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**Community Action Partnership for Dutchess County, Inc.**

**Board of Directors Meeting**

**September 23rd, 2021**

**Location:** Online Zoom Meeting

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

**Attendees:** Charlene Smart, Peter Idema, Joshua Stratton, Paul Daubman Sr., John Penney

**Excused:** Dr. David Scott

**Absent:** Kathleen Vacca

**Quorum Present**: Yes

**Guest:** None

**Agency Staff:** Elizabeth C. Spira and Jill Harlow (Administration Assistant)

**Meeting called to order:** Charlene Smart, President, called the meeting to order at 3:33 pm.

**Roll Call:** Jill Harlow conducted the roll call.

**June Minutes:** The June minutes were distributed by e-mail prior to meeting. Peter Idema made the motion to accept the June minutes. John Penney seconded the motion. All were in favor and the motion carried**.**

**CEO Financial Report:**  Pete Idema read the Financial Report written by Teresa Paino

**Finance Committee Report**

**In Attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**September 14, 2021**

**Funding Reductions/Increases/Impact**

**Regular Business**

* Update to Fiscal Policies and Procedures Manual – Uniform Guidance update to thresholds for procurement. Request for a vote to approve this addition.
* Independent auditor selection for audit of 2021 – contract with EFPR Group, LLP expired after the three-year contract for 2018-2020 was complete. According to guidelines, the cost of audit falls under small purchase – we can obtain written price or rate quotations from at least two qualified vendors. CFO has reviewed this process with CAPLAW. A sample request letter was sent by CAPLAW representative. Discussion with committee to determine list of recipients.
* Request a vote to increase Agency 401K match from 5% to 8%. This is to re-establish the match percentage to the original. Cost cutting necessitated the reduction to 5% - the Agency can now financially support the return of the match to 8%.
* Results of NYS Worker’s Comp audit of 8/1/19-8/1/20 – CAPDC will receive a credit of $2,800.
* Preparations for worker’s compensation audit of 8/1/20-8/1/21.
* Assisted RSVP Director with purchases for Recognition Event.
* Began work on 2022 Agency budget.
* Continued purchases of personal protective equipment (masks, gloves, cleaning products and sanitizers).
* Developed budgets for HEAP, ECIP and HER for 2021-2022.
* Assisting with changeover of Microsoft software from Windows 10 to Windows 365. This will include CAPDC phone system. Cost to upgrade is minimal but offers many benefits to staff.
* Completed research for RSVP passenger van for transportation purposes. CAPDC waits for approval of the grant to purchase. Cost of van, warranty and signage is $50,000.
* Research to understand retention as it relates to digital files for CAPDC. Requested information from NYSCAA and IT consultant to gauge costs.

**Motion to accept the Finance Report:** Pete Idema made the motion to accept the Finance Report. Joshua Stratton seconded the motion. All were in favor and the motion carried.

**Committee Report:**

**Personnel Policies Update**

* There are 3 required policies that were put into effect with no board approval needed.
  + Voting Leave
  + Airborne Infectious Disease Plan
  + Paid Family Leave
* There is a staff member that has contracted Covid. They do not have the 8 PTO days needed for this occurrence. Under the Paid Family Leave Act they would only get 60% of their pay. A proposal to the board was made to pay the staff member for the 8 days that was used.

**Motion to pay staff member for the 8 days:** Pete Idema made the motion to approve the payment. John Penney seconded the motion. All were in favor and the motion carried.

**Charlene Smart, President** stated she had no reports. She welcomed everyone back from their summer break and hoped everyone was healthy.

**CEO Report:** Elizabeth C. Spira

* Through NYSCA and a Dutchess County group we were afforded the opportunity to participate in a diversity equity and inclusion assessment for the agency at no cost. The assessments will be sent out next week to all board members and staff with a return date of one month. When the assessments come in, we can see what places in the agency that need to be updated or more inclusive in areas.

**DOS OCS – Department of State, Office of Community Service**

* CSBG – 2022 Contract, Oct. 1, 2021 – September 30, 2022
* PPR 4, July 1st – Sept. 30th due to be submitted by the end of October.

**Organizational Information:**

* DEI (Diversity, Equity, and Inclusion) Assessment - Distributed to BOD and all Agency staff, to be completed by Oct. 25th.
* CROP Walk – Virtual Walk, official day Oct. 17th.
* Camp Finance, Foundation for Community Health has secured attendance slots for contract agencies
* Foundation for Community Health - General Operating Support Grant
  + Document Storage
  + Regional needs assessments – North-East Dutchess County and Southern DC
  + Strategic Plan Facilitator

**PROGRAM updates**

***Family Development – Case Management and Emergency Resources***

Family Development

* Continue to develop Self-sufficiency scales to measure clients progress across multiple streams: employment, childcare, health insurance, transportation.
* ERAP – Emergency Rental Assistance Program,
  + Total application: 205
  + Total $$ applied for: $516,595

***Dress for Success***

* July-August Suiting’s Totals: 10 (LY7), Interview – 1, Employment - 9
* YTD Suitings-102 (+64.5%)
* LY YTD Suitings-62
* July-August Career Center Appointments: 2
* Programs
* Fall SIS Boot Camp postponed due to COVID outbreak at a referral agency’s site.
  + New dates: October 20th-November 24th
* Events
  + Sizzling Summer Shopping for a Cause Sale: 8/13 - 8/14 & 8/20 - 8/21 - $3,100 Raised
  + SUNY New Paltz Styling on the Go Event: October 14th
* Volunteer Engagement
  + Outdoor Tribal Appreciation Luncheon – Tuesday, September 28th
* Donations
  + Fall Appointment dates: September 18th, October 18th, November 20th, December 18th
  + Kohls discontinued Lauren Conrad cosmetics and cosmetic bags

***Data & Quality Improvement***

* Beginning in the month of October, staff in Family Resources will be trained to upload and manage documents electronically in AES case management software.  Documents will be stored on a secure server managed by the software company. This allows for on demand document access for case review and audits, and additionally supports future disaster recovery plans for the agency.

***AmeriCorps Seniors, RSVP –***

* Held a successful drive-thru on Friday, September 17th.  Approximately 65 volunteers drove through.  Fidelis Care, Wingate Health Care and Central Hudson donated items, along with a $10 gift card donated by RSVP for ice cream.  Also received was an ice cream dish and spoon.
* 14 new volunteers to date
* 221/284 volunteers have served hours
* 24,818,000 hours served
* Value wage is $591,567.58
* AmeriCorps logo must be on all marketing and promotional materials by the end of September

***EITC***

The focus at this point is volunteer recruitment for

* Tax Counselors
* Appointment Support
* IT Support

We ask that all help in spreading the word through posting on:

* social media,
* hanging flyers, and
* talking up these opportunities with friends and neighbors.

If you would like poster mailed to you, please let us know.

We do not expect to hear what the approved methods of service delivery will be until last Fall. We are planning for the Drop Off Model with hopes to be able to do full in person.

Still seeking a location in the city or town of Poughkeepsie to rent as both Marist and Locust Grove will not be available this season.

Graphics for posting sent by separate email.

***WEATHERIZATION***

* **2021 Weatherization:** Current contract period 4/1/21 - 3/31/22. Contract deliverables 87 units, current production 14 completed and 10 in progress.

***NEHI – Fee for Service Entity***

* **15 Empower** projects completed: 11 collaborative projects with Weatherization. 4 jobs completed in Putnam County.
* **Emergency Cooling Program** (ECP) – ended August 30th, 97 units installed, 1 in Orange County
* **HERR** – Current program year, 10/1/20 – 9/30/21, 55 units installed.

***HR***

* Hired part-time Family Resource Coordinator (case worker) for Red Hook site
* Two recent resignations, Beacon Family Resource Coordinator and Dover Resource Coordinator.
* HR Director will be conducting exit interviews.

**Motion to approve the CEO Report:** Charlene Smart made the motion to approve the CEO Report. John Penney seconded the motion. All were in favor and the motion carried.

**New Business / Old Business**

**Elizabeth C. Spira, CEO**

* We have talked about trying to determine the property values of our sites on Cannon Street. We have looked at one of two properties in Poughkeepsie to see if both 77 Cannon and 84 Cannon could house both buildings under one roof. We obtained a realtor’s opinion letter to see what our property values really were. It came in at less than the DC Parcel Accesses is. He came in for 77 Cannon with $225,000 and the DC Parcel Access was $241,000. The property at 84 Cannon came in at $165,000 and the DC Parcel Access was $279,000. He said it is based on recent sales in the area and a few other variables. He did assure us that if we were to list it that he would list it for what we want and not what was on the realtor’s opinion letter. He recommended that we get appraisals for our properties. Will check with Teresa to see if that’s the route we want to go. One property that was looked at was on Cedar St. and has two levels that could hold us all under one roof. Another property was on Forbus by the old Children’s Medical Group that has enough square footage, but we have not looked at yet.

Would like to get the board’s approval to continue to investigate this. **Charlene Smart, President,** approved for further investigating. **Peter Idema** stated that he would like to see the realtor’s numbers because normally the DC Parcel Access is lower than the market value. He was also concerned about transportation access to the buildings to get services.

* We have had problems at several of our sites. Poughkeepsie’s Food Pantry has pantry moths, Beacon’s Food Pantry has flour beetles, and Dover had flooding in the Thrift Store.

**Motion to adjourn meeting:** Charlene Smart, President, made the motion to adjourn meeting at 4:09pm. Pete Idema seconded the motion. All were in favor and the motion carried.

**Next Meeting:**

**Date:** October 21, 2021

**Time:** 3:30pm

**Location:** Zoom online meeting