

## Executive Committee of the Board of Directors

### Meeting Minutes

**Date:** 8-17-22

**Time:** 7:00pm held via zoom

- I. Welcome & Call to Order: Donna Dickson Noonan, President, welcomed everyone and called the meeting to order at 7:08pm
- II. Roll Call Present: Executive Board: Carolyn Scobie, Donna Dickson Noonan, Betty Scott, Carol Ann Michalski- 4 members present for a quorum. Staff: Jack Salo & Karen Graves
- III. Board Vacant Position – Donna noted she is appointing Diane Frances to replace Michele DeFreece who resigned from the board. Diane will fill Michele’s term until the end of the year and then run on the ballot for next year.
- IV. ARC Lease – Jack said he met with Joe Malone regarding repairs. Joe reported he contracted with an asphalt company in May, but they haven’t arrived yet. The potholes have been filled with gravel. The sidewalk was repaired with new cement. Joe approved allowing us to install digital locks. Jack has met with a contractor to get a quote to install locks on the front and back door and the Executive Director’s office, where personnel and legal files will be stored.
- V. **Action:** Request for approval of up to \$10,000 to cover the cost of the Compensation & Benefit Comparability Study. Jack said if the cost is under \$10,000 you do not have to go through the formal bidding process. The schedule provided in the Request for Proposals, requires the contractor to complete the study and make recommendations by the end of the year. Cornell Human Resource staff have reviewed the proposal. **A motion to approve up to \$10,000 to cover the cost of the study was made by Betty SCOTT, seconded by Carolyn Scobie. The motion passed unanimously.**
- VI. **Action:** Request for support to develop a shared electronic filing system with Cornell Cooperative Extension. Planned implementation date of January 1, 2023. Projected cost for Cornell hosting the electronic filing system is approximately \$1,000 per year. Jack said he met with Valery Dudley and our IT rep from Cornell, Roberta Oram, who is building electronic filing systems for two other CCEs. A shared electronic filing system will allow documents to be filed and accessed by all staff. For sensitive files and folders like Human Resources, permissions can be set for who can view and contribute. **A motion to approve the electronic filing system was made by Betty Scott, seconded by Carol Ann Michalski. The motion passed unanimously.**
- VII. **Action:** Request approval to open a dedicated account for the deposit of Watershed Agricultural Council (WAC) payments as required by the new contract. The account to be opened with Wayne Bank. This will enable transfer of funds from the WAC designated account to the CCE checking account as needed. Recommend (for now) that signatories currently authorized be listed on the new account. **A motion to approve opening a dedicated account for the deposit of Watershed Agricultural Council (WAC) payments as required by the new contract was made by Carol Ann Michalski, seconded by Betty Scott. The motion passed unanimously.**

VIII. Off Budget, One-Time Leadership Transition Expenses: There was a question as to how one time type of invoices would be identified in finance reports. Jack said he will be meeting with our Cornell representative that has been helping with our finances and will ask the question. Note: There are not that many off budget transition expenses. It may be easiest to create a spread sheet to record and report on these expenses.

IX. Filling Vacancies: Jack said the positions need to be filled:

- a. Executive Director – the job will be posted from 8/22 to 10/9. Deadline for application is 10/14. Interviews will be 10/24.
- b. Human Ecology Team Leader- this will be a new position for supervision of HE and Healthcare Alliance
- c. Ag Educator to replace Jessica Richards
- d. Administrative Assistant

Karen let the committee know that she would like to retire at the end of the year but will return as a temporary staff member 20 hours per week. She can train her replacement, work on the archives, and work on cleaning out old files. Jack asked the board to consider whether to wait and let the new ED hire staff. The committee thought we should hire the Ag Educator now but should let the new ED hire the admin staff. It was also asked if the HE Team Leader could work on getting their Masters Degree while working at the job. Karen will email the Strategic Plan to the committee.

X. 2023 Budget Process: Jack said there will be a need to begin developing the 2023 budget and that this will require significant time and expertise. Uncertain how this will get done with a new Finance Coordinator and PT Interim ED without CCE budgeting experience. Jack will get information on the CCE annual budget process. It is likely the Association will need additional assistance to prepare the 2023 budget.

Adjournment – a motion to adjourn at 8:05 was made by Carolyn, seconded by Donna. The motion passed unanimously.