

Cornell Cooperative Extension of Delaware County

Minutes of Board Meeting

Thursday, July 21 at 7:00 p.m. at the Hamden office and via zoom

- I. Donna Dickson Noonan welcomed everyone and opened the meeting at 7:09. Karen did the roll call.
- II. **Present:** Board members-Andrea Balcom, Betty Scott, Brad Taggart, Carol Machala, Carol Michalski, Carolyn Scobie, Donna Dickson Noonan, Donna Jones, Donna Machala, Erin Johnson, Gary Orton, and Libby Kelly.

A majority of 12 board members were present.

Staff: Amy VanAlstyne, Carla Crim Corrine Tompkins, Danielle Hautaniemi, Emily Roach, Dale Dewing, Jack Salo, Jessica Richards, Karen Graves, Maegan Freeman, and Paul Cerosaletti.

- III. **Minutes** of the May 12, 2022 – a motion to approve the minutes was made by Donna Jones, seconded by Libby Kelly. The motion carried unanimously.

Documents for the Board meeting – Karen will email the board in advance of future meetings to see how many copies need to be printed.

IV. **President's Report:**

- a. Donna Dickson Noonan reported the **resignation of Michele DeFreece** (Delhi). Please let her know of suggestions to fill this vacancy.
- b. **Executive Director Search**-- it was noted that staff can give their input to the search committee but can not serve on it. The committee includes the following board members; Donna Dickson Noonan, Gary Orton, and Carolyn Scobie. Also Shelly Johnson Bennet, Chief Planner for Delaware County and Abby Wilson, former board member.

Jack explained the position description for the ED in the packet has the sections pertaining to Human Ecology highlighted so it is easy to differentiate between the ED responsibilities and the Human Ecology responsibilities. Danielle stated that the board needs to determine if the position will be a pure ED – administrative position, or a blended ED – Program (Human Ecology) position. Danielle noted that there is a new position description template for the pure ED position that we should use and that she has provided Jack with an example of a Human Ecology Director position description. The committee discussed the pros and cons of the two options.

Action: A motion to start the search for an ED (100% administrative) and a Team Leader for Human Ecology was made by Gary Orton, seconded by Donna Jones. The motion carried unanimously.

It was questioned whether term limits could be applied to the ED position. Danielle said that legally, that could not be done. Danielle also noted that if you provide relocation funds, you can put in the contract that they have to be reimbursed if they quit within a specific length of time. But, if an attorney is needed to get the funds it may cost more than the reimbursement. We could put in the contract that 60 days' notice is required. Danielle noted the 2 biggest problems with EDs hired by other CCEs is basic supervisory skills and transparency with the boards. Danielle also noted that there is an Organizational Health Qualtrics survey that can be used to get feedback from the staff. This is an anonymous survey.

The finalist in the search can meet with the staff to get their questions asked and tour the office and camp. This should be led by a board member not on the search committee. Afterwards, another feedback survey can be done by the staff. The salary range was discussed. The ED should be compensated more than the current highest paid salary.

Action: A motion was made to set a range of \$105,000 to \$120,000 by Donna Machala, seconded by Brad Taggart. The motion carried unanimously.

A search budget was discussed which will cover advertisement and travel reimbursement. Cornell will reimburse up to \$1,000.

Action: A motion to approve a search budget of \$3,000 to \$5,000 was made by Libby Kelly, seconded by Gary Orton. The motion carried unanimously.

Danielle noted that the best places to advertise are Facebook Jobs, Linked IN, Indeed and College sites. The committee discussed whether HE Team Leader needed to be a full time or part time position. Jack said he will meet with the staff to discuss. Carla suggested it would be valuable if the candidate had experience with horticulture also to work with the Seed to Supper program.

c. **2021 Audit update-** Donna Dickson Noonan said the auditors did not find anything that needed urgent attention. Jack said they will present at the next board meeting. Jack suggested that the next audit have reports on each separate program area. Danielle said it would be very helpful to a new ED to have an audit for 2022 done. We need to notify the auditors by November if we want them to do this.

V. Executive Director's Report: Jack noted his report is in the packet. He said Jessica's last day is August 12th. He also noted that we need a plan to show who is responsible for decisions; the ED, the board, staff and who needs to be informed of decisions. Karen will email out the handout Jack shared to be used as an example of how to setup a decision making grid or table.

VI. Member and Other Reports and Updates:

a. Cornell Report- none

- b. Supervisor Representative Comments- Betty noted that Tina Mole, chair of the board of supervisors, is very impressed with camp Shankitunk.
- c. Board Members and Others none

VII. **Committee Reports:**

- a. **Nominating Committee** – Donna Machala reported that a date for the committee to meet is being worked on.
- b. **Finance Committee** -Jack said the focus is on refining the formatting of financial reports for the next meeting. He said the AR report can show just the unpaid invoices for 30, 60 and 90 days, rather than pages of detail. Christina is now getting the training she needs and making excellent progress. He is not recommending approval of the financial report in the packet tonight as it does not reflect a significant amount of revenue/invoicing. This is being corrected, and all billing should be current by the next meeting. 2 grant applications are recommended for approval:

Action: A motion to approve the application for EFNEP (Expanded Food and Nutrition Education Program) (\$61,500) was made by Donna Jones, seconded by Donna Machala. The motion carried unanimously.

Action: A motion to approve participation as a sub-contractor with CCE Tompkins County through application to the NYSERDA (NYS Energy Research Development Authority) Clean Energy Fund projected \$193, 129 for 4 years was made by Carol Machala, seconded by Gary Orton. The motion carried unanimously.

- c. **Personnel Committee** -Libby said the committee recommends the approval of a salary increase for Carla Crim.

Action: Gary Orton made a motion to increase Carla’s salary to \$58,000 and make it retroactive till the date she was hired full time (May 3, 2021). The motion was seconded by Brad Taggart. The motion passed unanimously.

Emily Roach encouraged the committee to review all staff salaries including the use of vehicles.

Out of State Travel requests-Paul Cerosaletti, Dale Dewing and Ben Hepner went to the North American Manure Expo, July 13-14, 2022, Chambersburg, PA. Danielle said the board does not have to approve this if it is already covered in a line item in the budget.

- d. **Long Range Committee** -Donna Dickson Noonan said she will ask Erin Johnson to join the committee.
 - i. ARC Lease Approval –

Action: A motion to approve the lease was made by Donna Jones, seconded by Libby Kelly. The motion passed unanimously. Donna Dickson Noonan or Carol Michalski and Jack Salo will meet the CFO of ARC to request repairs such as installing a hot water heater in the conference room sink and the paving of the driveway be completed before the lease is signed.

VIII. Approvals:

- a. Action Other grants, contracts and proposals – Jack said clarification is needed on what grants and contracts need to be approved by the board. Danielle said she can help. Jack simplified the report included to show the pertinent details.

IX. Other Business:

- a. CD Renewal- options were discussed – 5-year term ending 7/31/22. \$46,241.14. Deadline to renew is within 7 days of 7/31/22. Current rate is 1.75%. The board decided to put the funds into a money market fund that will be accessible since the interest rate is so low and may be rising. Jack suggested that the finance committee establish an investment policy and plan for reserves. Danielle will ask other CCEs to share their policies with us. She said an investment counselor could be hired. It was decided that Jack Salo and Carol Michalski will meet with Tim Gutliph at the Wayne bank to discuss our investments.
- b. WAP contract with Megan Moody Potter to provide Precision Feed Management services one day a week. Paul said he wants the board to be aware of this possibility and that the Executive Committee may be asked to approve this contract.
- c. WAC Contract – the salary page was missing from the packet. Karen will email to the board.

X. Adjournment- A motion to adjourn was made by Donna Jones, seconded by Carolyn Scobie. The motion carried unanimously.

Minutes taken by Karen Graves