



Community Action Partnership for Dutchess County, Inc.

Board Meeting Minutes, September 19, 2019

Location: 84 Cannon Street, Poughkeepsie, NY 12601

CEO: Elizabeth C. Spira

CFO: Teresa Paino

Attendees: Charlene Smart, and John Penney

Conference Call: Josh Stratton, Peter Idema, Dr. David Scott, Eleanore Pitcher, and Kathleen Vacca

Excused: N/A

Absent: Sue Pagonis

Quorum Present: Yes

Agency Staff: Elizabeth C. Spira, Teresa Paino & Laurie Kelsey (Administrative Assistant)

Guests: Paul Daubman Sr. (new member being voted in at this meeting)

Meeting called to order: Elizabeth C. Spira called the meeting to order at 3:30 pm, as requested by Charlene Smart, President.

Roll Call: Laurie Kelsey conducted the roll call.

Introduced Guests: Paul Daubman Sr., nominated for a seat on the BOD. Mr. Daubman's resume was circulated to the Board of Directors previously for consideration.

Nomination to BOD: Paul Daubman Sr. nominated to serve on the Board as representative for the private sector.

Motion to accept new BOD Paul Daubman Sr.: Kathleen Vacca made the motion to accept Paul Daubman Sr. to the BOD. Charlene Smart seconded the motion. All were in favor and the motion carried.

Correspondence: None at this time, waiting for CSBG executed refunding application and amendment.

Approval of June & August 2019 Minutes: The June and August meeting minutes were distributed to the BOD by email prior to the meeting. Copies were also provided at the meeting.

Motion to approve the June & August meeting minutes: Kathleen Vacca made the motion to accept June & August meeting minutes. John Penney seconded the motion. Eleanore Pitcher noted a correction to the August minutes; she was excused not absent. All were in favor to approve the minutes as corrected, and the motion carried.

Finance Report: Teresa Paino, CFO

Funding Reductions/Increases/Impact

- Increase to Weatherization program in the amount of \$26,688.

Regular Business

- Continued to finalize plan for CSBG Discretionary grant. Plan includes new computers, two servers, workspaces (Beacon site), and refrigerators/freezers for food pantries, conference travel, administrative salaries and school supplies for one hundred students.
- Requested bids from Minority and Women Owned Businesses for bulk purchase of computers. Order for 16 desktops and 2 laptops. Current IT provider produced lowest bid.
- Registered for NYSCAA RPIC Conference in Binghamton, NY in mid-September.
- Organized and purchased approximately \$5,000 worth of student school supplies to date. This is for 53 students. \$5,000 remains to be spent by September 30, 2019.
- Prepared refunding budget application for 2019-2020 HEAP, ECIP and HERR budgets and CSBG budget.
- Fiscal Field representative visit on August 27th - Weatherization program – no findings.
- Preparing staff update on the Uniform Guidance.
- Prepared refunding budget application for 2020-2021 RSVP (Corporation for National and Community Service).
- Preparing for FEMA Phase 36 Local Board meeting scheduled for September 12th.
- Purchased supplies and materials for 2019 Putt Fore Action raffle baskets. Assembled baskets.
- Prepared and mailed 2019 Towns and Villages donation request letters.
- Began process of update to staff passwords to ensure continued security.
- Discussion of Urban Green proposal. Reviewed Urban Green's calculation of depreciation – determined that this plan did not benefit CAPDC financially. Proposal does not address any related issues identified by CAPDC management. CEO will notify Eric Anderson that CAPDC will not be committing to the project. CAPDC will then ask the attorney to prepare a letter to Urban Green expressing refusal of offer. CEO will notify Poughkeepsie Planning Board, Mayor Rolison & Urban Renewal (Ron Hicks) of CAPDC's withdrawal of interest from the project.

Motion: Peter Idema made the motion to authorize the CEO to proceed with proposed actions to withdraw CAPDCs interest in the Urban Green Proposal. Charlene Smart seconded the motion. All were in favor and the motion carried.

Motion: Peter Idema made the motion to accept the CFO's report. Charlene Smart seconded the motion. All were in favor and the motion carried.

President Report: None currently.

CEO Report: Elizabeth C. Spira

DOS OCS – Department of State, Office of Community Service

- Governance – The Board is in compliance with the seating of Paul Daubman Sr.
- TRACS – on-site review by DOS scheduled for December 17th, 18th, and 19th.

PROGRAM REPORTS:

Putt Fore ACTION: Net - \$11,541, spreadsheet provided.

RSVP, Retired Senior Volunteer Program

- RSVP raffle fundraiser drawing was conducted on Thursday, Sept. 12th, an estimated \$3,000 was raised. After the expense and the \$1,000 prize paid out, net approximately \$2,000.
- May 14, 2020 is the date for our Annual Volunteer Recognition Breakfast.
- Upcoming events: Senator Sue Serino's Golden Gathering – September 28th
- Thriving in Rhinebeck – November 2nd

Dress for Success

- Suitings: August; 14 Total, Interview Suitings – 4, Employment Suitings - 10
- YTD: 125 (last year 169)
- Programs
 - **Fall SIS Boot Camp** – Postponed, date TBD. Walter Hoving Home (new principal, low enrollment-currently at 50% capacity) unable to send participants for September.
 - **BOSS Club** – September 21st Meet-Up at Macy's Galleria Mall, Poughkeepsie canceled, Macy's contact unresponsive.
- Upcoming Events - Styling on the Go at the DCRCO Work Local first Job Fair, 9/25
 - 12 women served
 - 11 Interview suiting appointments
 - 2 Employment suitings (one woman received both)
- Volunteers - Two new career stylists added to the Tribe

Family Development

- Employment Goals: 37 Families enrolled with the primary goal of obtaining employment, housing: 28 families.
- Beacon Summer Meals: 43 Households, 85 children.

Weatherization

- Weatherization: 29 units completed as of 8/31
- Tubman Terrace: 11 units per building, the average cost per unit (CPU) \$3,000, work scope - aerators and showerheads, LED light bulbs, LED lights in the hallways, heat controls in the apartments, boiler controls, circulator pumps for the boilers, bathroom exhaust fans, attic air sealing, and insulation.
 - BLDG 2 – Completed and vouchered
 - BLDG 3 – Completed by the end of September, to be included in the voucher
 - BLDG 4 – WX Crew work completed, bath fans and heating remain to be completed.
 - BLDG 5 – WX Crew work completed, bath fans and heating remain to be completed.
 - BLDG 6 – in progress
 - BLDG 7 – in progress
- Empower: 20 active applications, leveraged with WX units.
- HERR: 46 units repaired or replaced since Jan. 2019, 77 since the beginning of this contract period, Oct. 1, 2018
- COOLING: 55 AC'S installed this season, program ended 8/30/19

Human Resources

- Interviewing for a temp. Family Resource Coordinator in Beacon.
 - Anita Espinal is out on Medical to Leave temporarily
- Sexual Harassment training offered as a webinar through Paychex. 2019 hired staff have completed. All other staff must complete by the end of the year (annual requirement).

Legal

- No legal issues currently.

Other

- Turnover Rate: Distributed at June BOD meeting, updated through the end of August.

CSBG Refunding Application –

- Work plans
 - Overview showing how CAPDC reports outcomes of service we provide
 - EITC program volunteer recruitment will begin next week, list of volunteers and their roles. Looking for a better site at Marist because the Dyson site is no longer available. Fountain Hall is a promising site.
- Liz opened the floor for question with CEO report
 - David Scott asked about the Tubman Projects. He was confused about how the low-income units (apartments) qualified for our Weatherization program if the building was owned by a company that was not low-income?

- Tubman was responsible to prove eligibility from each unit (apartment). The eligibility is based on individual unit income.
- Weatherization is completing a small portion renovation, about \$3,000.00. Balance of work is completed at property owners discretion

Motion: Dr. David Scott made the motion to approve the CEO's report. Eleanore Pitcher seconded the motion. All were in favor and the motion carried.

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- R.L Baxter made an offer of \$60,000.00/ \$20,000.00 down and the remainder being spread for the next five years. The \$20,000.00 will provide the funds to rent a location for DFS.

Motion: Peter Idema made the motion to authorize the CEO to proceed with the sale of 80 Cannon Street, as presented. Charlene Smart seconded the motion. All were in favor and the motion carried.

New Business:

- Census 2020 - John Penney continues with grassroots efforts to reach hard to count regions. Outreach to town festivals and Community Days.
- National Community Action Partnership has asked for each Community Action agency to appoint a liaison, to be primary contact with 2020 Census
- Crop walk information: Laurie Kelsey discussed the when & where of the walk
 - 44th Crop Walk of Dutchess County
 - How to donate online

Motion to Adjourn: Pete Idema made the motion to adjourn at 4:06 pm. Charlene Smart seconded the motion. All were in favor and the motion carried.

Next Meeting:

Date: October 17, 2019
Location: 84 Cannon Street, Poughkeepsie, NY 12601
Time: 3:30pm