

CCE Finance Committee Meeting Minutes
January 31, 2023 at 5pm at the Hamden CCE office

Carol Michalski called the meeting to order at 5:05pm

Present: Gary Orton, Brad Taggart, Andrea Balcom – 3 members present to qualify for a quorum. Also present: Donna Dickson Noonan, Karen Graves & Dr. Mandeep Virk-Baker
Present via zoom: Corrine Tompkins, Carol Michalski

Mandeep thanked everyone for attending.

1. Finance challenges:

CCE DC Finance staff – Mandeep stated that there were problems with the accounting & Acumatica related skills of the Finance Coordinator that led to repeated errors and substantial rework. There was a lack of participation in CCE offered Acumatica user group meetings, finance meetings, and underutilized SBN resources

The Finance team has struggled with tracking important deadlines creating significant delays and missed deadlines.

Work delegation receivables – Payables: lacked a team approach & collaboration.

Mandeep finished the IRS filing yesterday.

2. Current vacancies and salary changes:

(A) Finance Coordinator vacancy: Mandeep stated that Christina Wilson resigned effective January 6, 2023. The personnel committee has approved a recommendation to the board to change the job to Finance Manager with minimum education from Associate to Bachelors and 2 years of accounting experience (exempt position) and changing the salary for \$49,000 to \$55,341. Mandeep said Oneida county CCE will do training, 1 to 2 hours a day. Mandeep noted that one full time person can do the accounting work. Mandeep noted that Christina has agreed to come to the office and print checks if needed.

(B) Office Manager: The personnel committee has approved a recommendation to the board to change the Office Manager to Office Coordinator II which will have full HR responsibilities plus financial and budget oversight and support responsibilities (exempt position). The salary will be \$55,341. She noted that the Office Coordinator and the Finance Manager would work closely together to ensure all financial responsibilities and deadlines are met. The office manager will no longer do support work for the Healthcare Alliance and will take on all HR responsibilities. They will report directly to the Executive Director.

- (C) HE Team leader: Salary increased to \$70,000 (\$57,700 not internally aligned). The position has a significant leadership, grants & programs, and team supervision role with a minimum of master's degree. Mandeep stated we have 3 applicants with master's degrees, one in public health. We will contact them for interviews asap. Karen will ask Lori North if there is a minimum number of candidates you have to interview and if there is a minimum length of time a job has to be posted.
- (D) HE Administrative Assistant – the Rural Healthcare Alliance work will be shifted from the Office Manager to this position which will be changed to full time.

*The Office Coordinator II & Finance Manager exempt positions (when these two exempt employees are fully trained) will help phase out the current 0.5 FTE Accounting Admin hourly position, and the salary savings from the position will help towards offsetting the cost

3. Other finance related items:

- (A) Salary Review – Mandeep said we have staff that are being paid over the 100% threshold and under the 26% threshold. She is meeting with Connie Kon the lead HR for Cornell University and make a plan to have a professional HR firm come in to create a strategic plan to address these issues. She will let the committee know how much it will cost for the review. Mandeep has asked Lori North to come to in person to give an overview of exempt vs non-exempt. Karen pointed out that if we wait until after the 4 new exempt staff are hired, they will be grandfathered into receiving 14 hours of vacation time a month which equals 21 days a year. Non-exempt get 6.7 hours a month which equals 10.05 days a year. They have a tiered plan to increase their vacation time. After 14 years they get 20 days of vacation. Mandeep said she can ask Lori to come sooner to talk to the board.
- (B) Cell Phones – it was approved to pay \$25/month allowance for employees using their personal cell phones for work. This is Kim from the Walton office and the Hamden Office Program staff & ED. The committee suggested paying staff quarterly. Karen & Mandeep are working on a form for staff to report usage.
- (C) VIOP phone systems options were researched. This is a system where all phone calls are routed through a company like Ring Central instead of local phone companies. At this time, it was decided that the extra monthly expense was not justified by the advantages of this system.
- (D) Vehicles – Mandeep said the Hamden staff have been driving their own vehicles because the company ones are not good on winter roads. She asked the committee to consider selling these vehicles and getting a couple SUV type vehicles that could be kept at the office for the staff to use. We will need to review staff who were hired at a lower

rate and offered a company vehicle. Corrine noted the 4-H camp van is fine but the maintenance van will not pass the next inspection. It will need to be replaced.

A motion to adjourn the meeting at 6:25 was made by Brad, seconded by Gary. The motion was approved unanimously.