

## **Board Of Directors Meeting Minutes**

May 22, 2023, 5:30PM at the Hamden Office

- I) Betty Scott called the meeting to order at 5:31pm.
- II) Roll Call:
  - a) Present in Person: Betty Scott, Donna Dickson Noonan, Diane Frances, Gary Orton, Andrea Balcom, Donna Jones, Brad Taggart, Corrine Tompkins, Emily Roach, Marilyn Wyman, and Stacey Young. Carolyn Scobie.
  - b) Present online: Lori North and Mary Beth McEwan.
- III) Agenda review: Add to the list of Conflict-of-Interest hires: Griffin Leddy- Grandson of Gary Orton
- IV) Vote: Approval of meeting minutes of March 28, 2023
  - a) Motioned by: Donna Jones
  - b) Seconded by: Andrea Balcom
  - c) Motion Carried Unanimously at 5:34pm
- V) **Executive Director:**

Marilyn Wyman summarized activities to date.

  - Meeting with staff and reviewing grants and contracts.
  - Extension Connection- will get letter out covering June July programs including the July 12-18 Innovative Readiness Training in Walton.
  - SBN finance support and training update will be sent out to board members.
- VI) **Conflict of Interest:**

Corrine Tompkins explained the reason for this vote.

- a) **Jonathan Conklin**, Camp Director: Cousin, Emily Roach; Spouse, Kaitlyn Conklin
- b) **Phil Atherlay**, Camp Program Director: Spouse, Justine Bishop; Brother-in-Law, Corrine Tompkins
- c) **Ben Conklin**, Camp Aquatics Director: Cousin, Emily Roach; Brother-in-Law, Kaitlyn Conklin; Brother, Jonathan Conklin (Camp Director)
- d) **Amanda DePersia**, Camp Craft Director: Sister-in-Law, Corrine Tompkins
- e) **Luke Bishop**, Camp Kitchen Assistant: Brother, Corrine Tompkins & Justine Bishop
- f) **Nicole Bishop**, Camp Assistant Cook: Sister-in-Law, Corrine Tompkins & Justine Bishop
- g) **Griffin Leddy**- Grandson of Gary Orton

Gary Orton recused himself from voting.

Discussion: General question about hiring process for seasonal jobs. They are posted on camp's website, help wanted ads in publications, posted on Facebook, and CDO workforce. There is a paper application with follow up interview and reference checks. Everyone has gone through this process. What percentage of seasonal camp staff have a conflict of interest- <10% (7 out of 50) All are return employees.

- h) Motioned by: Donna Jones
- i) Seconded by: Carolyn Scobie
- j) Motion Carried Unanimously at 5:54pm

VII) **Farm Enhancement Grants:** Executive Committee or Full Board must sign off on \$10,000. The Executive Committee will meet every other month, so each month has a potential approval opportunity. The Cornell compliance team audited these grant applications from county farms, and no issues were found. Any potential Conflict of Interest were outsourced for external review to avoid Conflicts of Interest. Everything complies. Betty gave background on the Grant. (County money given to CCE as pass through to farmers.

- a) Mormon Hollow Farm:
  - i) Motioned by: Andrea Balcom
  - ii) Seconded by: Brad Taggart
  - iii) Motion Carried Unanimously at 6:01pm
- b) Stony Creek Farmstead, LLC:
  - i) Motioned by: Donna Jones
  - ii) Seconded by: Donna Noonan-Dickson
  - iii) Motion Carried Unanimously at 6:02pm
- c) Palmer Family Farm Trust:
  - i) Motioned by: Gary Orton
  - ii) Seconded by: Donna Jones
  - iii) Motion Carried Unanimously at 6:02pm
- d) D&D Farms:
  - i) Motioned by: Brad Taggart
  - ii) Seconded by: Donna Jones
  - iii) Motion Carried Unanimously at 6:03pm
- e) Barn Potter Family Ranch:
  - i) Motioned by: Diane Frances
  - ii) Seconded by: Gary Orton
  - iii) Motion Carried Unanimously at 6:03pm
- f) Dairysmith Holsteins:
  - i) Motioned by: Gary Orton
  - ii) Seconded by: Donna Jones
  - iii) Motion Carried Unanimously at 6:04pm

- g) Van-Tag Farms: Brad Taggert officially recused himself.
  - i) Motioned by: Diane Frances
  - ii) Seconded by: Donna Noonan-Dickson
  - iii) Motion Carried Unanimously at 6:05pm

- h) Riverdel Farms:
  - i) Motioned by: Brad Taggert
  - ii) Seconded by: Gary Orton
  - iii) Motion Carried Unanimously at 6:05pm

VIII) **Approve Stacey Young as Records Access Officer:** Clarification of position.

- a) Motioned by: Diane Frances
- b) Seconded by: Carolyn Scobie
- c) Motion Carried Unanimously at 6:07pm

IX) **Compliance Policies:** Explanation of Compliance Policies from Marilyn. Lori—These policies are from Cornell Extension which we are required to adopt as is and put in place. No proof that these were put forth to the Board. To prevent this from happening in the future, either the ED or the SBN needs to forward new policy information to the Board/personnel committee for review and to then move to the full board for approval. Local policies should be reviewed and updated as well.

A recommendation to clean up formatting of some policies, to eliminate blank second pages. Discussion about Workplace Violence Plan—if more than 20+ full time staff, we are required to have a specific plan. Emily stated that we have a written Emergency Action Plan from the Camp. We should review the local policy and build on the standard policy.

- a) Motioned by: Diane Frances
- b) Seconded by: Andrea Balcom
- c) Motion Carried Unanimously at 6:15pm

X) **Camp Petty Cash:** Camp Shankitunk 2022 petty cash receipts are missing so there is no backup to reconcile. Moving forward there will be a form to “sign out” the cash and return receipt for additional backup and paper trails.

Motion to reconcile Camp Petty Cash without back-up receipts—not to exceed a total of \$300.00.

- a) Motioned by: Gary Orton
- b) Seconded by: Donna Jones
- c) Motion Carried Unanimously at 6:17pm

XI) **Appoint Jon Conklin for Camp Petty Cash:** Jon will be in charge of cash.

- a) Motioned by: Donna Jones
- b) Seconded by: Brad Taggart
- c) Motion Carried Unanimously at 6:18pm

XII) **Recruitment update:**

Three new applicants for HE Program Leader. We will clarify a grant requirement of this position and proceed.

Hired Finance Manager: Thomas Hinkley- lots of experience. Most experience is Non-profit Finance.

Stacey Young started April 26.

XIII) **Presidents Report:** Mandeep is out. Working closely with Emily, Corrine, and Justine to get everything signed. Met with Dale, Emily to get contract for Marilyn together. Excited to get farm grants out.

XIV) **County Supervisor Report (Made by Betty Scott in Bud Gladstone absence) –**

- Innovative Resources Training IRT is the highlight of the summer.
- County paid off last bond and is debt free.
- NYS is not reimbursing Medicaid and will have a negative effect.
- Gentleman from Hancock is planning an art trail of 7 huge pieces being brought in by cranes and will be placed throughout the county. It will be a drive through interactive experience. Local artists will be highlighted at local shops (i.e., Hamden store) there will be an interactive map that is geared towards tourism for county. If art sells county gets a percentage. There is a link that will be sent out.

XV) **Committee Report-**

- a) **Finance Committee**-no meeting.
- b) **Personnel**- will be meeting in the next month
- c) **Long range**- Diane Francis

Working on new strategic and capital plan and affirmative action. Hoping for a very open and inclusive project-and waiting for Mandeep's return. Need more members-Human Ecology Issues Committee. Diane mentioned needing the various program committees represented on the Long-Range planning committee. Potential members included Joyce Gray (Ag Issues Committee), and Rachel Collings, representing (4H and Youth Develop Committee). Corrine will reach out to Lindy Taggart to see if she would like to be on the committee.

- d) **Ag Issues**-Minutes were printed for everyone. Nothing pressing. Looking forward to Farm Enhancement Grants moving. Mandeep wanted an external review done because of potential conflict of interests, which Cornell's recent review indicated there were not. Board members mentioned it was helpful to get Issue Committee Minutes to review.

- e) **HE**-Finally got a meeting accomplished. People are engaged but waiting for that next piece - the team lead. Looking to provide more encouragement for the Issue Committees to communicate and link up. Staff made dinner and taunted Zoomers with Chocolate Cake.
- f) **4H**-Enrollment is up and looking good. We are not taking new 4H applicants until the fall. Camp is doing good. 650 kids signed up and the goal of 700 is going to be reached. We have waiting lists. Making sure there are staff before opening up to the waiting list. Need at least 3, but preferably 8 counselors. 18+. 20-hour week full time maintenance. STARR program rental happened this past weekend. New mattresses in and on Volunteer Day got them installed. Looking to repurpose older mattresses that are still in decent shape. Looking for shelter or etc. Need a new van for maintenance. Frame is rusted and will not pass inspection. How are the numbers for Delaware County 4H campers? Last year was mostly out of county kids. 51% of the youth of Delaware county is the goal and that number is higher than it looks because of the partial year residents aren't counted. Good work on scholarships to support local youth attending camp. Exploring transportation to help with local youth attending as well. Polly was appointed to the camp committee and was welcomed in early spring. Mid-June next camp.

XVI) **Next Board Meeting July 31.** Stacey will send out invites to all future meetings.

XVII) **Motion to move into executive session:** asked Emily to stay. No voting will occur.

- a) Motioned by: Donna Noonan-Jones
- b) Seconded by: Diane Frances
- c) Motion Carried Unanimously at 6:45pm

XVIII) **Motion to exit Executive Session:**

- a) Motioned by: Andrea Balcom
- b) Seconded by: Diane Frances
- c) Motion Carried Unanimously at 7:13pm

XIX) **Motion to adjourn:**

- a) Motioned by: Donna Jones
- b) Seconded by: Carolyn Scobie
- c) Motion Carried Unanimously at 7:14pm

XX) Executive Session to share details for a pending legal action with full board.