**Minutes: cce of cortland county Board of Directors:**

**annual reorganizationAL meeting**

**january 24, 2017**

**7PM – 37 Church Street, Cortland, NY 13045**

**Call meeting to order**: 7:08 p.m.

**Roll Call**:

Present: Martha Bush, Olivia Hersey, Dianne Higgins, Deborah Hubbard, Erin Madden, Mike McMahon, Susan Prier and Matt Sharpe

Absent: Cynthia Guy

Cornell State Specialist: Paul O’Connor-Not Present

County Legislature Reps: Gordon Wheelock-Present, MaryAnn Discenza-Not Present

CCE Staff: David Rutherford-Present, Jennifer Atkinson-Present

**Guest/Introductions:** Welcome to the new board members: Dianne Higgins, Erin Madden and Mike McMahon

**Public Comment:** None

**Presentation:**  None

**President’s Report:** Olivia Hersey – Finance Committee is working very hard to get things up to date - before we can receive accreditation, financials have to be up-to-date and it is expected that we will meet that goal. It was noted that there was an addition to the agenda: SCDFC write-offs and there will be a brief Executive Session following the regular business meeting to discuss a personnel issue.

**Committee Reports:**

 Nominating Committee: Election of Officers: There is no committee so members will be self-nominating or nominated by their peers. The length of the term for each is 1 year.

 Olivia Hersey made a motion to nominate herself as Treasurer since she has reached the maximum term of service as President/Seconded by Deborah Hubbard/Motion Carried/Passed

 Olivia Hersey made a motion to nominate Susan Prier as President/Seconded by Dianne Higgins/Motion Carried/Passed

 Upon recommendation of other board members, Dianne Higgins consented and made a motion to nominate herself as Secretary/Seconded by Mike McMahon/Motion Carried/Passed

 No Nomination for Vice President - Matt Sharpe suggested that the matter be tabled until the next board meeting - Agreed, Matter of Vice President to be discussed at the February 28, 2017 meeting.

 At this time, Susan Prier took over the meeting as the new President.

**Committee Reports:**

 Finance Committee: Olivia Hersey assumed her role as new Board Treasurer.

 **Financial Statements**

 **CCE** – The Finance Committee made a motion to approve June 2016, July 2016, August 2016, September 2016 and October 2016/Seconded by Erin Madden/Motion Carried/Passed

 **SCDFC** – (Discussion) Olivia Hersey asked David Rutherford to discuss why the board has to approve the SCDFC budget - David explained that the association manages a local budget for SCDFC - legally their budget is under CCE so the board has to approve their expenditure. Matt Sharpe asked why their budget does not include salaried - David explained that the team’s “program income” is technically for supplies etc. which doesn’t include salaries and they have accumulated $140,000 in reserves.

 The Finance Committee made a motion to accept SCDFC October 2016/Seconded by Erin Madden/Motion Carried/Passed

 **SCDFC Write-Offs** - (Discussion) David Rutherford explained that the write-offs have already been reviewed by the AMG - Write-offs are dated December 2016, but were actually from September 2016. Dianne Higgins asked why these items were being written off. Olivia Hersey explained that they are outstanding debts that weren’t collected - none of these items were erroneous, they were likely due to books being closed - Deborah Hubbard noted that these debts are from 2013

 The Finance Committee made a motion to accept the SCDFC write-offs/Seconded by Martha Bush/Motion Carried/Passed

(Discussion) David Rutherford spoke briefly about budgets/finance - with the loss of the SBN, a lot of pressure was put onto Lisa Mitchell, Finance Assistant and she is working very hard to get things caught up - David further explained to the new board members that three areas are regionalized through the SBN - Finance, Human Resources and Information Technology

 **Approval Fiscal Authorization**

(Discussion) Olivia Hersey noted that a change was needed: Number 7- the year needs to be changed from 2016 to 2017.

 Motion to approve the Fiscal Authorization with the noted change to Number 7 by Mike McMahon/Seconded by Dianne Higgins/Motion Carried/Passed

 **Annual Contracts with Cortland County and Cornell**

 **A/R Agreement** - (Discussion) Olivia Hersey noted that changes were needed on Pages 4 and 6 - as she is no longer Board President, the name needs to be changed to Susan Prier.

 Motion to accept the A/R Agreement with the noted changes to Pages 4 and 6 by Olivia Hersey/Seconded by Susan Prier/Motion Carried/Passed

 **B/R Agreement -** Motion to accept the B/R Agreement by Mike McMahon/Seconded by Erin Madden/Motion Carried/Passed

 (Discussion) David Rutherford provided information about the Agreements for new board members. The A/R Agreement is with the County - David noted that this is the 9th straight year of level funding. Matt Sharpe asked if this agreement was more for rental space issues - concerns about threat of County not continuing our lease - David explained that we have pretty much been told that this will be our last year in the building - due to finances, if/when we leave the County Office Building, we really need to find a county owned space otherwise we could lose County funding since if we are no longer paying rent.

 **APPROVAL OF MINUTES:** DECEMBER 6, 2016 - Correction needed on Page 2 - Susan Prier’s name is misspelled and needs to be corrected.

 Motion to accept the December 6, 2016 minutes with the correction on page 2 by Olivia Hersey/Seconded by Deborah Hubbard/Motion Carried/Passed

**PROGRAM AREA REPORTS:** None Scheduled - Reorganizational Meeting

**LEGISLATIVE REPORT:** Gordon Wheelock

1. Nothing new to report about any possible move out of the County Office Building for CCE Cortland.
2. The Building and Grounds (B+G) Committee have met to discuss completing security in the building - Office of the Aging has had a few incidents with some of the people they serve being hostile and some of the staff are afraid.
3. B+G Committee-County is going to have to get a sizeable bond with participation in the program Smart Watt which includes major updates to county buildings-heating, electric, new light fixtures/bulbs, windows and a new boilers for the Public Safety Building and the Courthouse-windows is a million dollar project just for the Courthouse. Plans drawn up for heated steps at the Courthouse-it’s a costly plan, but will eventually save on repairs.
4. B+G Committee-They have cut down several trees for security purposes as they interfered with the cameras.
5. Workers might be coming in to change our lights to LED-being done through National Grid
6. County still has Grant Street and Court Street properties-not sure what they’re going to do with them.
7. Short of space with records-Assigned Counsel takes care of approximately 50% of Public Defenders cases

(Discussion) David Rutherford asked Mr. Wheelock if he should be attending the Building and Grounds Committee Meetings. Gordon said that if there was something of interest in the meetings, he would let David know.

(Discussion) Gordon Wheelock asked how the timber project is going. David stated that the timber has been cut down, but it hasn’t been hauled out yet due to the inclement weather.

**DIRECTOR’S REPORT:** David Rutherford

1. **SBN -** Modified SBN merged with Northern NY - base is Jefferson County - Human Resources lead and two transactional staff in Jefferson County - Finance, newly hired staff is in Binghamton and will be the lead for our region - Information Technology (IT) is based in Jefferson County - David noted that during the modification of the SBN we worked with Cate Sirek who is part of the Finger Lakes region and contracted with her because she worked so well with our association.

(Discussion) Matt Sharpe asked what led to the changes in the SBN. David Rutherford explained that it’s uncertain as to the exact cause for the change and that he was not part of the decision, but we are really happy with the support we have now, but the downside is that our cost went up.

1. **Finance** **System** - David reported that he has made complaints about the efficiency of the ACPAC system so they have assigned him to the review board to explore other finance packages - we will be choosing a new finance package and hoping that the SBN Finance staff will be supportive with whatever our choice may be.
2. **Camp Owahta** - Nathan Fanton has decided not to reapply for the position of camp director next year for personal reasons. Interviews were conducted for the position and although our first choice for the position declined, we offered the position to a qualified candidate, Maria Gimma. David noted that he was not actively involved in her interview as she is a friend of his. David and Maria are planning to meet with former camp counselors in the next week or so to discuss how to move forward. Once the camp season begins, David will spend 2 days per week there overseeing things and Heather Birdsall, Senior Extension Resource Educator and Rebecca Ireland-Perry, Community Educator will spend one day each. In addition to the new hire, the decision was made to move to a new online registration system, UltraCamp which has more capabilities than the former CampDoc. David is also pleased to report that the YMCA would like their day camp kids to come to Camp Owahta every day.
3. **Budget** - The final budget should be complete in February as it needs to be to Cornell by March.
4. **Shopping Center Property** - Potential bad news-if the area where the gas station used to be wasn’t remediated, the deal won’t happen because PW Woods wouldn’t approve it. Attorney Matt Neuman is looking into it and the question was raised if the YMCA who owns the shopping plaza would be interested in selling just a portion of it. David explained the role of PW Woods as our Insurance Agency to new board members. They are an insurance and liability firm that Cornell University has contracted with. Everything has to be approved through them.

**NEW BUSINESS:**

1. Board of Director Code of Ethics - handed out for review and signature - if not comfortable signing it tonight, please feel free to take it with you and bring to the next board meeting.
2. Appointment of Recording Secretary - A motion was made to appoint Jackie Hartnett as the primary Recording Secretary and Jen Atkinson as backup by Olivia Hersey/Seconded by Martha Bush/Motion Carried/Passed
3. Establishment of Standing Committees and Chairs/appointment of membership by the President

Finance Committee - Olivia Hersey, David Rutherford, Deborah Hubbard, Mike McMahon and Susan Prier

Personnel Committee - Martha Bush, Dianne Higgins and Matt Sharpe

Scope & Priority Committee - Erin Madden and Cynthia Guy

1. Appointment of Assistant to the Treasurer - Motion made to appoint Lisa Mitchell by Olivia Hersey/Seconded by Susan Prier/Motion Carried/Passed
2. Establishment of CCE Board meeting dates:

January 24, 2017 37 Church Street Cortland, NY 13045

February 28, 2017 37 Church Street Cortland, NY 13045

March 28, 2017 37 Church Street Cortland, NY 13045

April 25, 2017 37 Church Street Cortland, NY 13045

May 23, 2017 37 Church Street Cortland, NY 13045

July 25, 2017 5pm Camp Tour 6pm Board Meeting

August 22, 2017 37 Church Street Cortland, NY 13045

September 26, 2017 37 Church Street Cortland, NY 13045

October 20, 2017 Annual Meeting 6-9pm Location TBD

December 12, 2017 37 Church Street Cortland, NY 13045

**DISCUSSION ITEM:** None

**OTHER ITEMS:** None

**NEXT MEETING:** February 28, 2017 - 37 Church Street Cortland, NY 13045

Motion to adjourn the Business Meeting to enter Execution Session by Olivia Hersey/Seconded by Mike McMahon/Motion Carried/Passed

Meeting Adjourned at 8:47pm to enter into Executive Session