

# Cornell Cooperative Extension of Delaware County

## Personnel Committee Meeting Thursday, June 23 at 7:00p.m. via zoom

The meeting was called to order at 7:02 pm by Libby Kelly who welcomed everyone to the meeting.

**Present:** Donna Dickson Noonan, Donna Jones, Libby Kelly, Carolyn Scobie, and Betty Scott

**Staff:** Karen Graves, Jeanne Darling, Emily Roach, Christina Wilson, April Wright Lucas and Corrine Tompkins

- **Out of State Travel-** Paul, Dale and Ben will be going to the North American Manure Expo, July 13-14, 2022, Chambersburg, PA. Jeanne noted that all expenses would be paid by WAC. A motion to approve the out of state travel was made by Donna Dickson Noonan, seconded by Donna Jones. The motion was carried unanimously by a voice vote.
- **Update on Open Positions and Recruitment-** Jeanne said all open positions have been filled. Goals for all staff have been completed except for Chris Carpenter.

Libby reported she interviewed Emily for the 4-H Team Leader position with Jeanne. There were no other applications. She recommends offering the job to Emily to start on July 1<sup>st</sup>. The board has already approved the salary. A motion to offer the job to Emily was made by Donna Dickson Noonan, seconded by Carolyn. The motion carried unanimously. Donna Dickson Noonan congratulated Emily. Jeanne congratulated Emily on her promotion.

Camp Staffing – Emily reported that we are well staffed this year. Could use a few more overnight counselors and 1 more day camp assistant. We gave out \$30,000 in camperships plus another \$20,000 from the youth bureau. The Sheriff's office will provide overnight supervision. The camp is all full except one week of overnight camp.

Administrative Staff– Jeanne said she met with the admin staff to discuss the needs. She noted there is funding in the WAP budget for 1.5 days of admin staff that could help pay for a new person. The camp needs more admin staff possibly part time year-round. A new staff person could also work on social media and HR work. Karen noted that Valerie would like to move into new work areas and allow the new staff person to be the HE administrative assistant. Donna Dickson Noonan suggested that the staff make a list of jobs a new person could do.

- **Staff Training-** Jeanne reported that training will continue for Chris & Christina through mid-July. Veronica Storm from Herkimer CCE has agreed to help train. She handles EFNEP and 224 billing so will be a great trainer. She has agreed to \$25 per hour. Almost all of our grants are currently billed but we need to bill for 224 funding.
- **Other Business**
  - Walking Program – Jeanne said a survey done with the staff found that there were several staff members who would like to be part of a wellness group. She worked with Karen to apply for a \$500 grant from Cornell which could be used to purchase walking sticks, gators, water bottles and bug nets. Nutrition training may be done also. Tracking could be done to show the results. Karen will be the lead on this. Donna Jones offered to come in and take everyone's blood pressure at the start of the walking program and return after a designated time to check again.

Staff Salaries – Jeanne said salaries need to be worked on to add to the budget. The SNAP Ed budget allows for a 3% increase. The WAP contract has a 5% increase in it. Karen reminded the board that we did a flat increase for all staff last year to allow for the same cost of living increase for everyone. We also need to consider whether we want to ask for an increase in funding for camp from the board of supervisors. We got an increase of \$10,000 last year used for camp staff salaries. This increased our 224 funding also. We could ask for funds to paint and maintain the buildings. We should be contacting the board of supervisors in September. Carolyn suggested making a maintenance schedule. The budget should be approved by the board in July.

- **The next meeting** will be August 25th at 7:00pm via zoom.

A motion to adjourn the meeting was made by Donna Dickson Noonan, seconded by Carolyn. Motion carried unanimously.

**The meeting adjourned at 8:12**