

**Cornell Cooperative Extension of Delaware County
Board of Directors**

Tuesday, June 24, 2025

6:00 – 7:30 PM

Cooperative Extension Office, Hamden, NY

1. Call to Order 6:03 pm
2. Action: Approval of Board minutes from May 14, 2025
Motion to Approve the Board of Directors Minutes from May 14, 2025, as presented
Motion: Tim Gutliph
Second: Eric Scofield
Motion Carried
3. Staff Presentation – Paul Cerosaletti
Paul introduced Jessica Ladd, Ag & HE Administrative Assistant and Lila Shafer, Natural Resources and Horticulture. He then went on to his presentation on CIG.

Questions/Comments: Betty commented this is exciting, also the injection odor is not as strong as when the farmers spread their manure. Vanessa commented that she likes the tech aspect. Betty then commented that she is impressed by the work with NM to keep Delaware County ahead. Dale said this includes the district, WAC, and several County departments, it is a good network of partners. Patricia Claiborne wanted to mention that while at the Regional Conference they discussed how Delaware County presents the program.

4. Presidents Report – Betty Scott
Betty told the committee that the Executive Director Search committee met last evening, 6/23/2025 and discussed the EOC statement changes and hopes to have the job position posted after July 4th. It will be posted for 4-6 weeks, and it will follow similarly to the last session.
5. Interim Executive Director's Report – Nancy E. Grotevant
Nancy let the committee know that we have taken two vehicles in for service, they need a compressor/coil spring/ac fixed. Stacy suggested replacing one this year and the other two in next year's budget. Libby asked about leasing, Tim said the mileage would be a lot more. Nancy then said they thought about a small SUV rather than a car.

Recommendation from the Finance Committee to look at replacing one this year and possibly two next year to have them all replaced. Dale has experience with the State bidding process and said it is a quick process.

Motion to purchase one vehicle with four-wheel drive, not to exceed \$40,000

Motion: Stacy Palmatier

Second: Allison Maslack

Motion Carried

6. Updates & Discussions – Nancy E. Grotevant

- a. Phone System – the supplies are in, and installation should be in the next couple of weeks, and as far as they know there are no additional charges.

Cornell Cooperative Extension Delaware County

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- b. She met with most of the new staff to check in and see if she needed to supply them with anything. She noted that Dove has put together proposed travel for her in October. The total to attend the NEAFCS would be about \$2,605.00. Dove would like the BOD to approve her to attend the NEAFCS in October 2025.

The Finance committee discussed and wanted meal reimbursement. Libby asked what state to go with? Stacy said why not check membership dues, the Finance Committee recommends becoming a member and we can use it again for other conferences. Libby asked if we have established a number of conferences? Betty said we have not but should get a dollar amount in the budget. Charlie said the budget would be per program. Betty would like to have a budget set.

Dale explained that WAC has a budget for Travel & Training. Paul also asked with grant options, how would that work with a budget. Libby does not want it not being used or free for all, should be that all can use it. Betty said memberships vs conferences, encourage memberships and then can receive discounts. This is a bigger conversation to have. Betty did want to mention that if we budget it then it does not have to be voted on each year.

Motion to approve Dove Kern to attend the National Conference in Michigan pending review of meals and recommends membership for \$2,175 plus meals at the Federal Per Diem rate.

Motion: Stacy Palmatier

Second: Tim Gutliph

Motion Carried

Nancy then went on to discuss the Policies and Procedures, Cornell will pay \$4,000 for State and Federal, but not local. She spoke with Deb at HR1 today and they are thirty-eight counties that bought into having the policies updated at \$700/county. If we join it would be \$600/county. Pat Claiborne said that is correct and the deadline is the end of June.

Betty did ask our attorney, and he does not see a problem with HR1. Vanessa asked if we could update it if needed at the local level. Pat said yes, only local not State or Federal.

Motion to approve HR1 to prepare our HR Manual

Motion: Libby LePinnet-Kelly

Second: Eric Scofield

Motion Carried

Nancy received an email from Andy Turner regarding Cornell's status, possibly a volunteering reduction in staff. Pat said Federal funding and two parts, Cornell Cooperative Extension, and the University. The University is keeping us informed, the House and Senate, Smith Lever Act/Hatch, FENEP, and SNAP ED, have been told to be put in at level funding. Andy stated that CCE continues to work. Executive Directors and Finance will have to discuss budgets with this in mind.

7. Additional Reports:

- a. Cornell Report – Patricia Claiborne
Patricia introduced herself. Then she went on to discuss the Quarterly Executive Leadership Conference this past week and that it was in Lake Placid, NY. They had various speakers and were encouraged that various agencies work together. The program centered around staff stress.
- b. Supervisor Representative – Betty for Bud Gladstone
County ambulance is up for renewal. The purchase of Dent property is still in the process. O'Connor Foundation Grant was received to purchase fresh fruit baskets and to be delivered to about 200 families. Health Assessment & Public Health and requesting people to go to the site and submit information.

8. Committee Reports:

- a. Finance Committee – Stacy Palmatier
Stacy reported that CD renewal rates are 5-month CD at 4.1%, 30-month CD at 3.75%. Finance Committee recommends the 30-month CD

Motion to purchase the 30-month CD

Motion: Stacy Palmatier

Libby asked if we would be in the same position in 5 months. That is correct

Second: Libby LePinnet-Kelly

Tim Gutliph abstained

Motion Carried

- b. Personnel Committee – Libby LePinnet-Kelly
No updates

9. Executive Session

Motion was made to go into Executive Session

Motion: Tim Gutliph

Second: Libby LePinnet-Kelly

Motion Carried

Motion to come out of Executive Session

Motion: Eric Scofield

Second: Allison Maslack

Motion Carried

Next Board meeting Tuesday, September 23, 6:00 pm

Motion to adjourn

Motion: Stacy Palmatier

Second: Allison Maslack

Motion Carried

Meeting ended at 7:45 pm