

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

Tuesday, October 28, 2025  
6:00 – 7:30 PM

Cooperative Extension Office, Hamden, NY

1. Call to Order 6:02pm
2. Action: Approval of Board minutes from June 24, 2025  
Motion to Approve the Board of Directors Minutes from June 24, 2025, as presented  
Motion: Bud Gladstone  
Second: Libby LePinnet Kelly  
*Motion Carried*
3. Staff Presentation – Desiree Keever  
Desiree spoke to AG in the classroom, as we are the only CCE in the state to do this program. Her presentation included information about Farm to School, Local Food system Food map and upcoming companion website, AG awareness at the fair, farm video collaborations and the Farm Enhancement Program.
4. Presidents Report – Betty Scott
  - a. Betty requested a motion to extend Nancy's contract to November 28, 2025  
Motion: Eric Scofield  
Second: Stacy Palmatier  
*Motion Carried*
  - b. Executive Director interview-Wednesday, October 29, 2025
5. Interim Executive Director's Report – Nancy E. Grotevant
  - a. Staff Position Re-classification-Nancy recommended a change Paul Cerosaletti and Desiree Keever's job description  
Motion: Eric Scofield  
Second: Christina Losie  
*Motion Carried*
  - b. Approval for Jacquelyn's HR Class-Nancy discussed the HR classes and asked for approval of \$100 to start.  
Motion: Stacy Palmatier  
Second: Erick Scofield  
*Motion Carried*
6. Financial Update – Charlie Engel
  - a) May Financials 28k over budget mainly due to legal fees and CCE visibility (tabling) much better position than last year (160k over budget)
8. Additional Reports:
  - a. Cornell Report – Patricia Claiborne  
Patricia spoke to upcoming Executive Director interviews.
  - b. Supervisor Representative – Bud Gladstone

The purchase of Dent property is still in the process. 14-15 acres.

9. Committee Reports:

a. Finance Committee – Stacy Palmatier

1. Stacy approved May financials

Motion: Bud Gladstone

Second: Eric Scofield

*Motion Carried*

June Financials are ready, table for now.

July Financials are being worked on, and Finance committee will have to go over.

2. Wayne Bank CD 15-month CD with money from Delaware County Bank

Motion: Libby LePinnet Kelly

Second: Christina Losie

Motion Carried

Tim Gutliph Abstained

3. Money Market moved to a CD, which needs to be approved.

Can it be used to purchase cars? No purchase of cars should go through checking accounts.

4. Remove Charlie as a signer on any of the checking accounts. Table for now

b. Personnel Committee – Libby LePinnet Kelly

1. Libby spoke to Manual in HR1 and work from home policy, will put in if wanted.

Will be the decision of the next ED

2. 4H issues-Child (ren) of staff if nonresident can fee be waived? To be addressed next year.

3. Animal Auction-when animal is donated back and auctioned again; money now sits in the 4H Farm Auction account. Discuss next year on how to disclose where the money goes.

10. Executive Session

Motion was made to go into Executive Session

Motion: Eric Scolfield

Second: Libby LePinnet-Kelly

*Motion Carried*

Motion to come out of Executive Session

Motion: Tim Gutliph

Second: Eric Scolfield

*Motion Carried*

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

Motion to adjourn

Motion: Christina Losie

Second: Eric Scolfield

*Motion Carried*

Meeting ended at 8:30 pm