

CCE Board Meeting January 24, 2022 via zoom

President Donna Dickson-Noonan called the meeting to order at 7:00 pm.

Present

Karen Graves called the roll: Present were Andrea Balcom, Carol Ann Michalski, Carolyn Scobie, Dean Darling, Donna Dickson-Noonan, Donna Jones, Erin Johnson, Libby Kelly, Donna Machala, Gary Orton, Michelle DeFreece and. Bud Gladstone

Eleven members were present for a quorum.

Excused: Betty Scott

CCE Staff: Karen Graves, Jeanne Darling, Corrine Tompkins, Dale Dewing, Emily Roach, and Danielle Hautaniemi.

Minutes from the November 22, 2021, Board meeting and the December 9, 2021, Executive meeting - – A motion to approve the minutes was made by Donna Machala, seconded by Bud Gladstone. The motion carried unanimously by a roll call vote of the members as follows: Andrea Balcom-yes, Carol Ann Michalski-yes, Carolyn Scobie- yes, Dean Darling- yes, Donna Dickson-Noonan- yes, Donna Jones- yes, Erin Johnson-yes, Libby Kelly -yes, Donna Machala -yes, Gary Orton- yes, Michelle DeFreece-yes, and. Bud Gladstone- yes.

General Public: none

Ag Conference Report- Dale noted the conference was held virtually with 250 people registered. 17 Classes were held over 3 days. 548 people attended, 95 were watershed farmers and 250 were ag business or farm advisors. People from far away attended, but locally the numbers were down. Michelle asked Dale to share the evaluations when they are completed. A new service is being used to edit the captions on the recordings. We hope to have them all posted by the end of next week.

Cornell Report – Danielle stated the board toolbox has been updated and 80% of the policies have been added. The link is <https://staff.cce.cornell.edu/board-toolbox>.

Supervisor Report – Bud noted there is a shortage of volunteers for EMS. In February there will be 2 ambulances and one fly car located in the county to help in areas with no service. Covid cases remain very high. The IDA has tourism grant fund applications available.

Staff Recognition – Donna Dickson Noonan recognized Carla for her nomination for an award through the Virginia Tech alumni association through plant pathology physiology and science. Jeanne noted that both Amy & Cheryl have done outstanding work through the EFNEP program and Amy VanAlstyne was recognized by Cornell as the top educator with the highest enrollment in the state. Donna also recognized Jeanne who as of this month has worked at CCE for 50 years. A celebration is being planned for the summer, possibly at Birdsong.

Board President Appointments_ The following appointments were made by Donna Dickson Noonan

- Appointment of Karen Graves as the Corresponding Secretary
- Appointment of Andrew Hinkley to replace Paul Crognale on the Ag Issue Committee.

Appointment of Lindy Taggart advisor to 4H committee.

- Appointments of Janet Beken Smith and Dr. Chris Camen as advisors to the Ag Committee.
- Appointment of the following camp committee:
Carol LaTourette , Doug Whittaker, Lindy Taggart , Walter Gladstone
- Appointment – Standing Committees of the Board

Personnel

*Donna Jones
* Betty Scott
Libby Kelly(4H)
Donna Dickson-Noonan (HE)
Carolyn Scobie (AGR)

Finance

*Andrea Balcom.
*Gary Orton
Donna Machala(4H)
Carol Ann Michalski (HE)
Brad Taggart(AGR)

Long Range

*Michele DeFreece
* Dean Darling
Lisa Nichols(4-H)
Paula Brown(HE)
Joyce Gray (AGR)
Wayland Gladstone-
(Supervisor Rep)

Finance -November Treasurer’s Report- Andrea said the reports were reviewed by the Finance committee.

Items 1-5

A motion was made to approve items 1-5 on the financial report by Carol Anne Michalski, seconded by Donna Jones. The motion carried unanimously by a roll call vote of the members as follows: Andrea Balcom-yes, Carol Ann Michalski- yes, Carolyn Scobie- yes, Dean Darling- yes, Donna Dickson-Noonan- yes, Donna Jones- yes, Erin Johnson-yes, Libby Kelly -yes, Donna Machala -yes, Gary Orton- yes, Michelle DeFreece-yes, and. Bud Gladstone- yes.

Item 6 –

Andrea noted the only change to the Authorized Charge Accounts for all CCE Employees was the addition of Keiler Pools Supplies. It was noted that the list needs to be reviewed as there are businesses on it that are no longer operating. A motion was made to approve Item 6 by Gary, seconded by Bud. The motion carried unanimously by a roll call vote of the members as follows: Andrea Balcom-yes, Carol Ann Michalski- yes, Carolyn Scobie- yes, Dean Darling- yes, Donna Dickson-Noonan- yes, Donna Jones- yes, Erin Johnson-yes, Libby Kelly -yes, Donna Machala -yes, Gary Orton- yes, Michelle DeFreece-yes, and. Bud Gladstone- yes.

Item 7-

Grant Pre-Proposal:

Grants/Contract Proposals:

Delaware County Farm Economic Enhancement Grant Program- Delaware County \$ 500,000.00

(Mini grants to farmers, administered through our CCE office.)

Stewart's Holiday Match- Lifeguard Chair Purchase \$ 1,461.00

NYSARH Legislative Appropriation \$ 21,861.00

(Funding through NYS that will support youth mental health programs.)

A motion to approve the 3 grant proposals was made by Carol, seconded by Gary. The motion carried unanimously by a roll call vote of the members as follows: Andrea Balcom-yes, Carol Ann Michalski- yes, Carolyn Scobie- yes, Dean Darling- yes, Donna Dickson-Noonan- yes, Donna Jones- yes, Erin Johnson-yes, Libby Kelly -yes, Donna Machala -yes, Gary Orton- yes, Michelle DeFreece-yes, and. Bud Gladstone- yes.

Rural Healthcare Alliance Collaborative Project Contract Agreements/MOUS’s:

Rick Griffin \$ 1,000.00
Coordinated Care Services \$ 1,000.00
Ken Ginsburg \$ 999.99
Children's Trust of SC \$ 999.99
Theresa Barilla \$ 999.99

(contracts for Building Community Resilience series programming through the Health Network Grant)
O'Connor Hospital \$ 6,670.00
(Age Friendly Community project program through the Health Network Grant)

A motion to approve the Rural Healthcare Alliance Collaborative Project Contract Agreements/MOUS's was made by Michele, seconded by Bud. The motion carried unanimously by a roll call vote of the members as follows: Andrea Balcom-yes, Carol Ann Michalski- yes, Carolyn Scobie- yes, Dean Darling- yes, Donna Dickson-Noonan-yes, Donna Jones- yes, Erin Johnson-yes, Libby Kelly -yes, Donna Machala -yes, Gary Orton- yes, Michelle DeFreece-yes, and. Bud Gladstone- yes.

Equipment Purchases (over \$ 1,000) (If over budgeted amount):

Jeanne Laptop with Docking Station	\$ 3,000.00
Chris Laptop	\$ 2,000.00
Zoom dedicated Laptop	\$ 2,000.00

A motion to approve the equipment purchases was made by Gary, seconded by Carol. The motion carried unanimously by a roll call vote of the members as follows: Andrea Balcom-yes, Carol Ann Michalski- yes, Carolyn Scobie- yes, Dean Darling- yes, Donna Dickson-Noonan- yes, Donna Jones- yes, Erin Johnson-yes, Libby Kelly -yes, Donna Machala -yes, Gary Orton- yes, and. Bud Gladstone- yes.

There was a discussion regarding the purchasing process. Danielle clarified that while CCE can purchase without using the Cornell SBN staff, problems have arisen where the equipment did not have the same specs that the IT staff work on and has led to a lot of additional work for them. Carol Anne asked to share a quote for the equipment that she obtained directly from Dell. She will email that to Jeanne.

Cash Management Policy – Carol noted that the changes in staff were updated in this policy. A motion to approve the policy was made by Donna Machala, seconded by Carol. The motion carried unanimously by a roll call vote of the members as follows: Andrea Balcom-yes, Carol Ann Michalski- yes, Carolyn Scobie- yes, Dean Darling- yes, Donna Dickson-Noonan- yes, Donna Jones- yes, Erin Johnson-yes, Libby Kelly -yes, Donna Machala -yes, Gary Orton- yes, Michelle DeFreece-yes, and. Bud Gladstone- yes.

Fixed Asset Policy – The policy was updated and changed to only include equipment with a purchase price of \$5,000 or more on the assets to be depreciated. A motion to approve the policy was made by Gary, seconded by Carol. The motion carried unanimously by a roll call vote of the members as follows: Andrea Balcom-yes, Carol Ann Michalski- yes, Carolyn Scobie- yes, Dean Darling- yes, Donna Dickson-Noonan- yes, Donna Jones-yes, Erin Johnson-yes, Libby Kelly -yes, Donna Machala -yes, Gary Orton- yes, Michelle DeFreece-yes, and. Bud Gladstone- yes.

Staff Equipment – Mariane has made a request to purchase her company cell phone and keep the phone number associated with it. After a discussion, the board felt it would best to have Mariane return CCE equipment and phone number with CCE cell phone and that all staff equipment should be returned when employment ends.

Maha Platform for reporting the Energy CEEP Program – Jeanne explained that the platform used between Tompkins and Delaware county CCE will be terminated and the reports returned to Delaware county CCE. A motion to proceed with this was made by Carol, seconded by Bud. The motion carried unanimously by a roll call vote of the members as follows: Andrea Balcom-yes, Carol Ann Michalski- yes, Carolyn Scobie- yes, Dean Darling- yes, Donna Dickson-Noonan- yes, Donna Jones- yes, Erin Johnson-yes, Libby Kelly -yes, Donna Machala -yes, Gary Orton- yes Michelle DeFreece-yes, and. Bud Gladstone- yes.

Personnel- Jeanne noted there are 6 positions we are working on. There are 2 temporary positions, one for Heather to be able to continue working after she resigns and help the training of her replacement and one for

the 4-H camp director. These do not need approval from Cornell. There is also a Full time Finance Coordinator, a part time (20 hours up to 40 hours) Finance Assistant, a Farm Management Educator (Community Educator, Mariane's job) and a 4-H Subject Educator I full time. A motion to approve the position descriptions was made by Bud, seconded by Carol. The motion carried unanimously by a roll call vote of the members as follows: Andrea Balcom-yes, Carol Ann Michalski- yes, Carolyn Scobie- yes, Dean Darling- yes, Donna Dickson-Noonan-yes, Donna Jones- yes, Erin Johnson-yes, Libby Kelly -yes, Donna Machala -yes, Gary Orton- yes, Michelle DeFreece-yes, and. Bud Gladstone- yes.

Social Media Work - The hiring of a staff member to handle social media was discussed. Also, the prospect of contracting out this work. Danielle said an outside contractor would not have access to Cornell data. She suggested hiring someone part time from another CCE.

Performance Reviews – Jeanne noted annual performance reviews are underway and several staff from the Walton office will have in depth reviews to be reappointed.

Staff Holidays – the holidays were reviewed. A motion to approve the Holiday was made by Libby, seconded by Dean. The motion carried unanimously by a roll call vote of the members as follows: Andrea Balcom-yes, Carol Ann Michalski- yes, Carolyn Scobie- yes, Dean Darling- yes, Donna Dickson-Noonan- yes, Donna Jones-yes, Erin Johnson-yes, Libby Kelly -yes, Donna Machala -yes, Gary Orton- yes, Michelle DeFreece-yes, and. Bud Gladstone- yes.

Complaint Policy – was reviewed. Donna Dickson Noonan advised the board to ask staff to go through the procedure if they are contacted.

Confidentiality Policy – this will be reviewed with the staff as recommended by Cornell.

Operational Guidelines – Donna Dickson Noonan pointed out the revisions for this year which included: Advisors will be appointed and can serve up to 6 years and then will need to take one year off before they can be appointed again.

Chairman of the board committees no longer have to be members of the board at large.

A motion to approve the Operational Guidelines was made by Michele, seconded by Carol. The motion carried unanimously by a roll call vote of the members as follows: Andrea Balcom-yes, Carol Ann Michalski- yes, Carolyn Scobie- yes, Dean Darling- yes, Donna Dickson-Noonan- yes, Donna Jones- yes, Erin Johnson-yes, Libby Kelly -yes, Donna Machala -yes, Gary Orton- yes, Michelle DeFreece-yes, and. Bud Gladstone- yes.

Board Officers- Donna Dickson Noonan proposed the following slate of officers:

President- Donna Dickson Noonan, Vice President – Carolyn Scobie, Secretary- Betty Scott, Treasurer- Carol Anne Michalski. No other nominations were made. A motion to close the nominations and approve the slate of officers was made by Dean, seconded by Bud. The motion carried unanimously by a roll call vote of the members as follows: Andrea Balcom-yes, Carol Ann Michalski- yes, Carolyn Scobie- yes, Dean Darling- yes, Donna Dickson-Noonan- yes, Donna Jones- yes, Erin Johnson-yes, Libby Kelly -yes, Donna Machala -yes, Gary Orton- yes, Michelle DeFreece-yes, and. Bud Gladstone- yes.

Approval of AR & BR - A motion to approve the AR & BR agreements was made by Bud, seconded by Dean. The motion carried unanimously by a roll call vote of the members as follows: Andrea Balcom-yes, Carol Ann Michalski- yes, Carolyn Scobie- yes, Dean Darling- yes, Donna Dickson-Noonan- yes, Donna Jones- yes, Erin Johnson-yes, Libby Kelly -yes, Donna Machala -yes, Gary Orton- yes, Michelle DeFreece-yes, and. Bud Gladstone- yes.

WAC Agreement – Jeanne and Dale are working on a WAP contract for July 1, 2022 to March 31, 2025. WAC would like CCE to do more work with PFM. It has been discussed to change the terms, so they are the same as the contract between WAC and the Soil & Water District. Dale does not anticipate any big changes to the contract.

224 Funding – Jeanne said she will be participating in virtual legislative visits next week. CCE statewide will be asking for a 3 million dollar increase to 6.9 million. We hope to present the December financials to the Executive committee for approval in February.

Meeting Dates- 7pm on March 10, May 12, July 14, September 15 and November 17.

A motion to move into Executive Session was made at 9:11 by Donna Machala, seconded by Dean Darling.

Minutes were taken by Karen Graves