



**Mission:** To sustain and support our community through collaborations that put experience and research to work.

**Vision:** Honoring the past, preparing for the future through: life-long learning; sustainable agriculture and natural resources management; healthy adults, youth and families; engaged communities.

## **BOARD OF DIRECTORS MEETING**

5:30 pm, July 19th, 2022; Lakewood Vineyards,  
4024 NY-14, Watkins Glen, NY 14891

### **Meeting Minutes**

Present:

Public:

Excused: Paul Bartow, Sarah Agan

Absent:

Staff: Nathan Scott, Virginia Montopoli

### **Call to Order –**

### **Public Comment –**

### **Previous Meeting Minutes – For Approval: June meeting minutes**

### **New Business –**

- Approval of May Financial report
- Leadership Transition
  - Approval of Interim ED
  - Formation of Search Committee
- Approval of Camp policies for ACA Accreditation
  - Covid Safety Plan
  - Camp Use of Private Vehicle
  - Health Care Policies for Camp
  - Health Care Policy checklist
  - Staff Sexual Assault Disclosure form
  - Staff Background Screening form

### **Prior Business –**

- Completion of Performance Improvement Plan
- Continued work with Jennifer Fonseca?



**Mission:** To sustain and support our community through collaborations that put experience and research to work.

**Vision:** Honoring the past, preparing for the future through: life-long learning; sustainable agriculture and natural resources management; healthy adults, youth and families; engaged communities.

## **Reports and Updates – WIGO: (What Is Going On)**

- *Finance Committee, Howard Cabezas (5 min)*
- *Nathan Scott, Executive Director (5 min)*
  - Camp
    - Covid-19 concerns
  - Transition plans
    - Personal dates
      - Aug 6<sup>th</sup>, 11:00 am Brunch @ Camp
    - Catharine Creek Wetlands
    - Village of Montour Falls Composting grant
- *Chad Hendrickson, CCEESC Board President (5 min)*
- *Adam Hughes, State Extension Specialist (5 min)*
- *Marketing Committee, Sarah Agan (5 min)*
- *Legislative Report, Michael Lausell (5 min)*
- *PAC Committee Reports (5 min)*
  - Ag and Natural Resources – Rick Reisinger
  - Hidden Valley Camp & Youth and Family – Riqui Hess & Paul Bartow

## **Next Meeting**

- The Board next meeting will be: 5:00 pm, Aug 16<sup>th</sup>, LOCATION TBD

## **Executive Session – if necessary**

## **Adjourn –**

**Minutes submitted by Virginia Montopoli, DATE**

## **Attachments:**

- *June Meeting Minutes*
- *July Staff Program reports*



***Mission:*** To sustain and support our community through collaborations that put experience and research to work.

***Vision:*** Honoring the past, preparing for the future through: life-long learning; sustainable agriculture and natural resources management; healthy adults, youth and families; engaged communities.



**Mission:** To sustain and support our community through collaborations that put experience and research to work.

**Vision:** Honoring the past, preparing for the future through: life-long learning; sustainable agriculture and natural resources management; healthy adults, youth and families; engaged communities.

## **BOARD OF DIRECTORS MEETING**

5:30 pm, July 19, 2022; Lakewood Vineyards

4024 NY-14, Watkins Glen, NY 14891

### **MINUTES**

Present: Adam Hughes, Chad Hendrickson, Chelsea Stamp, Howard Cabezas, Kristin Van Horn, Mark Rondinaro, Rick Reisinger, Riqui Hess

Public: None

Excused: Alex Bond, Michael Lausell, Paul Bartow, Sarah Agan

Staff: Nathan Scott, Virginia Montopoli

**Call to Order** at 5:32 pm by Chad Hendrickson

**Public Comment** – None

**Previous Meeting Minutes** – For Approval

**Motion** by Kristin Van Horn to approve minutes from the June 21, 2022 meeting; second Chelsea Stamp. **Motion passes unanimously.**

### **New Business**

- Approval of May Financial report  
Howard Cabezas reported that the Committee reviewed and approved the May 2022 financial report.  
**Motion** by Mark Rondinaro to approve the May 2022 report pending independent review; second Rick Reisinger. **Motion passes unanimously.**  
**Action Item:** Howard Cabezas to send the cash flow comparison section from the May 2022 report to board members.
- Leadership Transition
  - Approval of Interim ED  
**Motion** by Kristin Van Horn to approve Melissa Schroeder as Interim Executive Director; second Rick Reisinger.  
**Motion** by Chad Hendrickson to compensate Melissa Schroeder at the current ED's level of pay while serving as Interim Executive Director. **Motion passes unanimously.**



**Mission:** To sustain and support our community through collaborations that put experience and research to work.

**Vision:** Honoring the past, preparing for the future through: life-long learning; sustainable agriculture and natural resources management; healthy adults, youth and families; engaged communities.

- Formation of Search Committee

Proposed members: Adam Hughes and Chad Hendrickson (co-chairs), Chelsea Stamp, Fonda Chronis, Kai D'Alleva, Lindsay Wickham

Request that the Search Committee find and forward a minimum of 3 viable candidates to the Board for consideration. Two candidates would provide insufficient choice.

**Motion** by Mark Rondinaro to approve the proposed search committee, second Howard Cabezas. **Motion passes unanimously.**

- American Camping Association Accreditation Process

As part of the accreditation process, the ACA requests that the Board acknowledges that certain 4-H camp policies have been reviewed and approved. These 4-H camp policies are listed below.

1. Hidden Valley 4-H Camp Health-Care Policies and Procedures
2. COVID-19 Reopening Safety Plan
3. Hidden Valley 4-H Camp Screening Process for Staff and Volunteers
4. Cornell Cooperative Extension Background Checking Summary Chart
5. Camp Use of Private Vehicle Permission Form
6. Voluntary Disclosure Statement for All Camp Staff

**Motion** by Howard Cabezas to accept 4-H camp policies 1-5 and policy 6 with the condition that Voluntary be changed to Involuntary; second by Rick Reisinger. **Motion passes unanimously.**

## Prior Business

- Completion of Performance Improvement Plan

Employee submitted documentation showing the extensive steps taken to address the concerns in the performance improvement plan and now feels that the performance improvement plan has been completed. Board members agreed that the employee completed the required performance improvements, but one Board member stated that the additional work with the consultant was not yet complete. Employee would like a chance to conduct an exit interview and hopes that members of the Board are interested in hearing his concerns

- Continued work with Jennifer Fonseca?

Her work with staff and leadership is not yet complete, but due to staff changes, Jennifer has been put on hold despite the ED's recommendation that she be retained to continue working with the staff on much needed issues. The vote to cancel Jennifer's services has been tabled.

## Reports and Updates – WIGO: (What Is Going On)

- *Finance Committee*, Howard Cabezas (5 min)



**Mission:** To sustain and support our community through collaborations that put experience and research to work.

**Vision:** Honoring the past, preparing for the future through: life-long learning; sustainable agriculture and natural resources management; healthy adults, youth and families; engaged communities.

Reported under New Business

- *Nathan Scott, Executive Director (5 min)*

- Camp

- Covid-19 concerns

- Camp is open, there has been COVID cases with campers and staff, masks are now required, very strict COVID policies have been implemented, camp is moving forward.

Transition plans

- Personal dates

- Nathan Scott's last day will be 8/12/22; Mel Schroeder to start as interim director on 8/15/22.

The Board, Legislature, CDNR and staff are invited to camp on Friday, August 5 at 11:00 am for brunch. Culinary week ends then and the idea is for the culinary kids to cook; this will also serve as a sendoff to Nathan Scott. Camp kids are invited to Reisinger Farms to pick peaches for the brunch.

- Catharine Creek Wetlands

- The project is being handed over, meeting this week with the DEC.

- Village of Montour Falls Composting grant

- Working with Mayor Ryan of Montour Falls, Amanda (grant writer) and Marissa Nolan on a new food waste composting grant.

- *Chad Hendrickson, CCESC Board President (5 min)*

- In the interest of moving the agenda along Chad Hendrickson foregoes his time slot.

- *Adam Hughes, State Extension Specialist (5 min)*

- The lead SBN Association has transitioned from Livingston to Steuben as the interim, there should be no lack of services during the transition; Steuben is the only applicant responding to the lead association RFP; the CRM is close to completion.

- *Marketing Committee, Sarah Agan (5 min)*

- No updates

- *Legislative Report, Michael Lausell (5 min)*

- Mark Rondinaro reported that sales tax was very strong through May and then let up in June, the belief for this is due to the State's adjustment at the six-month interval.



**Mission:** To sustain and support our community through collaborations that put experience and research to work.

**Vision:** Honoring the past, preparing for the future through: life-long learning; sustainable agriculture and natural resources management; healthy adults, youth and families; engaged communities.

- *PAC Committee Reports (5 min) Ag and Natural Resources – Rick Reisinger*  
No updates
- Hidden Valley Camp & Youth and Family – Riqui Hess & Paul Bartow

Committees: Looking for parents to sit on the advisory board (2 or 3 would be ideal); Mel Schroeder wants to create an Ad-Hoc committee for pool and maintenance related issues, Paul Bartow will be part of the committee and anyone else from the board is welcome.

Staffing: Kitchen is well staffed, functioning much better regarding the kitchen environment, food is delicious with vegan and non-gluten alternatives. Active shooter training was facilitated by the Sheriff's department with the camp staff and was very informative.

Pool: Need a truck to haul chlorine containers from purchase point to camp, going through a large amount of chlorine due to a faulty valve in the pump house, the valve will have to be fixed after camp season and will approximately cost \$700, the new pool pump arrived broken; therefore, another reason for hand-mixing chlorine

Camp: Week 2 has around 200 campers and the alumni picnic was well attended and was a very friendly atmosphere.

**Action Item:** Nathan Scott to follow-up with Bruce Condie on the hand mixing of chlorine.

A question was raised on whether the meeting could be moved to another week in the month. Since several members were excused, the topic was tabled to the next meeting or possibly at the brunch.

## **Next Meeting**

No August board meeting. The next meeting will be: 5:00 pm, Sept. 20, location to be announced.

**Executive Session** – Not needed

## **Adjourn**

**Motion** by Mark Rondinaro to adjourn at 6:50 pm, second Howard Cabezas.

Minutes submitted by Virginia Montopoli, July 22, 2022