



Notes from the Board of Directors Meeting of October 4, 2023

I. Call to Order and Roll Call

This meeting was held virtually on the Zoom web platform. All voting was done contemporaneously via computer audio.

The meeting was called to order by Vice President Becky Polmateer at 2:33 p.m.

The following members were present at roll call: Becky Polmateer, Bob Gibson, Casey O'Brien, Dorothy Urschel, Ken Stall, Marielle McKasty-Stagg, PJ Keeler, Robin Andrews, and Theresa Lux.

The following members were absent at roll call: Amanda Pierro, Art Proper, Dan Almasi (arrived at 2:49 p.m.), David Rossetti, Jack Mabb, John Thompson, Kathleen Eldridge, Kevin McDonald, Scott Thomas, Toni Carroll (arrived at 2:36 p.m.), and Victoria McGahan.

Also present were staff members Claire Parde, John Ray, and Lisa Thomas.

II. Reminder of Duty to Disclose

Vice President Becky Polmateer reminded members to disclose any interests that may give rise to a conflict.

III. Announcements

None noted.

IV. Consent Agenda

A. Board of Directors regular business meeting minutes of August 2, 2023

B. Committee meeting minutes:

- Executive Committee Meeting of September 6, 2023
- Budget and Finance Committee Meeting of September 26, 2023

The motion to accept the minutes/actions of the Board of Directors meeting of August 2, 2023, and all Committee meeting minutes was made by Theresa Lux, seconded by Dorothy Urschel, and unanimously approved.

V. Treasurer's Report

In the Treasurer's absence, Fiscal Director John Ray reviewed the Fiscal Highlights report. In August, the agency had \$519,000 in cash, which gives us 6 months of reserves. Investments are at \$411,000. The benchmark ratio is 2.0. We are at 2.8. The fundraising event was discussed at the Budget and Finance meeting.

Claire reported that the Consortium is in the process of moving its 401(k) from Nationwide to John Hancock in order to obtain more equitable fees. She noted that TJ Pellitteri, the Consortium's investment advisor, manages the Fund. As of today, the funds were transferred, and we are currently in a blackout period until 10/15. During this time, there is no access to the funds, but there is access to accounts. TJ attended our September staff meeting to discuss this process. The Consortium will host a Financial Wellness Day where staff can meet with TJ and discuss financial planning.

The discussion turned to the Annual Recognition Event and Fundraiser. Claire reported that proceeds from the event, which totaled nearly \$30,000, exceeded her expectations. We received approximately \$29,000 in sponsorships from 45 sponsors, \$700 from other donations and \$350 in ticket sales. Furthermore, at the event, the Rip Van Winkle Foundation announced that they would provide a challenge grant of up to \$7,500 to prompt the same number in contributions from the community through a year-end fundraising campaign. If successful, this would generate the \$15,000 match required by the NYS Department of Transportation (NYSDOT) for the \$79,000 grant to CARTS for the purchase of a wheelchair-accessible van.

Board members shared their own thoughts about the fundraising event. There was a sense of community with colleagues. It was fun to work together. Staff/guests used their different talents to complete tasks. There was positive feedback. A lot of effort went into the event. It was a great team effort. It was a warm event. It was sweet to have kids playing and then be able to feed them afterward. The speakers were nice. Drivers felt honored and grateful. One member noted they had no idea there were so many drivers.

Going forward, Claire is considering separating the Annual Recognition Event and the CARTS Fundraiser. The Annual Recognition Event will be held in April and the CARTS Fundraiser in the Fall.

VI. President's Report

In Scott's absence, Vice President Becky Polmateer delivered the President's report, starting by asking Robin Andrews to discuss the ED Evaluation and Contracting Process. The evaluation form is prepared and Robin will send it out for Board Members to complete. It will be due back 10/18. It's on Google Forms. While it asks for an email address, answers will be anonymous. Dorothy noted that she will need to abstain as Claire is a trustee at CMH. The Executive Committee will review them and make a recommendation at the December Board meeting.

Becky requested approval of a new policy on Captive Audience Meetings. Claire noted that the policy was backdated to 9/6 as that is when it became required by NYS legislation. The motion to approve the Captive Audience Meetings Policy on October 4, 2023 was made by Bob Gibson, seconded by Dorothy Urschel, and unanimously approved.

VII. Executive Director's Report

Claire mentioned that there are currently 3 vacancies, which include Office Manager, a full-time Navigator, and a part-time Navigator. A second interview for a full-time Navigator is scheduled. Staff are working together to complete the work left by the vacant positions.

VIII. Program Update: Consumer Assistance Programs

Ken Stall left the meeting at 3:15 p.m.

The second program presentation to the Board was provided by Lisa Thomas, encompassing NY Connects, the Prescription Access and Referral Program and Financial Assistance Funds. An overview of the Navigator Program will be provided at the December Board meeting.

Claire commented that NY Connects requires determination, broad knowledge, and the ability to provide options counseling to educate on all available programs.

Claire raised a concern about the Prescription Access and Referral Program as well as the Financial Assistance Funds. They are both essentially income-transfer programs that are funded through General Operating Funds. In that sense, they are sometimes in tension with other programs, such as CARTS, that also draws upon the same sources of support. There will need to be a future discussion about whether these programs should continue.

Toni Carroll knows of a client utilizing the Financial Assistance Funds who can attend a program at the Y because of it.

IX. Other news

Casey O'Brien shared that he has accepted a position with SUNY Systems. His last day will be October 23rd. He has been at CGCC over 10 years and has learned so much about the community. CGCC will work to find a suitable replacement. Board members congratulated and thanked Casey and feel fortunate to have had a member with such talents. Best of luck, Casey!

X. Adjournment

The business of the regular Board meeting being concluded, the meeting was adjourned at 3:29 p.m. following a motion by Casey O'Brien.

Respectfully submitted,

Robin Andrews, Board Secretary