

**Executive Committee Meeting**  
**August 10, 2026**

**Agenda**

- I. Call to Order
- II. Approval of Meeting Minutes – Board of Directors - May 27, 2026
- III. Review and Approval of Financials – March, April, and May 2026
- IV. Executive Director Updates
- V. New Business
  - a. Policy 405: Gender-Based Violence and the Workplace
  - b. Educational Kiosks – NYSERDA Clean Energy Project
- VI. Old Business
- VII. Motion to Adjourn

**Board of Directors Meeting**

**24 Martin Road, Voorheesville, NY 12186**

**May 27, 2026 – 6:00 pm**

**MINUTES**

**PRESENT:** Carolyn Anderson, Christine Saplin, Laura DeGaetano, Sue Dwyer, William Reinhardt, Ann Potts, Ellen Doolin, John Kilroy, Allyson Whiting, Paul O'Connor (via Zoom)

**STAFF:** Lisa Godlewski, Anthony Zumbolo, Jessica Denno

**ABSENT:** Wendy Daignault, Kevin Millington, Theresa Rodriguez, Lisa Buenau, Barbara Stevens, Amy Shatsoff

**I. CALL TO ORDER:** By President Carolyn Anderson @ 6:03 pm.

**II. WELCOME**

**III. APPROVAL OF MINUTES:**

- **Board of Directors – March 25, 2026**

**MOTION:** Motion by Sue Dwyer to approve Board of Directors- March 25, 2026 Minutes as presented, seconded by William Reinhardt. Approved unanimously.

**IV. REPORTS FROM OFFICERS:**

**President:** Carolyn Anderson: We will be discussing Lisa's performance evaluation tonight which will include Lisa's summary presentation. Roles and responsibilities are expansive, and she carries them out beautifully. It is greatly appreciated that Lisa and her staff make our jobs so much easier.

**Vice President:** Christine Saplin: Appreciates the consistent positive energy of the association.

**Treasurer:** Not available.

**Secretary:** Ann Potts: Always new and exciting things going on at Extension- glad to be part of it.

**V. LEGISLATIVE REPRESENTATIVE REPORT:** William Reinhardt: No significant issues on the horizon from a legislative perspective.

County is planning renovation of some buildings at St. Rose- one dorm becoming senior housing. Legislature will be moving their sessions to St. Rose eventually and county offices will be moving from 112 State Street to St. Rose campus. Athletic complex will probably be the building that interfaces the most with the surrounding community. Multiple buildings will become County buildings, but how all buildings will be utilized has yet to be determined. One major company is planning to set up a corporate office.

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

- January and February were presented. Cash and accounts receivable- affected by timing.
- Right of use and operating leases- higher than last year from the impact of the association's downtown office.
- Statement of operations – good overall.

**MOTION: Motion to accept January and February Financial Statements as presented, pending audit, by Ellen Doolin, seconded by Ann Potts. Approved unanimously.**

- Investments - back to being in a positive position. The one investment account is high on equity side of our percentage plan of 70/30 so will be looking to rebalance with the financial planner. CDs are still getting a 3-4% return.
- External Audit- Annual evaluation moving forward quickly as most of the review has been conducted off site. We will have a one-day site visit to review the last required material.

**VII. PUBLIC COMMENT:** No members of public in attendance.

Paul O'Connor shared: New York State is likely to pass the budget tonight or tomorrow. Our funding is anticipated to be level. Federal funding is also level- but cautiously optimistic. Lisa reminded all that our County dollars drive the percentage of 224 dollars that the association receives each year; collaboration with the County, for additional funding, helps in increase this amount.

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

Just returned from the Executive Leadership Conference (ELC) out in Buffalo - a good chance to catch up with other Executive Directors from around the state and receive a bit of professional development as well.

Albany County Executive has released the 2027 budget request. The association will respond to the early July deadline and looks forward to meeting with the Commissioner of Management and Budget and his staff.

Planning to pilot test a voluntary 4–5-week compressed work schedule in July and August where staff would be conducting their hours in 4 longer days so that Friday afternoons are off. Staff will be notified of the opportunity to participate and will work with their supervisors on planning/scheduling so that programming and serving the public remains the priority. Operations staff will schedule coverage for the Friday afternoons that this will be offered.

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

**X. PROGRAM REPORTS:** Waived by President for this meeting.

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

- Shared Business Network (SBN) – Beginning the process of planning for a new 5-year Memorandum of Understanding to begin on October 1, 2026. Discussion planned with the Executive Directors from the association within the Greater Capital Region SBN next week to discuss Letter of Intent.
- 4-H Shooting Sports – Discussion around building a partnership between CCE's 4-H Archery program and the Turnpike Rod and Gun Club. Lisa Godlewski will have Barbara Stevens reach out to John Kilroy to set up a convenient time for a discussion to get started.

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

Lisa Godlewski provided a presentation summary of the annual review and association goals.

**MOTION:** Motion to move into Executive Session at 7:20pm made by Christine Saplin, seconded by William Reinardt. Approved unanimously.

Personnel Discussion

**MOTION:** Motion to leave Executive Session at 8:10pm made by Ellen Doolin, seconded by William Reinhardt. Approved unanimously.

**MOTION:** Motion to adopt the staff position description for the Association Lead Executive Director of Albany County made by Sue Dwyer, seconded by Ellen Doolin. Approved unanimously.

**MOTION:** Motion to approve an 8.343% increase in the Lead Executive Director salary effective June 1, 2026, so that the Lead Executive Director's compensation aligns with the new staff position adopted on May 27, 2026 made by Ann Potts, seconded by Ellen Doolin. Approved unanimously.

**XIII. INFORMATIONAL REPORTS:** No reports.

**XIV. ADJOURNMENT**

**MOTION:** Motion to adjourn by Ellen Doolin, seconded by Christine Saplin. Approved unanimously. Adjourned 8:13 pm.

**Next Board Meeting:** Wednesday, July 29, 2026 @ 6:00pm

**CCE Albany County**  
**Statement of Financial Position**

|                                            | Last Month Closed           |                     | 05/31/2026                  |
|--------------------------------------------|-----------------------------|---------------------|-----------------------------|
|                                            | Period Ending<br>05/31/2026 |                     | Period Ending<br>05/31/2025 |
| <b>Assets</b>                              |                             |                     |                             |
| <b>Current Assets</b>                      |                             |                     |                             |
| Petty Cash                                 | \$                          | 100.00              | \$ 200.00                   |
| Cash in Bank, Checking                     |                             | 577,638.42          | 180,249.08                  |
| Cash in Bank, Savings                      |                             | 899,162.89          | 725,525.21                  |
| Undeposited Funds                          |                             | 25,934.50           | 63,340.24                   |
| <b>Total Cash</b>                          | <b>\$</b>                   | <b>1,502,835.81</b> | <b>\$ 969,314.53</b>        |
| Accounts Receivable                        | \$                          | 376,622.34          | \$ 992,150.71               |
| Accounts Receivable, Inter-Assoc           |                             | -                   | -                           |
| Less Expected Credit Losses                |                             | -                   | -                           |
| Net Accounts Receivable                    |                             | 376,622.34          | 992,150.71                  |
| Certificates of Deposit, 12 Months or Less |                             | 1,973,729.65        | 1,897,939.05                |
| Prepaid Expenses                           |                             | 13,408.33           | 13,617.01                   |
| <b>Total Current Assets</b>                | <b>\$</b>                   | <b>3,866,596.13</b> | <b>\$ 3,873,021.30</b>      |
| <b>Non-Current Assets</b>                  |                             |                     |                             |
| Investments, Mutual Funds                  | \$                          | 1,112,461.41        | \$ 990,427.16               |
| Deposits Non-Current                       |                             | 183,567.00          | 182,235.00                  |
| <b>Total Non-Current Assets</b>            | <b>\$</b>                   | <b>1,296,028.41</b> | <b>\$ 1,172,662.16</b>      |
| <b>Right-Of-Use Assets</b>                 |                             |                     |                             |
| Right-Of-Use Buildings                     | \$                          | 188,258.95          | \$ -                        |
| Right-Of-Use Equipment                     |                             | 4,394.34            | 7,216.42                    |
| <b>Total Right-Of-Use Assets</b>           | <b>\$</b>                   | <b>192,653.29</b>   | <b>\$ 7,216.42</b>          |
| <b>Fixed Assets</b>                        |                             |                     |                             |
| Buildings                                  | \$                          | 207,821.50          | \$ 207,821.50               |
| Furniture and Fixtures                     |                             | 19,740.00           | -                           |
| Vehicles                                   |                             | 190,993.60          | 164,718.44                  |
| Computers                                  |                             | 11,481.96           | 11,481.96                   |
| Equipment                                  |                             | 59,248.82           | 59,248.82                   |
| Accumulated Depreciation                   |                             | (215,606.51)        | (186,837.51)                |
| <b>Total Fixed Assets</b>                  | <b>\$</b>                   | <b>273,679.37</b>   | <b>\$ 256,433.21</b>        |
| <b>Total Assets</b>                        | <b>\$</b>                   | <b>5,628,957.20</b> | <b>\$ 5,309,333.09</b>      |

**Liabilities and Fund Balances****Current Liabilities**

|                                  |           |                   |           |                   |
|----------------------------------|-----------|-------------------|-----------|-------------------|
| Accounts Payable                 | \$        | 73,002.38         | \$        | 125,627.84        |
| Accounts Payable, Cornell        |           | 169,895.67        |           | 173,991.62        |
| Accrued Expenses, Other          |           | 41,092.00         |           | 41,092.00         |
| Accrued Vacation                 |           | 141,937.61        |           | 106,625.79        |
| Deferred Revenues                |           | 58,820.75         |           | 81,333.70         |
| Agency Funds                     |           | 1,899.85          |           | 57,733.85         |
| Operating Leases Current         |           | 41,964.46         |           | 2,822.08          |
| <b>Total Current Liabilities</b> | <b>\$</b> | <b>528,612.72</b> | <b>\$</b> | <b>589,226.88</b> |

**Non-Current Liabilities**

|                                      |           |                   |           |                 |
|--------------------------------------|-----------|-------------------|-----------|-----------------|
| Operating Leases Non-Current         | \$        | 150,688.83        | \$        | 4,394.34        |
| <b>Total Non-Current Liabilities</b> | <b>\$</b> | <b>150,688.83</b> | <b>\$</b> | <b>4,394.34</b> |

**Current Fund Balances**

|                                      |           |                 |           |                 |
|--------------------------------------|-----------|-----------------|-----------|-----------------|
| Temp Rest Fund                       | \$        | 1,665.20        | \$        | 1,665.20        |
| Perm Rest Fund                       |           | -               |           | -               |
| <b>Total Funds with Restrictions</b> | <b>\$</b> | <b>1,665.20</b> | <b>\$</b> | <b>1,665.20</b> |

|              |           |                     |           |                     |
|--------------|-----------|---------------------|-----------|---------------------|
| Designated   | \$        | 2,407,341.23        | \$        | 2,215,763.53        |
| General Fund |           | 2,262,729.77        |           | 2,214,358.94        |
| Plant Fund   |           | 273,679.37          |           | 256,749.89          |
|              | <b>\$</b> | <b>4,945,415.57</b> | <b>\$</b> | <b>4,688,537.56</b> |

|                     |           |                    |           |                  |
|---------------------|-----------|--------------------|-----------|------------------|
| Total Revenues      | \$        | 2,343,762.62       | \$        | 2,513,122.21     |
| Total Expenses      |           | (2,360,241.69)     |           | (2,429,727.84)   |
| Net from Operations | <b>\$</b> | <b>(16,479.07)</b> | <b>\$</b> | <b>83,394.37</b> |

|                    |    |           |    |             |
|--------------------|----|-----------|----|-------------|
| Transfers from     | \$ | 20,719.15 | \$ | (50,519.66) |
| Transfers To       |    | -         |    | (5,700.38)  |
| Net from Transfers |    | 20,719.15 |    | (56,220.04) |

|                            |           |                     |           |                     |
|----------------------------|-----------|---------------------|-----------|---------------------|
| <b>Total Fund Balances</b> | <b>\$</b> | <b>4,949,655.65</b> | <b>\$</b> | <b>4,715,711.89</b> |
|----------------------------|-----------|---------------------|-----------|---------------------|

|                                            |           |                     |           |                     |
|--------------------------------------------|-----------|---------------------|-----------|---------------------|
| <b>Total Liabilities and Fund Balances</b> | <b>\$</b> | <b>5,628,957.20</b> | <b>\$</b> | <b>5,309,333.11</b> |
|--------------------------------------------|-----------|---------------------|-----------|---------------------|

CCE Albany County  
Statement of Activities  
05/31/2026

|                                                  | Last Month Closed    |                        |                        |                        |          |                        | 05/31/2026 |
|--------------------------------------------------|----------------------|------------------------|------------------------|------------------------|----------|------------------------|------------|
|                                                  | Current Month        | Year to Date           | Annual Budget          | Over/Under Budget      | % Budget | Prior Year Same Period |            |
| FEDERAL REVENUES                                 |                      |                        |                        |                        |          |                        |            |
| SL Fed Contrib                                   | \$ 6,251.40          | \$ 30,872.70           | \$ 75,035.20           | \$ 44,162.50           | 41.14%   | \$ 29,943.47           |            |
| Fed Contract Contrib                             | 31,082.36            | 176,192.82             | 439,478.25             | 263,285.43             | 40.09%   | 315,378.13             |            |
| STATE REVENUES                                   |                      |                        |                        |                        |          |                        |            |
| NYS 224 Contracts                                | 17,409.20            | 49,625.75              | 219,585.87             | 169,960.12             | 22.60%   | 109,469.76             |            |
| NYS Fringe Benefits                              | 134,414.19           | 683,928.01             | 1,896,970.13           | 1,213,042.12           | 36.05%   | 758,578.85             |            |
| NYS Contracts Contrib                            | 14,609.79            | 130,757.26             | 253,300.00             | 122,542.74             | 51.62%   | 150,173.34             |            |
| COUNTY REVENUES                                  |                      |                        |                        |                        |          |                        |            |
| County Approp Contrib                            | 116,455.67           | 582,278.35             | 1,397,468.00           | 815,189.65             | 41.67%   | 540,319.60             |            |
| County Contract Contrib                          | 40,333.80            | 265,572.68             | 685,500.00             | 419,927.32             | 38.74%   | 229,381.40             |            |
| OTHER GRANTS & CONTRACTS                         |                      |                        |                        |                        |          |                        |            |
| Other Govt Contracts Contrib                     | -                    | -                      | 15,000.00              | 15,000.00              | -        | -                      |            |
| Other Grants/Contracts Contrib                   | -                    | 10,976.21              | -                      | (10,976.21)            | -        | 4,716.37               |            |
| Private Contracts Contributions                  | 119.25               | 15,497.06              | 18,000.00              | 2,502.94               | 86.09%   | 8,199.84               |            |
| CONTRIBUTION REVENUE                             |                      |                        |                        |                        |          |                        |            |
| Contrib Unrestricted                             | 150.00               | 2,247.42               | 8,100.00               | 5,852.58               | 27.75%   | 6,575.12               |            |
| INVESTMENT EARNINGS                              |                      |                        |                        |                        |          |                        |            |
| Interest Income                                  | 4,801.67             | 35,036.57              | 50,000.00              | 14,963.43              | 70.07%   | 35,884.44              |            |
| Dividend Income                                  | 5,267.81             | 22,530.00              | 50,000.00              | 27,470.00              | 45.06%   | 23,894.39              |            |
| PROGRAM REVENUE                                  |                      |                        |                        |                        |          |                        |            |
| Program Reg Fees                                 | 2,000.00             | 13,933.21              | 61,750.00              | 47,816.79              | 22.56%   | 26,113.74              |            |
| Regional Prog Support                            | 40,576.31            | 213,803.49             | 498,264.05             | 284,460.56             | 42.91%   | 196,469.62             |            |
| Enterprise Sales                                 | 788.00               | 1,927.00               | 4,700.00               | 2,773.00               | 41.00%   | 4,330.74               |            |
| Reimb for Services                               | 3,791.66             | 18,958.30              | 45,500.00              | 26,541.70              | 41.67%   | 18,958.30              |            |
| Fundraising                                      | 10,922.00            | 10,922.00              | 18,000.00              | 7,078.00               | 60.68%   | 6,283.00               |            |
| Special Events                                   | -                    | -                      | 2,000.00               | 2,000.00               | -        | -                      |            |
| Miscellaneous Clearing                           | 2,805.00             | 3,188.53               | -                      | (3,188.53)             | -        | 1,990.36               |            |
| Rental, Long-Term                                | -                    | -                      | 1,400.00               | 1,400.00               | -        | -                      |            |
| Rental, Short-Term                               | 625.88               | 4,379.40               | 4,800.00               | 420.60                 | 91.24%   | 3,454.40               |            |
| NON-OPERATING INCOME                             |                      |                        |                        |                        |          |                        |            |
| Gain on Investments                              | 5,918.10             | 71,135.86              | -                      | (71,135.86)            | -        | 43,007.34              |            |
| <b>TOTAL REVENUES</b>                            | <b>\$ 438,321.29</b> | <b>\$ 2,343,762.62</b> | <b>\$ 5,744,851.50</b> | <b>\$ 3,401,088.88</b> |          | <b>\$ 2,513,122.21</b> |            |
| TRANSFERS FROM FUND BALANCES                     |                      |                        |                        |                        |          |                        |            |
| Trans from Designated                            | \$ -                 | \$ -                   | \$ 359,050.06          | \$ 359,050.06          | -        | \$ -                   |            |
| Trans from Plant, Depr                           | 4,143.82             | 20,719.15              | 20,000.00              | (719.15)               | 103.60%  | (50,519.66)            |            |
| <b>TOTAL TRANSFERS FROM FUND BALANCES</b>        | <b>\$ 4,143.82</b>   | <b>\$ 20,719.15</b>    | <b>\$ 379,050.06</b>   | <b>\$ 358,330.91</b>   |          | <b>\$ (50,519.66)</b>  |            |
| <b>TOTAL REVENUES &amp; TRANSFERS FROM FUNDS</b> | <b>\$ 442,465.11</b> | <b>\$ 2,364,481.77</b> | <b>\$ 6,123,901.56</b> | <b>\$ 3,759,419.79</b> |          | <b>\$ 2,462,602.55</b> |            |
| SALARIES                                         |                      |                        |                        |                        |          |                        |            |
| Payroll                                          | \$ 223,607.85        | \$ 1,163,617.93        | \$ 3,152,184.72        | \$ 1,988,566.79        | 36.91%   | \$ 1,148,375.63        |            |
| EMPLOYEE BENEFITS                                |                      |                        |                        |                        |          |                        |            |
| Payroll Fringe Benefits                          | 134,414.19           | 683,928.01             | 1,896,970.13           | 1,213,042.12           | 36.05%   | 758,578.85             |            |
| Unemployment Ins                                 | -                    | 2,611.11               | 2,303.00               | (308.11)               | 113.38%  | 2,944.79               |            |
| Workers' Compensation                            | -                    | 16,176.02              | 16,099.50              | (76.52)                | 100.48%  | 21,169.02              |            |
| STAFF DEVELOPMENT                                |                      |                        |                        |                        |          |                        |            |
| Staff Dev, Registrations                         | 142.50               | 1,345.65               | 10,350.00              | 9,004.35               | 13.00%   | 2,683.09               |            |
| Staff Dev, Transportation                        | -                    | 1,014.69               | 3,200.00               | 2,185.31               | 31.71%   | 1,089.64               |            |
| Staff Dev, Lodging                               | 198.00               | 1,614.04               | 50.00                  | (1,564.04)             | 3228.08% | 2,943.44               |            |
| Staff Dev, Meals                                 | -                    | 162.28                 | 3,900.00               | 3,737.72               | 4.16%    | 142.24                 |            |
| PROGRAM/OPERATING EXPENSES                       |                      |                        |                        |                        |          |                        |            |
| Auditing Fees                                    | -                    | 18,500.00              | 21,250.00              | 2,750.00               | 87.06%   | 17,500.00              |            |
| Advertising                                      | -                    | 179.64                 | 8,400.00               | 8,220.36               | 2.14%    | 172.88                 |            |
| Publicity                                        | 583.19               | 3,130.47               | 2,900.00               | (230.47)               | 107.95%  | 4,337.42               |            |
| Awards and Prizes                                | -                    | 1,259.63               | 4,750.00               | 3,490.37               | 26.52%   | 1,340.99               |            |
| Bank Fees                                        | 3,071.96             | 3,951.17               | 10,000.00              | 6,048.83               | 39.51%   | 4,353.28               |            |
| Legal Fees                                       | 216.00               | 5,339.20               | 35,000.00              | 29,660.80              | 15.25%   | 13,461.20              |            |
| Travel, Lodging                                  | -                    | 499.08                 | -                      | (499.08)               | -        | 244.70                 |            |
| Travel, Meals                                    | 11.00                | 113.48                 | 50.00                  | (63.48)                | 226.96%  | -                      |            |
| Travel, Mileage                                  | 3,619.24             | 16,613.08              | 58,922.25              | 42,309.17              | 28.19%   | 19,699.89              |            |
| Travel, Transportation                           | 850.92               | 3,565.39               | 100.00                 | (3,465.39)             | 3565.39% | 626.98                 |            |
| Meetings, Food                                   | 1,729.13             | 9,596.74               | 25,825.00              | 16,228.26              | 37.16%   | 9,844.05               |            |
| Meetings, Other                                  | -                    | 30.49                  | 5,300.00               | 5,269.51               | 0.58%    | 71.00                  |            |
| Postage and Delivery                             | 290.68               | 2,411.38               | 6,155.00               | 3,743.62               | 39.18%   | 1,800.13               |            |
| Printing & Copying                               | 725.95               | 6,653.36               | 24,239.25              | 17,585.89              | 27.45%   | 6,624.87               |            |
| Non-Capitalized Assets                           | -                    | -                      | 11,750.00              | 11,750.00              | -        | 8,633.38               |            |
| Regional Prog Support                            | 10,845.43            | 54,227.15              | 133,169.10             | 78,941.95              | 40.72%   | 52,881.50              |            |
| Rental, Equipment                                | 288.99               | 1,497.45               | 5,000.00               | 3,502.55               | 29.95%   | 1,593.95               |            |
| ROU Lease, Equipment                             | -                    | -                      | 2,000.00               | 2,000.00               | -        | -                      |            |
| Rental, Facilities                               | 24,431.75            | 122,158.75             | 285,552.00             | 163,393.25             | 42.78%   | 104,968.75             |            |
| Enterprise, Cost of Sales                        | -                    | 1,003.10               | 4,000.00               | 2,996.90               | 25.08%   | 4,524.05               |            |
| Fundraising Expenses                             | 3,450.57             | 8,371.41               | 8,000.00               | (371.41)               | 104.64%  | 6,827.19               |            |
| Special Events Expenses                          | -                    | -                      | 2,000.00               | 2,000.00               | -        | -                      |            |
| Supplies, Nutrition                              | 372.37               | 759.97                 | 1,837.50               | 1,077.53               | 41.36%   | 2,017.17               |            |
| Supplies, Teaching                               | 5,561.94             | 34,424.23              | 89,578.61              | 55,154.38              | 38.43%   | 31,270.12              |            |
| Supplies, Non-Food (disp)                        | -                    | -                      | 154.50                 | 154.50                 | -        | 148.40                 |            |
| Supplies, Garden                                 | 1,903.73             | 4,323.78               | 3,500.00               | (823.78)               | 123.54%  | 1,647.49               |            |
| Supplies, Expendable                             | -                    | -                      | 75.00                  | 75.00                  | -        | 129.56                 |            |
| Supplies, Office                                 | 3,610.05             | 10,174.03              | 12,200.00              | 2,025.97               | 83.39%   | 6,761.55               |            |
| Telecommunications                               | 3,211.71             | 16,432.40              | 45,528.75              | 29,096.35              | 36.09%   | 16,181.85              |            |
| Internet Charges                                 | 130.72               | 637.32                 | -                      | (637.32)               | -        | -                      |            |
| Trips and Tours                                  | -                    | -                      | 8,000.00               | 8,000.00               | -        | 16,527.37              |            |
| Vehicles, Fuel                                   | 466.71               | 1,605.91               | 7,100.00               | 5,494.09               | 22.62%   | 1,101.23               |            |
| Vehicles, Repairs/Maint                          | -                    | 309.83                 | 2,500.00               | 2,190.17               | 12.39%   | 2,434.04               |            |
| Insurance, General Liab                          | -                    | 7,566.70               | 30,833.25              | 23,266.55              | 24.54%   | 16,354.75              |            |
| Insurance, Cyber Liability                       | -                    | 7,068.25               | 8,141.50               | 1,073.25               | 86.82%   | 7,358.75               |            |
| Insurance, 4-H Accident                          | -                    | 419.48                 | 350.00                 | (69.48)                | 119.85%  | 408.68                 |            |
| Subscript & Memberships                          | -                    | 2,835.41               | 2,850.00               | 14.59                  | 99.49%   | 1,101.97               |            |



CCE Albany County  
Statement of Activities  
05/31/2026

Last Month Closed

05/31/2026

|                                                    | Current Month        | Year to Date           | Annual Budget          | Over/Under Budget      | % Budget | Prior Year Same Period |
|----------------------------------------------------|----------------------|------------------------|------------------------|------------------------|----------|------------------------|
| Licenses and Fees                                  | 171.38               | 631.51                 | 3,200.00               | 2,568.49               | 19.73%   | 220.09                 |
| Background/MVR Checks                              | 63.73                | 1,913.99               | 5,000.00               | 3,086.01               | 38.28%   | 519.94                 |
| Taxes and Fines                                    | -                    | 240.57                 | 650.00                 | 409.43                 | 37.01%   | 218.30                 |
| <b>GRANTS &amp; CONTRACTS</b>                      |                      |                        |                        |                        |          |                        |
| Contracted Services                                | 10,348.59            | 65,954.92              | 88,524.00              | 22,569.08              | 74.51%   | 81,082.20              |
| Specialist Contract                                | -                    | -                      | -                      | -                      | -        | 350.00                 |
| Association Services                               | -                    | -                      | 43,660.50              | 43,660.50              | -        | -                      |
| <b>BUILDINGS &amp; GROUNDS</b>                     |                      |                        |                        |                        |          |                        |
| Facilities/Grounds Maint                           | 767.82               | 3,673.95               | 7,350.00               | 3,676.05               | 49.99%   | 2,128.84               |
| Repairs & Maint                                    | -                    | 404.74                 | 2,500.00               | 2,095.26               | 16.19%   | 184.87                 |
| Utilities                                          | 87.25                | 436.17                 | 948.00                 | 511.83                 | 46.01%   | 435.85                 |
| <b>EXPENSE OF FIXED ASSETS</b>                     |                      |                        |                        |                        |          |                        |
| Depr, Buildings                                    | 416.67               | 2,083.34               | 5,000.00               | 2,916.66               | 41.67%   | 2,083.34               |
| Depr, Furniture & Fixtures                         | 329.00               | 1,645.00               | -                      | (1,645.00)             | -        | -                      |
| Depr, Vehicles                                     | 2,853.43             | 14,267.18              | 15,000.00              | 732.82                 | 95.11%   | 10,358.60              |
| Depr, Computers                                    | 158.34               | 791.72                 | -                      | (791.72)               | -        | 316.68                 |
| Depr, Equipment                                    | 386.38               | 1,931.91               | -                      | (1,931.91)             | -        | 1,931.92               |
| <b>NON-OPERATING EXPENSES</b>                      |                      |                        |                        |                        |          |                        |
| Loss on Investments                                | 3,745.50             | 50,138.68              | -                      | (50,138.68)            | -        | 29,021.37              |
| <b>TOTAL EXPENSES</b>                              | <b>\$ 443,062.67</b> | <b>\$ 2,360,241.69</b> | <b>\$ 6,123,901.56</b> | <b>\$ 3,763,659.87</b> |          | <b>\$ 2,429,727.84</b> |
| <b>TRANSFERS TO FUND BALANCES</b>                  |                      |                        |                        |                        |          |                        |
| Trans to Plant/Equipment                           | -                    | -                      | -                      | -                      | -        | 5,700.38               |
| <b>TOTAL TRANSFERS TO FUND BALANCES</b>            | <b>\$ -</b>          | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            |          | <b>\$ 5,700.38</b>     |
| <b>TOTAL EXPENSES &amp; TRANSFERS TO FUNDS</b>     | <b>\$ 443,062.67</b> | <b>\$ 2,360,241.69</b> | <b>\$ 6,123,901.56</b> | <b>\$ 3,763,659.87</b> |          | <b>\$ 2,435,428.22</b> |
| <b>NET FROM TRANSFERS</b>                          | <b>4,143.82</b>      | <b>20,719.15</b>       | <b>379,050.06</b>      | <b>358,330.91</b>      |          | <b>(56,220.04)</b>     |
| <b>NET FROM CURRENT OPERATIONS</b>                 | <b>(4,741.38)</b>    | <b>(16,479.07)</b>     | <b>(379,050.06)</b>    | <b>(362,570.99)</b>    |          | <b>83,394.37</b>       |
| <b>NET FROM TRANSFERS &amp; CURRENT OPERATIONS</b> | <b>\$ (597.56)</b>   | <b>\$ 4,240.08</b>     | <b>\$ -</b>            | <b>\$ (4,240.08)</b>   |          | <b>\$ 27,174.33</b>    |

CCE Albany County  
Statement of Cash Flows

|                                                                                   | Last Month Closed           |                     | 05/31/2026                  |
|-----------------------------------------------------------------------------------|-----------------------------|---------------------|-----------------------------|
|                                                                                   | Period Ending<br>05/31/2026 |                     | Period Ending<br>05/31/2025 |
| <b>Change in net assets</b>                                                       | \$                          | (16,479.07)         | \$ 83,394.37                |
| <b>Adjustments to reconcile change in Net Assets Used by Operating Activities</b> |                             |                     |                             |
| Depreciation                                                                      | \$                          | 40,931.81           | \$ 15,841.68                |
| <b>Cash Flows from Operating Activities:</b>                                      |                             |                     |                             |
| <b>(Increase) Decrease in Assets</b>                                              |                             |                     |                             |
| Accounts Receivable                                                               | \$                          | 88,601.31           | \$ (117,663.56)             |
| Certificates of Deposit, 12 months or less                                        |                             | (21,371.88)         | (25,684.71)                 |
| Prepaid Expenses                                                                  |                             | (424.53)            | (856.08)                    |
| <b>Increase (Decrease) in Liabilities</b>                                         |                             |                     |                             |
| Accounts Payable                                                                  | \$                          | (23,672.19)         | \$ 37,015.72                |
| Accounts Payable, Cornell                                                         |                             | (12,244.86)         | 14,929.76                   |
| Accrued Payroll                                                                   |                             | (22,078.59)         | (17,345.23)                 |
| Accrued Expenses, Other                                                           |                             | 41,092.00           | 41,092.00                   |
| Deferred Revenues                                                                 |                             | 58,820.75           | 81,333.70                   |
| Agency Funds                                                                      |                             | (121.00)            | 55,095.48                   |
| Operating Leases Current                                                          |                             | 686.72              | 35.01                       |
| Operating Leases Non-Current                                                      |                             | (20,899.38)         | (1,186.15)                  |
| <b>Net Cash (Used) by Operating Activities</b>                                    | <b>\$</b>                   | <b>88,388.35</b>    | <b>\$ 66,765.94</b>         |
| <b>Cash Flows from Investing Activities</b>                                       |                             |                     |                             |
| Purchase of Equipment                                                             | \$                          | -                   | \$ 5,700.38                 |
| Cash Used for Investments                                                         |                             | 43,686.15           | 35,358.62                   |
| <b>Net Cash (Used) by Investing Activities</b>                                    |                             | <b>(43,686.15)</b>  | <b>(41,059.00)</b>          |
| <b>NET INCREASE (DECREASE) IN ASSETS</b>                                          | <b>\$</b>                   | <b>69,154.94</b>    | <b>\$ 124,942.99</b>        |
| <b>CASH BALANCE, BEGINNING OF YEAR</b>                                            |                             | <b>1,433,680.87</b> | <b>844,371.54</b>           |
| <b>CASH BALANCE, END OF FISCAL PERIOD</b>                                         | <b>\$</b>                   | <b>1,502,835.81</b> | <b>\$ 969,314.53</b>        |

## SECTION 400: COMPLIANCE

**Subject:** Gender-Based Violence and the Workplace

**Policy:** Compliance

**Issued:** 06/30/2026

**Association Adoption:** INSERT DATE

**Association Effective Date:** INSERT DATE

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### 405 Gender-Based Violence and the Workplace

**Policy Statement** - Gender-based violence occurs within a broad spectrum of relationships; therefore, Cornell Cooperative Extension Association (the “Association”) will take appropriate measures to prevent and/or address gender-based violence as it impacts the workplace. The Association recognizes the rights of victims to have self-determination and the need to respond in a survivor-centered, trauma-informed, and culturally responsive manner.

This policy applies to all victims of gender-based violence, regardless of where the incidents took place, and extends to all full-time employees, part-time employees, temporary employees, volunteers, and interns of the Association. Whenever possible, this policy also covers consultants, contractors, and other on-site providers.

#### Definitions

Unless otherwise noted, the New York State Office of Prevention of Domestic Violence (“OPDV”) defines the terms below for the purposes of this policy:

- **“Gender-Based Violence”:** Violence or threats that happen because of someone’s sex, gender, sexual orientation, gender identity or expression, or other related characteristics. Gender-based violence is an umbrella term that includes domestic violence, sex-based discrimination, sexual harassment, sexual assault, and sexual violence, and can also include stalking or human trafficking.
- **“Domestic Violence”:** A pattern of coercive behavior, including acts or threatened acts, used by a perpetrator to gain power and control over a victim, as defined in the New York State Social Services Law § 459-a, including, but not limited to physical, sexual, psychological, economic, and/or emotional abuse; or the threat of any of these acts. Domestic violence includes, but is not limited to, family violence, intimate partner violence, dating violence, or dating abuse.
- **“Sexual Violence”:** Sexual acts or activities that happen or are attempted without consent, including rape, molestation, groping, and sexual abuse. These acts may or may not constitute crimes, depending on the circumstances.
- **“Stalking”:** An unwanted pattern of repeated harassing or threatening behavior, causing fear, substantial emotional distress, or safety concerns for the victim.
- **“Coercive Control”:** An act or pattern of acts, threats, humiliation, and intimidation that is used to harm, punish, or frighten.
- **“Sexual Harassment”:** A type of gender-based violence, which is defined as unwelcome conduct that is either of a sexual nature or directed at any individual because of their gender identity or expression (perceived or actual) when:
  - Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creates an intimidating, hostile or offense work environment;
  - Such conduct is made either implicitly or explicitly a term or condition of employment;
  - Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment; or
  - Such conduct has the purpose or effect of treating an individual unequally with regard to the terms and conditions of employment.

For more information on sexual harassment, please refer to the Association's Sexual Harassment and Discrimination Prevention Policy.

- **“Survivor-Centered”**: An approach to supporting and assisting survivors focused on meeting their needs as they prioritize and define them. Key elements of a survivor-centered approach include confidentiality, safety, respect, and non-discrimination.
- **“Trauma-Informed”**: An approach to supporting and assisting survivors that realizes trauma is common, recognizes the signs, activators, and symptoms of trauma, and uses this knowledge to inform practices, policies, and procedures.
- **“Culturally Responsive”**: A holistic approach to supporting and assisting survivors that recognizes a person's complex identities and cultural values, by responding to differences in identities to actively meet the needs of all survivors and communities.
- **“Victim of Domestic Violence” – pursuant to NYS Social Services Law § 459-a (1)**: Any person over the age of sixteen, any married person, or any parent accompanied by his or her minor child or children in situations in which such person or such person's child is a victim of an act which would constitute a violation of the penal law, including, but not limited to, acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted assault, attempted murder, criminal obstruction of breathing or blood circulation, or strangulation, identity theft, grand larceny, or coercion; and (i) Such act or acts have resulted in actual physical or emotional injury or have created a substantial risk of physical or emotional harm to such person or such person's child; and (ii) Such act or acts are or are alleged to have been committed by a family or household member.
- **“Family or household member” means the following individuals pursuant to NYS Social Services Law § 459-a (2)**:
  - Persons related by consanguinity or affinity (blood or a person's relation to blood relatives of their spouse);
  - Persons legally married to one another;
  - Persons formerly married to one another, regardless of whether they still reside in the same household;
  - Persons who have a child in common, regardless of whether such persons are married or have married or have lived together at any time;
  - Unrelated persons who are continually or at regular intervals living in the same household or who in the past continually or at regular intervals lived in the same household;
  - Persons who are not related by consanguinity or affinity and who are or have been in an intimate relationship regardless of whether such persons have lived together at any time. Factors that may be considered in determining whether a relationship is an “intimate relationship” include, but are not limited to: the nature or type of relationship, regardless of whether the relationship is sexual in nature; the frequency of interaction between the persons; and the duration of the relationship. Neither a casual acquaintance nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute an “intimate relationship”; or
  - Any other category of individuals deemed to be a victim of domestic violence as defined by the Office of Children and Family Services in regulation.
- **“Parent” pursuant to NYS Social Services Law § 459-a (2)**: A natural or adoptive parent or any individual lawfully charged with a minor child's care or custody.
- **“Victim or Survivor”**: A person who has experienced or is experiencing any form of gender-based violence. People of all genders, sexual orientations, and gender identities may experience gender-based violence.
- **“Perpetrator or Abusive Partner or Person Who Causes Harm”**: A person who commits or threatens to commit coercive or violent acts, which may include, but is not limited to, physical, psychological, sexual, economic, and/or emotional abuse against a victim.

- **“Order of Protection” (also known as “Restraining Order” or “Stay-Away Order”):** An order issued by any court to limit the behavior of someone who harms or threatens to harm another person. Orders of Protection may direct the offending party not to injure, threaten, or harass the victim, their family, or any other person(s) identified and may include, but are not limited to ordering the person causing harm to stay away from the home, school, business, or place of employment of the victim; vacate a shared residence; abide by any active orders of custody and visitation; and surrender any firearms.
- **“Workplace”:** For the purposes of this policy, any permanent or temporary location away from an employee’s domicile where an employee performs any work-related duty in the course of employment with the Association.
- **“Local Services Providers”:** An organization in a given geographical area whose mission is to provide services to victims of gender-based violence. In New York State, each county has a designated service provider for domestic and sexual violence. Services can include emergency shelter, advocacy, accompaniment to hospitals and court, safety planning, counseling, etc. For more information and a list of local services providers, please visit [opvd.ny.gov](http://opvd.ny.gov).

**Statement of Confidentiality** - The Association recognizes and respects an employee’s right to privacy and confidentiality. All information, including details an employee shares about their status as a victim, shall be kept confidential to the extent permitted by law, unless doing so creates a substantial risk of imminent danger to the victimized employee, other employees, or the workplace. If such a situation arises, the Association will, where feasible and appropriate, take action necessary to ensure workplace safety and comply with any legal obligation.

**Referrals** – Employees who are victims of domestic and/or sexual violence are encouraged to contact the following resources for support:

- NYS Domestic and Sexual Violence Hotline Number (1-800-942- 6906), Chat and Text Line (1-844-997-2121)
- Local Service Providers
- The Association’s Employee Assistance Program (EAP)

**Survivor Rights** - Employees who are victims of domestic violence are a protected class under the New York State Human Rights Law (“NYSHRL”). Accordingly, it is unlawful to discriminate against employees based on their domestic violence victim status. Employees who are victims of domestic violence have the right to:

- Disclose or not disclose experiences or details of gender-based violence;
- Request reasonable accommodations to address concerns related to gender-based violence;
- Be free from discrimination and retaliation in seeking such accommodations; and
- Access gender-based violence services.

**Non-Discrimination and Responsive Personnel Policies** - Under the NYSHRL, all persons are protected from discrimination in the workplace on the basis of their status as a victim of domestic violence, and on the basis of sex, sexual orientation, gender identity, and gender expression. If such discrimination occurs, the employee can report it to the New York State Division of Human Rights (“NYSDHR”) for potential investigation and remediation. In accordance with applicable law, the Association will not:

- Refuse to hire or terminate someone based solely on their status as a victim of domestic violence.
- Discriminate against victims of domestic violence in compensation, terms, conditions, or privileges of employment.
- Inquire about an applicant or employee’s status as a current or past victim of domestic violence in any way that directly or indirectly expresses discriminatory treatment based on that status. Please note that the Association may inquire about an employee’s status as a victim of domestic violence for purposes of providing reasonable accommodations.

- Refuse to provide certain reasonable accommodations to an employee who is known by the employer to be a victim of domestic violence and who needs such accommodations to seek medical care and/or obtain certain services connected to an incident or incidents of domestic violence.
- Retaliate against an employee for opposing unlawful discrimination and/or filing a formal complaint over alleged discriminatory conduct.

**Leave Options** - Employees may use available sick leave, paid time off, or other applicable leave accruals in accordance with the Association's policies and applicable law. To the extent required by the applicable Association policy, employees may be required to exhaust available paid leave accruals prior to taking unpaid leave for absences occurring under this policy. If an employee does not have available leave accruals, or otherwise qualifies for unpaid leave under applicable law or policy, unpaid leave may be approved on a case-by-case basis in accordance with governing law and the Association's policies.

Leave taken under this policy may run concurrently with leave available under applicable federal, state, or local law, including the Family and Medical Leave Act ("FMLA"), where appropriate.

**Continuation of Benefits** - Employees who are absent from work under this policy may be eligible for continuation of benefits in accordance with the terms of the applicable benefit plans and any governing laws, regulations, or internal Association policies.

**Notice of Absence** - Employees who must be absent to utilize accommodations shall provide the Association with reasonable advanced notice of the absence when possible.

**Time Off for Legal Proceedings** - The Association will also grant time off, with prior day notification, and may not penalize any employee who, as a victim or witness of a criminal offense, is appearing as a witness; consulting with a district attorney; or exercising their rights as provided by law.

**Privacy and Documentation** - There may be occurrences when an employee is absent due to incidents of gender-based violence where they are unable to follow the Association's protocol to report the absence. In that situation, the employee may lack documentation, may be unable to obtain documentation, or may not want to share documentation containing confidential information. The Association will not require the disclosure of confidential information relating to an absence from work due to domestic violence, a sexual offense, stalking, or human trafficking, as a condition of providing time off from work, unless otherwise permitted under applicable law.

**Changes to Benefits** - Requests by employees who are victims of gender-based violence to change their benefits will be considered and evaluated in accordance with applicable law and the terms of the relevant benefit plans, policies, and procedures.

**Work Performance Impact** - The Association recognizes that victims of domestic and gender-based violence may experience impacts on work performance or may be unable to perform certain job duties for safety or other reasons. Performance concerns and related workplace issues will be addressed in accordance with applicable law and the Association's policies and procedures.

The Association may, as appropriate, engage with the employee to discuss workplace considerations, which may include available leave, workplace adjustments, or referrals to an Employee Assistance Program, local service provider, or other resources. Any such considerations will be evaluated on a case-by-case basis in accordance with applicable law and the Association's policies.

Employees remain subject to the Association's performance expectations, evaluation processes, and disciplinary policies.

**Termination and Unemployment Eligibility** - If reasonable measures have been exhausted and the work performance issue remains and the employee is separated from employment, the employee shall be informed of their potential eligibility for unemployment insurance benefits in accordance with applicable law.

**Reporting Discrimination or Harassment** - If an employee experiences sexual harassment or discrimination based on their status as a victim of domestic or other gender-based violence, or observes discrimination in the workplace,

the employee may report it to the employee's immediate supervisor, Executive Director, and/or the local Human Resources Representative. Managers and supervisors are required to report any complaint that they receive or any harassment they observe or become aware of to their supervisor, Executive Director, or the local Human Resources Representative. Any complaint of potential discrimination, whether verbal or written, will be investigated. The Association will maintain confidentiality to the extent practical.

For more information on sexual harassment, please refer to the Association's Sexual Harassment and Discrimination Prevention Policy.

**Retaliation** - The Association will not engage in any retaliatory practices against employees who disclose that they are a victim of gender-based violence, or any employee seeking accommodations, or who exercise their rights under this policy.

The Association will not retaliate, tolerate retaliation by any superiors, terminate, or discipline any employees for reporting information about alleged incidents of gender-based violence that may have been committed by an employee, including those in management positions.

Retaliatory practices include any adverse employment action taken because an employee exercised their rights under this policy or applicable law.

Retaliation may be carried out by anyone, not just the original perpetrator.

Any employee engaging in retaliatory practices may be subject to disciplinary action. Retaliation against any employee who files a complaint of violation of the policy is also prohibited.

**Workplace Safety Plans** - The Association recognizes that incidents of gender-based violence may raise safety concerns in the workplace. Where appropriate and requested by the employee, the Association may provide assistance with safety planning. Any such measures will be evaluated on a case-by-case basis, taking into account the employee's circumstances, workplace operations, and applicable law. The Association may coordinate, as appropriate with designated personnel, a local Human Resources Representative, and/or external resources to address safety-related concerns.

The Association may also provide information about available resources, including local service providers, law enforcement, or other support services, as appropriate.

**Orders of Protection** - The Association will comply with applicable law regarding Orders of Protection. Employees are encouraged, but not required, to inform the Association of any Order of Protection that may affect workplace safety. Information provided will be handled in accordance with applicable law and the Association's policies. Employees should notify the Association in the event of a relevant modification or revocation of the Order of Protection.

**Accountability for Employees Who Perpetrate Acts of Gender-Based Violence** - The Association may take appropriate corrective or disciplinary action for violations of this policy, in accordance with applicable law, and the Association's existing policies. Examples of prohibited conduct under this policy include, but are not limited to: misuse of the Association's resources or the authority of employment to engage in, facilitate, or conceal acts of gender-based violence; and engagement in acts of gender-based violence that impact the workplace or the Association's operations.

Any disciplinary action will be determined on a case-by-case basis, consistent with applicable law and the Association's existing policies and practices.

**Violations of Policy** - The Association will investigate any reported violations of this policy. Employees may also report alleged violations of the NYSHRL to the NYSDHR, the state agency responsible for enforcing the NYSHRL. For more information, please refer to the Association's Sexual Harassment and Discrimination Prevention Policy.