

Cornell Cooperative Extension of Delaware County

Board of Directors

Wednesday, May 14, 2025

6:00 – 7:30 PM

Cooperative Extension Office, Hamden, NY

- I. Call to Order 6:03 pm
- II. Welcome & Introductions
Nancy introduced Jackie Pernice, 4-H Administrative Assistant, Jackie VanLoan, Administrator/HR and Heidee Johns, Operations Coordinator
- III. Phone System – Ken Prestidge, Delhi Telephone Company, Business and Project Sales Manager spoke about the new phone system that the Board will need to approve. There were a few questions.
Motion to approve the Delhi Telephone Company Estimate for equipment and installation at the Hamden office.

Motion: Bud Gladstone
Second: Eric Scofield
Motion Carried
- IV. President's Report – Betty Scott
Betty requested that Jackie VanLoan be the Admin Asst to the Board President Betty then discussed the Search Committee for the Executive Director; they will meet next week and go over the job description and then post it for 6 weeks. With a possible new hire by the end of August 2025.

Motion to Accept the Search Committee
Motion: Bud Gladstone
Second: Eric Scofield
Motion Carried
- V. Interim Executive Director's Report – Nancy E. Grotevant
Nancy presented her report and began with talking about no longer being a part of SBN, and that it was difficult to get issues taken care of. She has an MOU with Tompkins County for IT and is working on an MOU with Jefferson County for help with ongoing HR issues. Jackie V will be taking over the onboarding of

new hires. There was some discussion. Betty said Cornell is not reviewing our job descriptions, correct? Nancy said that it is correct.

- VI. Statewide Personnel Policy Update – Nancy E. Grotevant
She discussed with the board that the policy manual is very outdated. At the college level they put together a Personnel Policy Committee and Andy Turner has agreed to pay \$4,000.00 to review compliance, she will keep everyone posted on this.
Another option that will be available will be for counties to “buy-in” to have their local policies reviewed. Cost per county, will depend on how many counties decide to participate. The more that choose to participate, the lower the cost per county.
- VII. State Budget Update – Nancy E. Grotevant
Reported that the State Budget has passed.
- VIII. Changes to SES – State Extension Specialist
Nancy reported that Cornell has decided to hire additional staff and Pat Claiborne will be our new representative, there has been no start date yet.
- IX. Other Reports
- a. Cornell Report – none
 - b. Supervisor Representative – Bud Gladstone
Bud reported on the land that is adjacent to the camp was up for sale and the County purchased it with the plan to utilize a parcel for 4H Camp.
- X. Committee Reports
- a. Finance Committee Report – Stacy Palmatier
Stacy reported that the Finance Committee approved January pending fringe benefits, they also approved the February pending fringe benefits.
She reported that there is a CD then expires at the end of June, looking into rates and hopes to get them before the June Board meeting.
They are requesting dual signatures to increase from \$1,000.00 to \$2,000.00.

Motion to Approve the Dual Signatures from \$1,000.00 to \$2,000.00
Motion: Eric Scofield
Second: Allison Maslack
Motion Carried

Stacy went on to discuss a dormant account and requested to move to Wayne Bank at a higher rate.

Motion to Approve moving the CD to Wayne Bank

Motion: Libby Kelly

Second: Bud Gladstone

Motion Carried

Stacy said that the Finance Committee was asked to have new co-signers, Ashley and Dove, to be co-signers on checks. Then it was discussed to remove Kim Holden as a co-signer.

Motion was made to approve adding Ashley Silano-Moore and Dove Karn as co-signers and remove Kim Holden

Motion: Stacy Palmatier

Second: Bud Gladstone

Motion Carried

b. Personnel Committee – Libby Kelly

Libby said that the committee discussed changing the travel policy and they were referring to Desiree going to the National Conference on Farm Enhancement at the end of June.

c. Long Range Committee

Betty would like to set up a meeting in June to plan the Annual meeting.

Libby asked if there were any other staff attending conferences. Nancy said there are staff now that are interested in going to various conferences.

Motion was made to go into Executive Session

Motion: Libby Kelly

Second: Bud Gladstone

Motion Carried

Motion to come out of Executive Session

Motion: Eric Scofield

Second: Allison Maslack

Motion Carried

Betty told the committee that there will not be an Executive meeting on May 27, 2025.

Next Board meeting June 24th, 6:00 pm

Motion to adjourn

Motion: Bud Gladstone

Second: Libby Kelly
Motion Carried

Meeting ended at 7:36 pm