

Cornell Cooperative Extension of Livingston County Board of Directors  
January 30, 2024

The January 30, 2024, meeting of the Cornell Cooperative Extension Board of Directors was called to order by President Guldenschuh at 5:46 p.m.

**Members Present:** Dwight Knapp, Anna Macauley, Mary Guldenschuh, Nita Hawkins, Janey Keenan, Tess McKeel

**Members Excused:** Craig Macauley, Nancy Rice, Megan Coty

Members Absent: Timothy Hayes

**Staff Present:** Matthew Cole, DeLisa Drum, Dan Beaty

President Guldenschuh welcomed everyone.

President Guldenschuh designated Operations Coordinator, DeLisa Drum the note taker of the meeting.

The Board of Directors voted for the election of officers and committees.

#### *Officers*

- President – Mary Guldenschuh
- VP – Tess McKeel
- Secretary – Anna Macauley
- Treasurer – Tim Hayes

#### *Committees*

- Executive –Mary Guldenschuh, Tess McKeel, Anna Macauley, Tim Hayes
- Finance – Tim Hayes, Janey Keenan
- Personnel –Dwight Knapp, Bruce Dehm
- Annual Meeting – Megan Coty, Craig Macauley, Nancy Rice
- Nominating – Nita Hawkins, Tess McKeel

Secretary Macauley made the motion to approve the Mary Guldenschuh for the 2024-year President. V.P Tess McKeel 2<sup>nd</sup> this and all were in favor.

Board Member Hawkins made the motion to approve the Tess McKeel for the 2024-year Vice President. Board Member Janey Keenan 2<sup>nd</sup> this and all were in favor.

President Guldenschuh made the motion to approve the Anna Macauley for the 2024-year Secretary. VP Tess McKeel 2<sup>nd</sup> this and all were in favor.

President Guldenschuh made the motion to approve the Tim Hayes for the 2024-year Treasurer. Secretary Macauley 2<sup>nd</sup> this and all were in favor.

Board Member Keenan made the motion to approve the Annual Meeting committee of Nancy Rice, Megan Coty & Craig Macauley for the 2024 year. Secretary Macauley 2<sup>nd</sup> and all were in favor.

President Guldenschuh made the motion to approve the Nominating committee of Nita Hawkins, Tess McKeel for the 2024 year. County Liaison Knapp 2<sup>nd</sup> and all were in favor.

Secretary Macauley made the motion to approve the Finance Committee of Tim Hayes and Janey Keenan for the 2024 year. VP McKeel 2<sup>nd</sup> and all were in favor.

VP McKeel made the motion to approve the Personnel committee of Anna Macauley, Tim Hayes and Dwight Knapp for the 2024 year. Board member Keenan 2<sup>nd</sup> and all were in favor.

Board member Keenan made a motion to approve the meeting's agenda, for January 30, 2024. VP McKeel 2<sup>nd</sup> and all were in favor.

Secretary Macauley, asked for the review of the last BOD's meeting minutes, from October 2023. Board member Hawkins made the motion to approve the October meeting minutes. Vice Board member Keenan 2<sup>nd</sup> this and all were in favor.

Board member Hawkins asked how the 4-H members who attended the National contest did? ED Cole let them know that the kids did a great job!

#### **Liaison Report from Supervisor Dwight Knapp:**

Dwight stated that sales tax revenue for 2023 was 47.8 million dollars up from 2022 by 3.3 million. The 2023 audit work has started. Ian Coyle will not be seeking re-appointment, recruitment has been underway, 20 resumes have been received as of today. The nursing home is a much better financial concern. The nursing home has hired a new chief financial officer. The nursing home is currently at 93-95% occupancy.

#### **Matt Cole gave his Executive Director report:**

In packet you will find the Snapshots and Excitement from the staff.

- See attached Snapshots and Excitement.

Currently have 3 open positions.

Nutrition Educator – this was Lucille’s position, Colleen will move into position in a half time manner, as we don’t have the agreement with OFA anymore. SNAP position to close today, will look into, and hope not to repost.

Parenting Educator – DeAnna left in October, other counties are offering a life skills educator. Working with counterparts in the county to decide on what we shall offer.

4-H Educator – Renee left after a decade of tremendous work, just last week. This is a loss, and the youth development team is working together to cover this.

ED Cole, asked the BOD if the 5:30pm start time was still working?

Secretary Macauley shared her concerns in regard to not meeting during the summer and fall months.

ED Cole, let the BOD know that at the end of March – all reporting/financials need to be updated and submitted.

New Business:

**Cornell Cooperative Extension of Livingston County  
Board of Directors**

**Operating Guidelines - FY 2024**

Pursuant to Article XII of the Constitution of Cornell Cooperative Extension of Livingston County, the following Operating Guidelines shall serve to guide the work of the Board of Directors in their role as the Governing Body of the Association. These guidelines are intended to summarize general operating procedures, and may be amended or adjusted at any time by consensus of the Board of Directors. These Guidelines are valid only to the extent that they do not conflict with the Constitution.

**1. Meetings**

- a. **Frequency:** The Board of Cornell Cooperative Extension of Livingston County is required to meet at least five times a year.
- b. **Locations:** Meetings are generally held at 3 Murray Hill Drive, Mount Morris, New York 14510 at dates and times set by the sitting Board.
- c. **Meeting Dates and Times:** These will be posted at the Association, on the CCE Association website and sent to the newspaper of record: Genesee Valley Penny Saver.

- d. Agenda: Board Meetings shall follow an agenda, which is prepared in advance of the meeting by the Board President. Agenda items will typically include:
  - i. Call to Order
  - ii. Designation of minute keeper
  - iii. Approval / Edits to Agenda
  - iv. Review of Minutes of the Previous Meeting
  - v. Legislative Report
  - vi. Financial Reports (as per F.O.R.M. Code 1002)
  - vii. Public Comments\*
  - viii. Executive Director Report
  - ix. Committee Reports
  - x. Program Reports – staff or regional ag team members
  - xi. Old Business
  - xii. New Business
  - xiii. Board Member Updates & Informational Sharing
  - xiv. Adjournment
- e. Quorum: A quorum is half the membership of the Board +1. Any non-voting Board members shall not count towards the quorum. (i.e. State Extension Specialist)

*\* Any person wishing to speak during the Board Meeting “at the pleasure of the President” must sign into the meeting at least 15 minutes in advance of the start. Speaking “at the pleasure of the President” is limited to a three minute time period for individuals to present their comments. There shall be no replies or conversations with Board members during this time. The Board President has the authority to take any necessary measure to control the floor and spontaneous comments from the floor are not permitted.*

## 2. **Organizational Meetings**

- a. The first meeting of the calendar year (to be held prior to February 1) will be deemed the “annual organizational meeting.”
- b. The previous year’s Board President will open the meeting and preside until the election of officers takes place, at which time the newly elected Board President will preside.
- c. Agenda items for the Annual Organizational Meeting will include a set of annual resolutions, which may include the following:
  - i. Fiscal Authorizations
  - ii. Approval of Operating Guidelines
  - iii. Other authorizations as required

- 3. **Annual Meeting** the Annual Meeting of the Association will be held in the last quarter of the 2024 calendar year and conducted pursuant to Article X of the Constitution. The Annual Meeting notice will be provided to enrollees.

#### 4. **Board Committee Structure**

The purpose of committees is to study and report back to the full Board on subjects that (a) are fundamental to the Association's core functions and also (b) that the Board has selected as priorities. These are expected to meet at least as frequently as necessary to fulfill their mission.

Like the Board, all committees are required to follow guidelines set forth by Open Meetings Law, to include proper public notification of meetings and documentation of meetings through minutes provided to the board for their review.

<https://www.dos.ny.gov/coog/openmeetlaw.html>

##### Standing Committees

The standing committees of the Board of Directors shall be established each year. The Board President is ex-officio (without voting rights) on each committee. This does not apply to the Executive Committee. Typically, the standing committees and function are:

- Executive Committee - comprised of the Officers of the Board and may also include Past Board President (if still on the board); may act on behalf of the board, if necessary
- Finance Committee - provides fiscal oversight and guidance to Association.

##### Ad Hoc Committees

Other ad hoc committees may be established as required (i.e. Annual Meeting, capital projects/financial development; strategic planning; Executive Director search committee; Diversity, Equity, and Inclusion, Personnel etc.) The President may appoint these. These committees may or may not be required to follow all elements of Open Meetings Law, depending on composition and scope of decision making. Ad hoc committees may be disbanded as outcomes are accomplished or circumstances for their creation have changed.

##### Advisory Committees

As per the Constitution, advisory committees can establish each year at its organizational meeting as it deems necessary to carry out the work of the association. Consideration must be made to be inclusive of all program areas being delivered within the Association. Their purpose is to ensure that the Association's programs of research-based education are relevant and based on current community needs and issues; and that community stakeholders are engaged in determining, implementing, and evaluating the programs that are conducted by the Association. The advisory committees will

- review Association's programs/areas – including content, impact, reach, and fee structure, and suggest ways to improve them and broaden their reach. As necessary, may offer observations and recommendations to the board to help them fulfill their responsibility of setting program priorities and evaluating the program portfolio.
- consider whether there are emerging community needs that our programs can and should try to meet.
- provide first-hand experience by attending programs.

Program Advisory Committees for CCE of Livingston County proposed for 2024 include:

- Ag Advisory Committee
- 4-H Advisory Committee
- FACS Advisory Committee

Additional Program Advisory Committees may be appointed as needed throughout the year

**5. Nominating Committee**

This is a committee of the Association, not a committee of the Board. Its purpose is to find, evaluate, and present to the Association a slate of Board members each year, as well as conduct the Annual Board Election. The Board President of the Association shall annually appoint a committee of at least 5 people who represent the broad interests of County residents and the work of the Association. A majority of the Nominating Committee must be non-Board members of the Association and the President will designate the Chair of the committee.

**6. Organization of the Association**

The Board of Directors shall retain an Executive Director, who shall be responsible for the leadership and management of the Association. The Board of Directors delegates the authority for the day-to-day management of the affairs of the Association to the Executive Director. The Executive Director is responsible to the Board and is expected to carry out the policies and expend the resources of the Association as directed by the Board.

The Executive Director shall recommend an organizational structure for implementing the programs of the Association.

**7. General Provisions**

Other general provisions will be established as necessary.

Board Member Knapp made the motion to approve the 202d operating guidelines, Secretary Macauley 2<sup>nd</sup> and all were in favor.

**Cornell Cooperative Extension of Livingston County  
Board of Directors**

**2024 Annual Fiscal Authorizations**

**A. Agreement with Livingston County (AR) Payment of 2024 Appropriations**

*Suggested Motion:*

The Board of Directors will approve the Board President to authorize the AR agreement between Livingston County and Cornell Cooperative Extension of Livingston County.

Appropriated sum of \$ **547,500** shall be paid in equal installments to the bonded Treasurer of Cornell Cooperative Extension. (Increase of \$5,000 from 2023.)

**B. Agreement with Cornell University (BR)**

*Suggested Motion:*

The Board of Directors will approve the Board President to authorize the BR agreement with Cornell University to provide general oversight of program and operations as per State Law 224 and agreement with USDA.

We will receive:

- Smith Lever Funds of \$12,000
- State 224 \$78,913

We will pay Cornell University:

- Association Services of \$11,851 (increase of \$1,073)
- Unemployment payment of \$898.35 (stays the same)
- Workman's Comp of \$4,261.84 (decrease due to no claims)
- Cornell Initial Deposit for payroll of \$41,559 (decrease from 2023 adjustments are made based on changes in payroll and amount needed for 1 month's salary payment to Cornell)
- General Liability Charges of \$13,819 as determined through worksheets of PW Wood. (\$964 increase from 2023).

**C. Agreement with Cornell Cooperative Extension NWNYS Dairy Livestock & Field Crops Team**

*Suggested Motion:*

The Board of Directors will approve to continue membership in the NWNYS Dairy Livestock and Field Crops Team for 2024 with Executive Director signing forthcoming MOU.

Nine county team (Orleans, Niagara, Genesee, Monroe, Wayne, Ontario, Wayne, Seneca, and Wyoming Counties) providing expertise in Dairy, Field Crops, Farm Business Management, Livestock and Small Farms. To pay \$51,151

**D. Opening & Closing of Bank Accounts**

*Suggested Motion:*

The Board of Directors will approve the opening and closing of bank accounts and authorize the Board President and Board Treasurer to sign required forms.

**E. Authorization for Investment Accounts/Authorization to initiate transactions**

*Suggested Motion:*

The Board of Directors will approve the opening and closing of investment accounts and authorize the Executive Director, Matt Cole; Board President, Mary Guldenschuh; and Board Treasurer, Timothy Hayes to be the authorized signers on the account.



**F. Authorized Financial Institutions**

*Suggested Motion:*

The Board authorizes the following current banking institutions:

Five Star Bank, checking and savings  
Community Bank N.A., checking (NWNYS Dairy Team)  
CD's in various banks based on best rates.

**G. Signing Checks - name of authorized signers**

*Suggested Motion:*

The Board authorizes the following signers for bank accounts, as designated:

Five Star Bank Checking Account (XXXXX0136) and Community Bank N.A. (XXXXXX1907)  
Timothy Hayes, Board Treasurer  
DeLisa Drum, Operations Coordinator  
Courtney Weimar, Communications Coordinator

Checks over \$2,500 require two signatures.

**H. Vouchers for payment - authorized signers**

*Suggested Motion:*

Vouchers for program/grant expenditures shall be verified by the staff person initiating the expenditure and approved by the appropriate program leader, supervisor or the Executive Director.

**I. Voucher limits**

*Suggested Motion:*

Vouchers approved by program leaders and supervisors shall not exceed \$1,000. Vouchers over \$1,000 shall require the approval of the Executive Director.

Excluding the voucher for the Cornell bill, vouchers signed by the Executive Director shall not exceed \$10,000. Vouchers exceeding \$10,000 shall require the approval of the Executive Director and the Board Treasurer.

The Executive Director is authorized to sign the voucher for the Cornell bill up to \$75,000.

**J. Vouchers to be paid to Executive Director - name of authorized signers**

*Suggested Motion:*

Vouchers to be paid to the Executive Director shall be authorized by the Board Treasurer or Board President.

**K. Authorizing Payroll - name of authorized individuals**

*Suggested Motion:*

Matt Cole  
DeLisa Drum  
Mark Wittmeyer

**L. Authorizing Officers of the association**

*Suggested Motion:*

Appointment of Records Management Officer – DeLisa Drum, Operations Coordinator  
Appointment of Safety Officer – DeLisa Drum, Operations Coordinator

**M. Executing Program Contracts - name of authorized individuals, stipulate dollar amounts and time period**

*Suggested Motion:*

To authorize the Executive Director, Matt Cole to sign all program contracts, up to \$100,000. Contracts over this \$100,000 threshold shall require the signature of CCE-Livingston Board President. CCE-Livingston will only partake in contacts that are 3 years or less. If a contract is signed for longer, board approval is required.

**N. Charge Accounts with Local Businesses - authorizing charge accounts with local businesses & names of those authorized to charge items.**

*Suggested Motion:*

The Board authorizes the following local business charge accounts and approves CCE-Livingston staff to use the charge accounts for business purposes:

Walmart  
Kwik Fill  
Five Star

**O. Petty Cash - authorization of petty cash custodians & review of balances**

*Suggested Motion:*

The custodian of the petty cash shall be DeLisa Drum, Operations Coordinator. In the event DeLisa Drum is unavailable, Courtney Weimar, Communications Coordinator shall be custodian. The balance of cash on hand shall be \$150 on hand.

**P. Mileage Reimbursement Rate - approval**

*Suggested Motion:*

The mileage reimbursement rate should be directly tied to the rate recommended by the IRS. The 2024 IRS rate is \$.67 per mile.

Motion made to accept the following Financial Delegations and Authorizations for the Year 2024 by Secretary Macauley, board member McKeel made the 2<sup>nd</sup> and all were in favor.

**2024 CCE Staff Holiday Schedule**

January 1st, Monday New Year's Day	October 14 <sup>th</sup> , Monday Columbus Day
January 15 <sup>th</sup> , Monday Martin Luther King Day	November 11 <sup>th</sup> , Friday Veteran's Day
February 19 <sup>th</sup> , Monday Presidents' Day	November 28 <sup>th</sup> & 29 <sup>th</sup> Thursday & Friday Thanksgiving
May 27 <sup>th</sup> , Monday Memorial Day	December 24 <sup>th</sup> , Tuesday Christmas Eve
June 19 <sup>th</sup> , Wednesday Juneteenth	December 25 <sup>th</sup> , Wednesday Christmas
July 4 <sup>th</sup> , Thursday Independence Day	December 31 <sup>st</sup> , Tuesday New Years Eve
September 2 <sup>nd</sup> , Monday Labor Day	

Secretary Macauley made the motion to approve the 14 holiday schedule for the staff, board member Hawkins 2<sup>nd</sup> and all were in favor.



**2023 BOD Meeting Schedule**

Tuesday, January 30 – Organizational Meeting

Tuesday, February 27 – YearEnd Close

Tuesday, March 26 – 4H update

Tuesday, April 23 – Ag / NWNYS team update

Tuesday, May 28 – FACS update

Tuesday, July 16 – Hemlock Fair

Tuesday, September 17 – NWNYS team update

Tuesday, December 12 – Annual Meeting

Secretary Macauley made the motion to approve the BOD meeting list for 2024, board member Keenan 2nd the motion. All were in favor.

Board member McKeel made the motion to adjourn the meeting at 6:57pm, board member Hawkins 2<sup>nd</sup> and all were in favor.

Next Meeting is Tuesday, February 27<sup>th</sup> at 5:30pm here at the CCE Office. Look forward to seeing you then.

Respectfully submitted,

DeLisa Drum  
Operations Coordinator

Reviewed by,

Anna Macauley  
Board Secretary