

Finance & Human Resource Committee Meeting Minutes

Tuesday, March 18, 2025, 10:00 AM

Zoom Virtual Meeting

ACTION ITEMS:

- Recommend the Board approval of Non-capital Assets Disposal
- Recommend the Board approval of 2025 Designated Funds & Temp Restricted Usage Transfers
- Recommend the Board approval of the 2025 Yearend Financial Report
- Recommend the Board approval of the 2026 Association Operating Budget

1. **Call to Order** – Tom Pullyblank called the meeting to order at 10:05 AM.
2. **Present** – Members present were Tina Douglas (10:10 AM), Shelby MacLeish, Carol Phelps, Tom Pullyblank, and Alicia Terry. Staff present were Liz Callahan and Mayra Richter. Absent was Betsy Jensen. A quorum was present.

3. **Non-Capitalized Assets:**

Mayra Richter presented the schedule of non-capitalized assets ready for disposal and requested approval for their disposal. These are old/outdated or broken minor office equipment. **A motion** was made by Alicia Terry, seconded by Carol Phelps to present to the board and recommend the approval of the 2025 Disposal of Non-Capitalized Assets; motion carried unanimously.

4. **Designated Fund Balance Transfer:**

Mayra requested approval for annual Designated Fund transfers to balance 2025 activity with either yearend deficit or gains for established specific projects.

- a. Additional discussion ensued about the lifting of three Designated Funds (DF) in Schoharie as they are under-utilized and unnecessary. For example, the Fleet account is not necessary as we have determined that we are not considering purchasing a new company vehicle, nor would those funds be sufficient. Explained that the values of these unused DFs would otherwise meld into the General Fund balance and be spent when/where the need arose, always by Board approval.

A motion was made by Shelby MacLeish, seconded by Tom Pullyblank to present to the board and recommend the approval of the Schoharie 2025 Designated Fund Balance Transfers; motion carried unanimously.

Revenue added to Program related Designated Funds is generated from specific grants, donations or fundraising efforts. Then each project draws down their new funds during the year for their activities. At the end of the year, the balance of the year's activities is added or deducted accordingly from these designated amounts.

- b. Additional discussion ensued. The committee will address at a later date a cap on the amount that these project related designations should be maintained to free up general operating funds, and to properly cover the expenditures of the DF amounts.
- c. **A motion** was made by Carol Phelps, seconded by Shelby MacLeish to present to the board and recommend the approval of the Otsego 2025 Designated Fund Balance Transfers; motion carried unanimously.

5. **2025 Year End Financial Statements:**

- a. Mayra reported the year end financials are in a good place as we continue to be prudent; the mid-year closure of the Afterschool program (ASP) and staff vacancies reduced both revenue and expenditures.
- b. A full review of the Cornell yearend finance workbook was presented as requested by campus. Sections included pages with recommendations; the calculations for the Association indicate that we are in a good state.

- c. There were no new depreciable expenses other than the planned GAC additions (repairs or improvements over \$5K).
 - d. The combined Association financial statements include a detailed Notes section that delineates several of the various worksheets presented today in an easier to read format.
 - e. **A motion was** made by Alicia Terry, seconded by Shelby MacLeish to present to the board and recommend the approval of the combined full Association December 2025 Yearend Financial Statements; motion carried unanimously.
6. **Proposed 2026 Budget:**
- a. Mayra explained that each program area has a separate balanced budget, both revenue and expenses are based on actual needs or projected from previous year (rounded/increased where needed), except that the values for grant funded projects are static and predetermined.
 - b. Balanced budgets for each county were presented and reviewed line items separately.
 - c. Association gains are swept into the General Funds for each branch unless otherwise reserved in a current Designated Fund.
 - d. When presented to the Board each County's budget will be presented separately, but Cornell requires approval of the full merged association operating budget.
 - e. For Schoharie:
 - ASP reductions in revenue such as Federal, State, and Program fees, as well as payroll expenses are reflected for the new year. Additionally, Healthy Connections staff has been reduced to parttime.
 - Rental income is distributed to the program areas based on the same percentage as the distribution of county appropriations.
 - Unemployment & Worker's Compensation costs are lower this year; have added the Disability/PFL coverages (both counties).
 - Utilities are presumably going to be higher but it's too much of an unknown to change it too much (both counties).
 - We're requesting the use of \$35K General Funds for planned needed repairs. Two or more should be depreciable expenses (over \$5K) and budgeted as such thereby spreading their costs (~\$20K) out over time, rather than being expensed in the current year.
 - **A motion was** made by Carol Phelps, seconded by Tom Pullyblank to present to the board and recommend the approval of the 2026 Association Budget for Schoharie operations; motion carried unanimously.
 - f. For Otsego:
 - SNAP & NYSERDA grants will be completed in September.
 - The previous position of Office Administrator is now held by two part-time persons at a reduced expense.
 - We're requesting the use of \$15K General Funds for planned needed repairs. Two or more should be depreciable expenses (over \$5K) and budgeted as such thereby spreading their costs out over time, rather than being expensed in the current year.
 - **A motion was** made by Shelby MacLeish, seconded by Tom Pullyblank to present to the board and recommend the approval of the 2026 Association Budget for Otsego operations; motion carried unanimously.

Adjournment: Meeting adjourned at 11:40 AM.