

# Cornell Cooperative Extension of Delaware County

## Personnel Committee Meeting Thursday, April 21 at 6:30p.m. via zoom

The meeting was called to order at 6:34 pm by Libby Kelly who welcomed everyone to the meeting.

**Present:** Donna Dickson Noonan, Donna Jones, Libby Kelly, Carolyn Scobie, and Carol Ann Michalski

**Staff:** Karen Graves, Jeanne Darling, Emily Roach, and Corrine Tompkins

- **Out of State Travel-** 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.

A motion to approve the out of state travel was made by Donna Jones, seconded by Donna Dickson Noonan. The motion was carried unanimously by a voice vote.

- **Minutes February 10, 2022, meeting** – the minutes were reviewed, and no changes were made. Jeanne noted that the minutes do not have to be voted on for approval.
- **Update on Open Positions and Recruitment-** Jeanne thanked the people who helped with the interviews.

The 4-H Subject Educator I position was offered to Kaitlyn Conklin and she accepted the job. The 4-H staff is working on an orientation and onboarding plan for Kaitlyn. She will travel with staff around the area and to our Walton office. Jeanne said the board will need to approve a transfer of her 453.649 sick day hours accumulated at her current job with the Sullivan County CCE. Jeanne explained that staff can accumulate up to 200 days of sick leave and use them to pay for health insurance when they retire. It was noted that she had progressed to receiving 15 days of vacation at Sullivan Cty CCE. Emily asked if we could keep her at that level vs dropping to 10 days which new employees receive. Jeanne said we would have to look into it and will ask Lori North.

Finance Coordinator- Jeanne said we will be interviewing Christina Wilson on April 29<sup>th</sup>. She originally applied for the Finance Assistant position, and then applied for the Finance Coordinator position. Jeanne hopes to hire for both finance positions by the end of the month. Jeanne asked Donna Grado our SBN finance lead to help with our finance work and the training of a new staff member; Jeanne has also asked the Chenango County CCE to help with finance coordinator tasks. A fixed asset module will need to be added to our Acumatica software. We do a fixed asset inventory annually.

Ag Resource Educator – Jeanne stated that we will be interviewing 3 people who all have Master's degrees on April 29<sup>th</sup>.

Administrative Assistant – Jeanne said she will meet with staff after the above positions are filled to see what specific duties a new staff member will need to do. This will be done in May.

- **Employee Handbook** – Jeanne stated that Karen has put all the local policies online for the staff and given them the link to the required Cornell policies. This will allow the staff to get the most current policies vs continually updating a hard copy manual. There is also a binder with hard copies available at the office. This is part of our affirmative action duties.

- **Return of equipment** – Policy 315 Separating from Employment was reviewed which states the following:

*Return of Association Property - All Association property in the employee's possession, such as, but not limited to files, equipment, and computer disks, must be returned to the employee's supervisor in good working order prior to the employee's last day of work.*

Jeanne noted that we can also add the return policy to our Fixed Asset Policy. Note the highlighted text:

- 7) When computers are disposed of IT department will clear the hard **drives and make sure equipment/computers are returned if needed to grant funder. Methods to dispose of old equipment that are approved for disposal are:**
- 9) **All equipment and computers, keys and credit cards or other CCE association property that have been used and in the employee's possession for business purposes will be returned to the association if a person leaves employment for any reason.**

A motion to add the above highlighted text to the Fixed Asset policy was made by Carolyn, seconded by Donna Jones. The motion passed unanimously by a voice vote.

- **4-H Team Leader** – Jeanne stated that Lori North is reviewing the position description given to this committee. The board will be asked to approve it at the May meeting, then it can be sent to Cornell for approval. Emily is currently a Temporary Program Supervisor for the 4-H program. The new 4-H team leader position will be similar to John's job with the exception of overseeing Camp Shankitunk. It will be a regular position that would be good to be filled before the Delaware County Fair.
- **Vendor Contract with AMTS LLC** – Jeanne said this contract will be part of the finance packet contracts to be approved by the board in May 2022. The contract will be paid for through the WAP budget. This contract will provide consultant time and training hours to work on formulating a beef PFM grain mix and provide consultant assistance with the Beef PFM program. Jeanne noted we are working on a new contract with WAC for the WAP to start July 1<sup>st</sup>.
- **Camp Report** – Corrine said we are still looking for staff for day camp and kitchen help but are in much better shape than other camps across the state. We also need a maintenance man. Ads will be run again. Corrine will be checking with the county to see if they will help with tree removal from the recent storm. Day camp is now full and one week of overnight camp. Emily noted that Star – team leadership program will be hosted at the camp with people coming from all over the state.
- **COVID** – Jeanne said there have been recent staff members afflicted with COVID. She and Dale will be meeting with the Walton office to review safety procedures.
- **The next meeting** will be June 23 at 6:30.

**The meeting adjourned at 7:50**