
  - Paul added we had an over 50% response rate to a survey that went out to 170 people. Many indicated that they want to work on making the SBN structure better which included discussions about how to collaborate and work together better. There is a lot of instability. Director wants to extend evaluation process through end of 2026 to continue to evaluate and develop solid processes and procedures to support programming.
- Systemwide Updates- Salesforce CRM project is coming to fruition, and it is very exciting to see how new system will allow. New association websites are also being developed, with the first association converters this fall. There are many different areas of improvement that will help to connect our platforms to further enhance our interactions with the end user.

**XII. NEW BUSINESS:** Lisa Godlewski reports:

- Paul O'Connor (State Extension Specialist) notes:
  - SNAP-Ed has 160 people connected across the state. Holding sessions to try to get EDs various tools that they need during this unfortunate situation of losing nutrition education and educators (should it occur).
  - In September, Extension Admin is hoping to have a board member join their EDs for the Executive Leadership Conference.
  - Paul asked if there is ever any feedback at any time to please let him know.

**XIII. INFORMATIONAL REPORTS:** no reports

**XIV. ADJOURNMENT:**

**MOTION:** Motion to adjourn by Ellen Doolin, seconded by Wendy Daignault. Approved unanimously.

**Adjourned- 6:51 pm.**

**Next Board Meeting:** Wednesday, September 17, 2025, 6:00 pm

**Board of Directors Meeting  
24 Martin Road, Voorheesville, NY 12186  
September 17, 2025 - 6:00pm  
MINUTES**

**PRESENT:** William Reinhardt, Ellen Doolin, Kevin Millington, Sue Dwyer, Christine Saplin, Ann Potts, Wendy Daignault, Carolyn Anderson, Allyson Whiting

**Staff:** Lisa Godlewski, Amy Shatsoff, Anthony Zumbolo, Barbara Stevens, Jessica Denno

**Absent:** Sue Black, Keshana Owens-Cody, Theresa Rodriguez, Paul O'Connor, Lisa Buenau

**I. CALL TO ORDER:** By Carolyn Anderson @ 6:01 pm.

**II. WELCOME AND INTRODUCTIONS:** Welcome everyone. Thank you all for coming out.

**III. APPROVAL OF MINUTES:**

- **Board of Directors – July 23, 2025**

**MOTION:** Motion to approve Board of Directors Minutes from July 23, 2025 meeting as presented made by Kevin Millington, seconded by Sue Dwyer. Approved unanimously.

**IV. REPORTS FROM OFFICERS:**

**President-** Carolyn Anderson – very thankful to be here. Things are going smoothly and we owe that to Lisa and her staff, dealing with things effectively and efficiently. This is greatly appreciated.

**Vice President-** Christine Saplin– welcome back, Carolyn!

**Treasurer-** Kevin Millington– Financial health of the organization remains excellent.

**Secretary-** No report

**V. LEGISLATIVE REPRESENTATIVE REPORT:** Bill Reinhardt:

County legislature is concerned about budget cuts coming down from Washington. Wonders where this might show up in the budget- and how we may see this reflected in our numbers.

**VI. FINANCIAL REPORT:** Anthony Zumbolo reports:

- June and July have closed.
- To date, through July, there are no federal impacts that we have seen. Everything is going well. Cash is up over prior year- Broadview CD was shifted. Investments and CDs are still performing well.

- Accounts Payable is lower relative to historical levels- this is related to SNAP payments to subcontractors.
- Statement of Operations- federal contracts are a little low due to strategic planning with the SNAP contract. Private contracts are a bit higher- additional contract last year. Fundraising is also higher- MG fundraisers (Plant Sale, Help Us Grow Fundraiser) have performed well.
- Expenses in line with budget.

**MOTION: Motion to approve June & July 2025 financial statements as presented, pending audit, made by Ellen Doolin, seconded by Ann Potts. Approved unanimously.**

- Investment update- reinvested several CDs today with news of interest rates changing. Keeping tiered timeline approach.
- Financial advisor is completing transition to new brokerage firm.

**VII. PUBLIC COMMENT:** No comments

**VIII. EXECUTIVE DIRECTOR REPORT:** Lisa Godlewski reports:

- SNAP- Many working behind scenes to express to the state how much the program means. NYS came through with a letter to those who administer SNAP which granted each organization with money to operate through the end of the year. More recent conversations included there will be additional funding to carry out the program from December through the end of the federal fiscal year next year. Staff are working on planning programming accordingly. Offers a bit of a standard close out process. People working to get nutrition dollars into Governor's budget as well and ongoing dialogue with County regarding potential funds to continue programming as well.
- University is forecasting a significant deficit. Already hiring freeze, travel freeze for extension administration personnel. Some federal dollars getting held up by request of particular elected officials. It is important to message the role that Extension plays for the land grant university.
- Digital ecosystem is moving along- first association has launched new website- streamlined approach and delivery, unified branding across the state. CRM - initiators are starting this Fall- modules for event registration, connection to payment system, customer notifications.
- Still searching for urban office space. Would like to be occupied by November 1<sup>st</sup> for the start of HEAP but are having trouble finding space that suits our needs.

**IX. STANDING COMMITTEES:** No reports

**X. PROGRAM REPORTS:**

**For Human Ecology:** Lisa Godlewski reports on behalf of Lisa Buenau:

- Hired a new Community Specialist for HEAP- training for the next outreach year. State still has not updated the address on the HEAP application return envelopes/forms- still say Ravenna and this is very confusing and frustrating for clients. Ravenna Post Office is extremely accommodating to the situation.

- Offered position for the vacant Family and Consumer Sciences Educator.
- Nutrition educator- reached over 100 participants through diabetes support classes. Additionally, enrollment is completely full for three-day preservation workshop. Conversation ensued about participant's motivation for learning to preserve; proposal to survey.
- Hudson River Fish Advisory- continues to educate audiences on what is safe to eat out of the Hudson.

**For 4-H:** Barb Stevens reports:

- Altamont Fair was a success! 4-H was well represented with 21 clubs, 1,022 exhibits and animal classes entered.
- Programming at Bethlehem and Guilderland YMCA ongoing throughout the summer months, which is funded through the Youth Bureau grant.
- Dairy Grant continuing and will keep programming going through Fall.
- Entering new grant around fiber education and agricultural awareness- partnership with a graduate student at Cornell- put together the grant to target youth in Arbor Hill Elementary, Sheridan Prep, Montessori and Giffen Elementary schools.
- After Fair, staff met with Albany City Schools in preparation for Urban grant education to start in October.
- 4-H Youth Educator position is currently advertised.
- Agri-business career trip at Cobleskill – 2 days- attendees tour campus facilities and learn about agriculture business practices. Five 4-H members are interested in attending.
- We received four interns from the County this summer- their work was so helpful and much appreciated!

**For Sustainability and Environmental Health:** Amy Shatoff reports:

- New Climate Resiliency educator joined CCE last week. Prior 4-H and Ag experience will come in handy. Attending statewide Climate Stewards training – 12 weeks, every Wednesday evening- program modeled after Master Gardeners program volunteer training. Climate Stewards program is meant to complement Climate Smart communities through the DEC.
- Working to increase social media posts and website content on climate topics.
- Brainstorming with Barb and her team about workshops for the winter.
- Lead- one educator departed, and we were able to hire one of our SNAP-Ed educators. Lead Team continues to develop abatement training- aim to roll out by the end of the year.
- Attended Montgomery Lead coalition meeting- it was shared that people come from Westchester County to attend our lead training courses so kudos to the team on those classes!
- Healthy Homes- continuing educational home visits throughout the county.
- Energy Hub- funding is in place through next year but scope of work continues shift depending on federal and state funding. Draft State Energy Plan open for comment until October 8<sup>th</sup>.

- Hot Water Heater Campaign- successful in getting one to a client a month ago- plan to step up outreach for that moving forward. Team receives referrals, typically through the Empower Plus program.

**For Master Gardeners (MG):** Christine Saplin reports:

- Despite challenging growing season- still growing!
- Master Gardeners were featured in an expansive Times Union article.
- Veterans program ongoing.
- Provided informational tables at Altamont Fair and Farmer's Markets.
- New Master Gardener Volunteer training began, and we have 14 recruits for CCE Albany.
- Harvest picnic today- a success!
- Ice cream social- harvested peanuts this year!
- Putting children's gardens to bed this year. Fall session of Little Sprouts did not get any registrants, so program was cancelled.
- Fall Bulb Sale - wrapping up- closes on the 19<sup>th</sup>. Order form is online.
- Help Us Grow Fundraiser has allowed us to replace the gazebo- install hopefully in October.
- Training session on Spotted Lantern Fly- starting to get calls about this invasive pest.
- Complements from Barb for Christine on how wonderfully she accommodated the 80 youth that visited the fair for a last-minute grant opportunity- they were so happy to be able to provide the programming, and her work is much appreciated.

**For Agriculture/Horticulture:** Lisa Godlewski reports:

- Equine digestive track presentation on gut health.
- Cornell does large scale AG in-service training opportunity, connects educators to faculty and can learn more about current and future projects.
- Cut flower programming planning well underway. Our regional horticulturist is in high demand! Has provided a large amount of cut flower educational opportunities- zooms and in person workshops with more planned for the future.
- Educators are involved in various Small Farms educational initiatives through the remainder of the year.

**XI. OLD BUSINESS:** Lisa Godlewski reports:

- SBN- continues to be evaluated through the end of the year. Great response to surveys, now working with focus groups to receive statewide feedback. Director of Extension extended this evaluation period of SBN through the next federal fiscal year.
- Jim and Lisa asked to sit on a statewide policy workgroup- policies are very old and there is much to be updated.
- SBN leads across the state will be meeting in October.
- Equipment updates:
  - Ford E350 Van is up for bid. Extended bid window through September 26.

- XRF Analyzer- will not be purchased this year.

**XII. NEW BUSINESS:** Lisa Godlewski reports:

- None to report.

**XIII. INFORMATIONAL REPORTS:** no reports.

**XIV. ADJOURNMENT:**

**MOTION:** Motion to adjourn by Ellen Doolin, seconded by Kevin Millington. Approved unanimously.

Adjourned- 7:11 pm.

**Upcoming Board Meetings:**

Thursday, November 20- Annual Meeting Luncheon @ NOON  
Wednesday, December 10, 2025 @ 6pm

**Nominating Committee Meeting  
24 Martin Road, Voorheesville, NY 12186  
November 12, 2025 - 10:00am**

**PRESENT:** Carolyn Anderson, Susan Lewis, Gale Kohler

**Staff:** Lisa Godlewski, Jessica Denno

**Absent:** Kevin Millington

I. **CALL TO ORDER** - By Carolyn Anderson at 10:15 am

II. **CANDIDATE REVIEW** –review of the slate of candidates for the Board of Directors: John Kilroy, Science Teacher at Colonie Central High School, and Laura DeGaetano, who is recently retired from Albany County’s Economic Development, Conservation and Planning Department.

**MOTION:** Motion to nominate the slate as presented including Laura DeGaetano and John Kilroy as first term candidates for the CCE Board of Directors made by Susan Lewis. Seconded by Gale Kohler. Approved unanimously.

III. **ADJOURNMENT**

**MOTION:** Motion to adjourn made by Susan Lewis. Seconded by Gale Kohler. Approved unanimously- adjourned at 10:23 a.m.

**Annual Meeting Luncheon: Thursday, November 20 @ 12:00pm**

## **SPECIAL MEETING | 2025 ANNUAL MEETING**

November 20, 2025 at 12:00pm  
24 Martin Road, Voorheesville, NY 12186

**BOARD MEMBERS PRESENT:** Carolyn Anderson, Christine Saplin, Ellen Doolin, Kevin Millington, Sue Dwyer, Allyson Whiting

The meeting was attended by approximately 60 constituents.

**CALL TO ORDER:** By President Anderson at 1:00 pm.

President Anderson extended a warm welcome, thanking everyone for attending Cornell Cooperative Extension Albany County's Annual Meeting. She was grateful to see everyone and appreciates the composition of volunteers, Board members, collaborators, and staff that make this community so special. She also recognized the Board Members for the tremendous amount of work that they do and thanked them for being there.

President Anderson introduced Lisa Godlewski, Executive Director, who recognized the various elected officials and key constituents that were in attendance. Lisa also introduced Patrick Curran, Albany County Policy Analyst, who was available to say a few words on behalf of County Executive Daniel McCoy. Patrick shared that the partnership between CCE Albany and Albany County has never been stronger. From the HEAP program to environmental work, youth development & outreach, we accomplish more together and the County appreciates the dedicated staff at CCE.

Lisa introduced Paul O'Connor, Assistant Director of Association Operations and our State Extension Specialist. Paul opened by thanking everyone at the Association; he has seen CCE Albany at work through his nephews who live in Guilderland and has worked with Lisa for over 20 years, starting when he served as the Executive Director in Onondaga County. He is familiar and appreciative of the services provided by CCE Albany. Paul noted that the extension system started in 1860 with Lincoln and Seward, who recognized that the wisdom from the fields and the wisdom from the University could be combined to create something better, and the Extension network is keeping this great idea alive.

**Executive Director Remarks:** The annual meeting brings everyone together to create synergies to move forward. Reflecting on the year, this has been a particularly challenging year, but our commitment in challenging times is to respond, evolve, adapt, and remain resolute in our reciprocity. Reciprocity is the land grant mission- to exchange ideas and services with each other to mutual

benefit. Reciprocity exists between Cornell, the government and the public- civic engagement for the public good. Dr. Scott Peters, a faculty member at Cornell, has been exploring the history of higher education for Americans and recognized that Extension is more than a service, it helps communities solve problems. He recently spoke at an executive leadership conference and shared his reflection on how extensions work as ‘we grow people’ ...this resonated with me. CCE helps people, helps communities, and helps grow people through this interconnected foundation and many partnerships with reciprocity of this quasi-governmental entity. We look forward to what’s next for CCE to serve the public. We will continue to be seen as a trusted resource, continue to make lasting impact, all because of the collaboration of staff, volunteers, and numerous partnerships.

Lisa went on to thank everyone in attendance for being here to celebrate the year and thanked all the staff, volunteers and government and community partners for all their hard work and dedication.

## **BUSINESS MEETING**

**CALL TO ORDER:** By Lisa Godlewski @ 1:10 pm.

### **REPORT FROM OFFICERS:**

President – President Anderson shared that this has been a spectacular year.

Vice President – Christine Saplin is proud to be part of this community.

Treasurer – Kevin Millington reported that the financial report ending July 31, 2025 was approved, pending audit, at our September 17, 2025 Board of Directors meeting. The report shows that receipts and expenditures are in line with that which has been planned and we anticipate ending the year having delivered our programs within our planned budget. Beyond that, the financial health of the organization is excellent- a great reflection on the association. We have excellent support from federal, state and county funds, which is very much appreciated.

Secretary – On behalf of Secretary Susan Black, Lisa Godlewski reported that the minutes of the 2024 Annual Meeting of the association, which was held November 14, 2024, were reviewed and accepted by the Board of Directors at their meeting on January 29, 2025. They have been on file and available for public reading since that time. They are available here for anyone to read if they wish. They are lengthy, is it the wish of this group that they be read at this time?

**MOTION:** Motion made by Ellen Doolin that the minutes shall not be read and that they are accepted as presented. Seconded by Christine Saplin. Approved unanimously.

**REPORT OF LEGISLATIVE REPRESENTATIVE:** Representative William Reinhardt was not able to attend today, however, he sends his well wishes.

**SPECIAL COMMITTEE REPORT:**

**Nominating Committee**— Lisa Godlewski reported on behalf of the Nominating Committee Chair, the Committee was held on November 12, 2025 to review, discuss and approve the slate of board candidates as presented today.

**Nomination Slate- Board of Directors**

Laura DeGaetano and John Kilroy are being nominated, both for their first terms.

There were no nominations from the floor.

**MOTION:** Motion made by Kevin Millington to accept the Nominating Committee recommendations and accept the Board of Director members for their first term, as presented. Seconded by Carolyn Anderson. Approved unanimously.

**RECOGNITIONS** – Lisa Godlewski shared that two Board members will be completing their tenure on the Board this year. Our Board Secretary Susan Black started as a Master Gardener, as well as a member of the Human Ecology Program Committee. She has filled many different roles, and her volunteer service has been very much appreciated. Keshana Owens-Cody has been with New York State, was involved in our recently completed Department of Health Fellowship program and has been a very valuable volunteer; we appreciate her service, time and dedication as well.

**Friend of Extension Award** - Lisa Buenau and Karen Mort present the Friend of Extension Award for Micky Jaminez. Micky has spent more than 43 years working with the Capital District Latinos in community advocacy and Karen has partnered with her on nutrition programming. Micky has developed initiatives to address food insecurity, addiction, and mental health issues in marginalized communities. Karen shared that she met Micky at a health fair on Central Ave; Micky went on to ask Karen to hold a Dining with Diabetes class for which Micky would translate to Spanish. Over the course of working together, Micky has involved dietetic interns from Sage, held a vaccination campaign that raised the rate from 2% to 85% in the Latino communities. As a community builder, she recruits great staff, trains them well, and she also spends time writing grants; her goal is to serve as a bridge to make connections. Her food pantry is organized and welcoming, including a

compassionate closet for clothing and other items. She is working to transform her space to be able to host more classes, showcase Latino artists, musicians, etc. to embrace and celebrate their culture. Alejandra was with us to accept the award on Micky's behalf. Karen is proud to be part of such a resilient and compassionate group, is excited to teach the classes and have such successful partnerships; she looks forward to continuing their collaborations together. Thank you, Micky!

**ASSOCIATION EXECUTIVE DIRECTOR** – no additional report.

**NEW BUSINESS** – no report.

**OLD BUSINESS** – no report.

**ADJOURNMENT** - Motion to adjourn.

**MOTION:** Motion to adjourn the meeting by Ellen Doolin. Seconded by Kevin Millington. Approved unanimously. Meeting adjourned @ 1:25 pm.

**Executive Committee Meeting  
24 Martin Road, Voorheesville, NY 12186  
December 9, 2025**

**PRESENT:** Carolyn Anderson, Kevin Millington, Christine Saplin  
**Absent:** Susan Black  
**Staff:** Lisa Godlewski, Anthony Zumbolo, Jessica Denno

**I. CALL TO ORDER** - By Carolyn @ 12:30pm.

**II. FINANCIAL REPORT:** Anthony Zumbolo reports:

- Overall, the association maintains a strong fiscal position. Cash is up, receivables are in a good place, expenses in line, revenues are good. Fringe rate was adjusted down so line item is lower than what was budgeted.

**MOTION:** Motion made by Christine Saplin, to accept the August and September Financial Reports as presented pending audit, seconded by Kevin Millington. Approved unanimously.

**III. EXECUTIVE DIRECTOR'S REPORT**

- The County budget request was submitted in July, typically notified of Executive's budget in October and approved in December. CCE current request for additional dollars for urban office rent plus Cost-of-Living increases are moving forward. Going into next year, we have not suffered any of the federal cuts we projected, still teetering on a line with SNAP-Ed but it is anticipated to run through September 2026. We are applying for additional grant applications to try to find new avenues for funding. Discussions for a possible county-based program to keep a few nutrition outreach educators. Requests have also been made to the Governor to put nutrition education in the NYS budget. CCE educators are also exploring clean energy education avenues as well as climate resiliency projects. This involves additional work with our risk manager to go after money extension does not normally secure.
- Cost of Living Increases- tool available in the system to make simple changes for all eligible staff so approval early is helpful to take advantage of that one-time tool. Data entry would happen next week, effective January 1, 2026. 3% increase for everyone except staff that started their employment after August 1, 2025.

**MOTION:** Motion made by Kevin Millington to approve staff Cost of Living Adjustments for 2026, in line with County plan, seconded by Christine Saplin. Approved unanimously.

- Year-end equipment purchases are planned specifically for computer and hardware upgrades and key program supplies. Some additional purchases are necessary for our new urban office space downtown.
- CCE has officially moved into the new urban rental space @ 418 Broadway. HEAP staff are up and running, additional staff to follow in the new year.

**IV. OLD BUSINESS**

- Cargo van finally sold outright to a private buyer.

**V. ADJOURNMENT**

**MOTION:** Motion to adjourn made by Kevin Millington, seconded by Christine Saplin. Approved unanimously. Adjourned 12:43 pm.

**Next Board Meeting:** January 28, 2026 @ 6:00 pm