

## **Cornell Cooperative Extension of Delaware County**

### **Board Meeting**

**Thursday, May 12 at 7:00 p.m. via zoom**

A meeting of the committee was opened at 7:08 by Donna Dickson Noonan.

**Present:** Board members-Betty Scott, Carol Michalski, Donna Dickson Noonan, Donna Jones, Donna Machala, Erin Johnson, Gary Orton, Libby Kelly, and Michele DeFreece.

A majority of 9 board members were present.

Also attending were Danielle Hautaniemi, Karen Graves, Jeanne Darling, Corrine Tompkins, Emily Roach, Dale Dewing, Carla Crim, Paul Cerosaletti.

**Carla Crim Presentation-** Carla described the various programs she is working on.

Master Gardeners – we partner with Otsego & Schoharie CCE – up to 50 master gardeners this year

School & Community Gardens – up to 12 gardens throughout Delaware county

Birdsong Gardens – continue to grow with volunteers. There are now vegetable and flower gardens, beehives, coolers for the flowers and prep areas for bottling the honey.

Seed to Supper program – is funded by Care Compass Network

Delhi Homegrown National Park Project – the emphasis is to teach people to plant native plants. A do not plant list was created.

Carla mentioned that once she was promoted to the full time position her increase in pay was countered by the increase in health insurance costs. While she loves the work she does, it is discouraging to see the rates of pay offered for similar positions.

**Minutes** – March 10 & 14, April 21 & 25. A motion to approve the 4 minutes was made by Carol M., seconded by Betty S. The motion was approved unanimously.

**Nominating Committee** – Donna Dickson-Noonan asked if press releases could be used and Danielle confirmed that other CCEs do use newspaper ads and social media. Donna asked her for samples of their ads. It was noted that the ads need to give people an explanation of what CCE does and why they would want to be on the board. Donna Dickson-Noonan nominated the following nominating committee for 2022: Dean Darling, Donna Machala, Nancy Stoop, Bonnie Seegmiller and Amanda Sipperly.

**Cornell Report** – none

**Supervisor Report** – Betty said the backup EMS was approved. The supervisor's reviewed the NYS Climate Acton Plan. There were several things on the plan that maybe very difficult to comply with. The county may remove their sales tax on gas over \$2.00 per gallon.

**Farmers' Grant fund from Delaware County** – Jeanne said we are working on the contract with the county, getting P.W. Wood approval of the contract and would like Jessica, our new AG staff educator to work on this grant project along with current staff.

**Staff Recognition** – Donna D.N. thanked Karen for all her work.

## **Standing Committee Reports**

### **Finance**

Carol said the Finance committee reviewed the reports and made requests for how the reports are presented and asked for an Accounts Receivables and Accounts Payables report. No discrepancies were found, and she recommends approving the financial reports. A motion to approve the financial reports was made by Michele, seconded by Donna Machala. The motion carried unanimously.

Delaware County Farmers' Grant - \$500,000 which includes some administration cost, but most of it goes to the farmers. Carol asked to see a budget at the next meeting.

Lease – Jeanne said the lease now includes filling potholes and more use of the large conference room. PW Wood and our attorney have approved the lease and ARC is now looking at it. \$77,750 annually for the next five years which includes heat, utilities, cleaning, maintenance, and plowing. Carol mentioned that Flanders dentist office in Delhi is for sale for \$550,000. She also thought our current space could be improved. The lease does allow for us to end the contract with 90 days' notice. Carol would like to have a committee created to investigate other options. Jeanne noted that the price has gone up for the last 2 renewals but this time it did not. Location of the office between the Walton Agriculture Watershed Program Office and Camp with the office located in a central part of the county off a major highway are other factors to consider in renewing the office lease with the ARC of Delaware County.

### **Grants and Contracts** –

#### **Delaware County Farm Enhancement Grant Program (DCFEGP) \$500,000**

Funding for farmers in Delaware County for approved operation improvements and business inputs

**5-Year Building Lease with ARC:** \$77,750 annually (no increase over previous lease) Lease for Hamden office facilities for next 5 years beginning November 1, 2022

#### **MeatSuite Promotional Mini Grant \$500**

Funds to be used for Dairy Fest Exhibit

**ONC BOCES – Facility Rental** for 5/23 Haymaking Workshop – no fee

**Village of Hobart – Facility Rental** 4/27 \$50 – Spring Beef Meeting

**AMTS LLC, Groton, NY – Consulting & Staff Training**, as needed

**CCE Chenango MOU** – Finance Training Assistance from Alice Andrews, Finance Coordinator at Chenango CCE

#### **Delaware County Rural Health Alliance Proposals:**

Alcohol & Drug Abuse \$12,000

Recovery Coach

HPV – Bassett School Based Health Centers \$500  
Sources of Strength/ Above the Influence – University of Rochester  
Suicide/Drug prevention programs \$4000  
Girls on the Run \$2600  
Educational supplies  
Office of the Aging \$5000  
Matter of Balance / Tai Chi Programs  
O’Connor Hospital \$4000  
Age Friendly Community, Walking, Hiking Trail projects

A motion to approve the grants, proposals and contracts was made by Carol, seconded by Donna Machala. The motion carried unanimously.

WAC Contract – Carol requested to see the contract when it is signed. Dale said some details are still being reviewed. The current contract ends June 30<sup>th</sup>. Jeanne noted we will need an executive committee meeting in June to approve the contract. Carol requested that the WAC contract budget be presented to the board in July.

#### **Personnel** –

Libby stated the new staff positions were discussed at the meeting. Chris Carpenter is a regular part time Finance assistant as of May 2, Jessica Richards the Ag Resource Educator & Christina Wilson the Finance Coordinator will start May 16<sup>th</sup>. Kaitlyn Conklin, the 4-H Subject Educator will start June 2<sup>nd</sup>. The 4-H Team Leader position was reviewed. A motion to approve the 4-H Team Leader position description was made by Libby, seconded by Michele. The motion carried unanimously. Vacation time for Kaitlyn Conklin – a motion was made to approve a transfer of accumulated sick leave of 453.649 hours from Sullivan CCE to Delaware County CCE by Carol, seconded by Betty. The motion carried unanimously.

Admin Staff – Jeanne said we can now look at hiring another staff member.

Out of State Travel Requests -A motion to approve the following out of state travel was made by Betty, seconded by Carol: Ben, April & Paul - MAC conference for Ag Educators to share their programs and ideas and learn new research information for Extension personal from the northeast states, held May 25<sup>th</sup> and 26<sup>th</sup> in Wilkes Barre, Pennsylvania. The Motion carried unanimously.

Fixed Assets Policy – a motion to approve the revisions of the policy were made by Carol, seconded by Betty. The motion carried unanimously.

Donna Dickson-Noonan said Lori North can be asked to join a meeting and explain the process for staff recruitment. Jeanne thanked the team of people that helped with the recent staff recruitment. Jeanne noted that waivers can be granted to promote from within, but they are difficult to obtain.

**Long Range** –

Donna Dickson-Noonan said there was some discussion about having 2 separate meetings, one for the Annual Meeting and one open house 4-H Leader meeting for the general public.

**Plans of Work** – Jeanne said the Association Plans of Work shared with the board are being updated for Federal reporting and uploaded to the Federal Reporting website. Staff will report against these plans for FFY 2022. The 2022 federal year runs from October 1, 2022, to September 30, 2022.

**Meredith Dairy Fest** – June 11<sup>th</sup> & 12<sup>th</sup>. The board was invited to come and see our CCE exhibit at the Meredith Dairy Fest and receive some free yogurt from Chobani.

**Resolution for Zoom Meetings** – Jeanne said the resolution details how people can join virtually for emergency reasons. This resolution follows the Open Meeting Laws and would allow a board or committee member to join a meeting via zoom without needing to allow the public into their home to join the meeting. A motion to approve the resolution was made by Gary, seconded by Carol. The motion carried unanimously.

**Meeting Dates**- 7pm July 14, September 15 and November 17.

**Executive Session** – a motion to move into an executive session for the purpose of discussing pending litigation was made at 9:27 by Carol, seconded by Donna M. The motion carried unanimously.

Minutes taken by Karen Graves