

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

**Board of Directors Meeting May 19, 2022**

**Location:** Zoom online meeting

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

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

**Excused:** Dr. David Scott

**Absent:** None

**Quorum Present:** Yes

**Agency Staff:** Elizabeth C. Spira, Teresa Paino and Jill Harlow, Administrative Assistant

**Guest:** Dave Gabel, EFPR Group Audit Report

**Meeting called to order:** Joshua Stratton, Vice President, called the meeting to order at 3:42 pm. Charlene Smart, President, was having audio problems and joined via phone.

**Roll Call:** Jill Harlow, Administrative Assistant, conducted the roll call.

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

**Guest:** Dave Gabel, EFPR Group, presented the 2021 Audit Report. Dave Gabel reviewed all aspects of the 2021 audit, also referenced in his power point presentation during the CAPDC Board Meeting. The power point presentation is included in the minutes permanent record and added to the Board of Directors portal on the CAPDC web page.

**Motion to approve the EFPR 2021 Audit Report:** Peter Idema made the motion to approve the EFPR 2021 Audit Report. Charlene Smart seconded the motion. All were in favor and the motion carried.

**CEO Financial Report:** Teresa Paino

The Finance Committee Report was emailed to all board members prior to meeting.

**Finance Committee Report**

* Finance committee meeting, May 10, 2022. Attendees: Charlene Smart, Pete Idema, Josh Stratton, Elizabeth Spira & Teresa Paino

**Regular Business**

* Provided break down of Functional Expenses to auditors.
* Provided updated liability, worker’s compensation, and disability certificates to Agency funders.
* Renewed CAPDC Cyber Policy.
* Received 10 applications for Bookkeeper/Account Clerk. Working with HR Director to interview.
* Reviewed spending for CSBG CARES grant.
* Received request from Dutchess County to audit 2019-2021. Provided various files and documents. Submitted questions to contact for clarification.
* Picked up RSVP/CAP 2022 Ford Transit.
* Coordinated visit to potential CAP site in Poughkeepsie.
* Updated CAPDC Vendor Responsibility Questionnaire. This is every six months.
* Filed Interim Reports for FEMA Phase 39 and ARPA-R
* Assisted other Dutchess County Local Recipient Organizations clear compliance issues.
* Updated Weatherization budget to reflect extension for three additional months.
* Requested modification of HEAP, ECIP and HER grants.
* Started work on Putt Fore ACTION Raffle Baskets.
* Completed corrections to 2020 CSBG Annual Program Report.

**Motion to approve the Finance Report:** Peter Idema made the motion to approve the Finance Report. Paul Daubman Sr. seconded the motion. All were in favor and the motion carried.

**President Report:** Charlene Smart, President, did not have a report to present.

**Vice President:** Joshua Stratton reported he attend a Think Dutchess Business Networking Breakfast last Thursday with Elizabeth C. Spira. The 2021 Business Excellence Award recipients were acknowledged, CAP DC as the Not for Profit of the year! The speaker was excellent.

**CEO Report:** Elizabeth C. Spira

The CEO Report was emailed to all board member prior to meeting.

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

* Anticipate preparing an amendment for the regular CSBG contract, provides opportunity to edit services and outcomes linked to the programs.

**PROGRAM updates**

# Family Development – Case Management and Emergency Resources

* Prepared for donations of baby formula and distribution to clients in need.
* Outreach to area farms for spring/summer donations of fresh produce.
* Financial Assistance provided during April



# Volunteer Tax Preparation Program

* END of tax season report provided as separate document
* Highlights!
	+ Increase in number of returns prepared
	+ Increase in number of returns claiming EITC (Earned Income Tax Credit)
	+ Reduction in Child Tax Credit – due to advance payment
* Dutchess County Total Potential Economic Impact - $3,548,929
* All three counties combined impact - $7,102,466

# Dress for Success –

April Suitings - 8

* Interview - 6
* Employment - 2 Career Center
* 8 appointments, 4 clients, 3 virtual and 1 in person

Programs

* Spring SIS Boot Camp (5/11-6/15) 3 participants
	+ Challenge – soliciting participants
* Sponsorship received: $1K TEGFCU supplies, $800 Adams refreshments Events
* Grace Smith House Event-Styling on the Go, Resume Support & Lunch - Thursday, May 24th , 11-1PM

Donations

* Saturday, May 20th (11-1 by appointment)
* Saturday, June 18th (11-1 by appointment)
* Summer Hiatus-July & August Referral Agency Partner
* Active participation low for various reasons. Career Retention
* Reported issues- recently employed Clients losing jobs and financial stability, seeking new employment

# AmeriCorps Seniors, RSVP –

* Date for the RSVP Recognition Event is Friday, September 23. The church recommends Friday as the parking lot will have more availability and we requested a rain date of Friday, September 30th.
* Spring newsletter is out and has been emailed to over 350+ individuals, including CAP Board.
* RSVP is attending many of the Office for the Aging picnics. They are held on Wednesdays throughout the summer. If anyone is interested in attending and helping at RSVP’s/CAP table, please let me know. A great way to promote our agency and meet the community. Approximately 2 hours of your time from 11:00 am – 1:00 pm.
* We will be selling raffle tickets at the picnics, our event and whomever would like a stack to sell. We have a new raffle this year. Tickets are 3 for $5 and there is only one grand prize. We have a picnic basket filled with over $100 worth of lottery tickets, a bottle of wine and a gift certificate TBA. This is our only fundraiser and what a deal for only $5.

# WEATHERIZATION

* Weatherization Jobs completed – 47, contract extension to June 30th
* 2022 is the first year of a 5-yr contract
* 2022 funding - $829,430, a reduction of $48,619

# NEHI – Fee for Service Entity

* HERR – 65, Replacements – 40 Repairs/Oil Tanks - 25
* Cooling - 62 since May 5TH - 40 installed to date
* Empower – 8 in process

# HR

* Continue to interview for open Family Resource Coordinator for the Beacon location.

**Other**

* No response from CR Properties regarding the W. Cedar property.
* Dover construction projects have been posted on ESPG, open for bid until June 6th
* 84 Cannon Street, storm damage in the basement, flooding

**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.

**John Penney** inquired as to how many vacancies we have right now.

**Elizabeth C. Spira** responded stating we have one opening. Finding a qualified applicant is a huge issue across the state for everyone.

**Paul Daubman** inquired about how the increasing cost of fuel is going to impact how we serve the people.

**Elizabeth C. Spira** responded stating that we are still doing the Emergency Fuel program. We have not, over the years, expended down all the money that is in the contract for fuel and if it were to change, we would ask for a modification or an increase of funds. The impact is if the fuel continues to go up and HEAP does not raise their amounts, what can we do?

**New Business:** The CEO Performance Evaluation is conducted annually. Forms will be mailed to Board member by the end of May. Board members will be asked to return their responses early in June and anticipate presenting results for discussion at the June meeting.

**Old Business:** None

**Motion to adjourn**: Peter Idema made the motion to adjourn at 4:14pm. Charlene Smart seconded the motion. All were in favor and the motion carried.

**Next Meeting Date:** June 16, 2022

**Location:** Online Zoom meeting

**Time**: 3:30pm