

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

**Board of Directors Meeting**

**April 22, 2021**

**Location:** GoMeet.com

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

**Attendees:**  Peter Idema, Joshua Stratton, John Penney, Kathleen Vacca

**Excused:** Charlene Smart**,** Dr. David Scott, Paul Daubman Sr.

**Absent:**

**Quorum Present**: Yes

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

**Guest:** Ron Hicks, Deputy Commissioner for Strategic Planning and Development

**Meeting called to order:** Joshua Stratton, Vice President, called the meeting to order at

3:32 pm.

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

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

**CEO Financial Report:** Teresa Paino

**Finance Committee Report**

**In Attendance:**

**April 15, 2021**

**Funding Reductions/Increases/Impact**

**Regular Business**

* Independent audit complete. Presentation of audit report scheduled for May 20, 2021.
* Provided data for CAPDC 990 tax return.
* Continued to review spenddown of Weatherization grant with end date March 31, 2021.
* Made an additional mortgage payment to reduce principal.
* Sent updated liability insurance certificates to funders.
* Sent CSBG quarterly Employee Utilization, MWBE and Fiscal and Program Attestation report to funder.
* Sent quarterly Miles of Hope and Premier Cares reports.
* Continued purchases of personal protective equipment (masks, gloves, cleaning products and sanitizers).
* Assisted with OTDA audit of 2017 and 2018.
* Assisted with formulation of potential budget modification for the HEAP, HER and AHEHP programs.
* Submitted all documentation for worker’s compensation audit of August 1, 2019 to August 1, 2020.
* Reviewed available spending with RSVP Director for remaining contract.

**Motion to accept the Finance Report**: Peter Idema made the motion to accept the Finance Report. John Penney seconded the motion. All were in favor and the motion passed.

**Guest:** Ron Hicks, Deputy Commissioner for Strategic Planning and Development

* Economic Development:
  + 6 years ago, the DC Economic Development was dissolved.
  + Two public authorities the city has were merged: IDA, Industrial Development Agency and the LDC, Local Development Corporation which does financing for nonprofits.
    - Reformed IDA & LDC for: performance-based incentives, local consent, local workforce stimulization policy, which is 80% of the economic development workforce for the area,
    - Bought out new space at the Women’s Enterprise Development Center and collocated the IDA and LDC for The Workforce Investment Board. Which will hold Ron’s office, The Chamber, DC Community College, Small Business Development Center, Community Capital NY, and the Empire State Development.
* Established the Economic Development Advisory Council, EDAC, which has several standing committees: real estate, marketing, local government, city of Poughkeepsie issues, and the Education and Workforce Committee.
* The Education Workforce Committee is co-chaired by Dutchess Community College president, Ellen Gambino and the chairperson for the WIB, Sheila Appel. This committee is used to close the skills gaps and create a pipeline to jobs.
* They are looking at the employment of 14-year old’s to retirement age, due to a low unemployment rate, to repatriate people into the workforce who have the skills and don’t need health insurance. If they need to go part-time due to Covid it would not make a big impact for them.
* The committee has two projects going:
  1. The Airport Project, which the city owns and operates, in partnership with Dutchess College and Suny created the Airfin Powerplant Program which gives opportunities to people who are mechanically inclined and might not have gone to college to be trained in mechanical education and could make up to $65,000 to $70,000 yearly.
  2. Not announced publicly yet: At DCC South, in the fall at the old Mays building, we will give more development to this area and more access to people from Orange and Putman counties. Will leave out space for NY Eligible Start Up which is a NYS tax free program for traditional manufacturers skills training. Will be working with traditional manufacturers who are established in the area for skills training like robotics or pickers for The Gap or IBM Imagen who are looking for more technical skills.
  3. The first candidate for this will be working with students in the Wappingers School District to enhance skills training for

manufacturing jobs.

* Childcare is being looked at for new employers who are coming into the county. Such as Amazon and another Fortune 25 company, who has a letter of intent, as to how to handle childcare.
  + As for onsite childcare they will be looking at other companies to review what they do or can do. Hyde Park has 11-12 companies to look at. Dutchess College has a day care on site to investigate. The problem with the sites like The Gap or Amazon is there is not outside play areas.
* Economic Activity pre Covid was, at the end of 2019, $4.8 billion and as of now is $3.7 billion with projects under construction and in development.
* Amazon will be coming to Fishkill. They are the tenant of the builders Blue Water Group, which will eventually be the owners of the building. They will be looking for help to staff 500 jobs and will work with people to increase the skills needed.
* The transit system in the county needs to be worked with for scheduling stops in our mostly rural communities for accessing these new jobs to and from their homes.

**CEO Report: Elizabeth Spira**

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

* 2021 CSBG Entitlement (regular) amendment
* 2nd Qtr. PPR (Periodic Program Report) prepared and submitted

**PROGRAM updates**

***Dress for Success***

* Suiting’s - Q1-15

Interview-11

Employment-4

* Career Center Appointments - Q1-16
* Programs

Spring SIS Boot Camp (4/7-5/19) 8 participants enrolled

SUNY New Paltz SOTG (Styling on the Go) 4/20 - 4/21

* Talbots Campaign- Financial donations in store @ POS through 3/21

Proceeds TBD

* #YourHourHerPower -Women’s History Month/International Women’s Day Campaign-Ask Letter and social media campaign through 3/31

Proceeds $463

* Lilly Pulitzer Westchester Shop & Share event, Saturday, 3/20

Proceeds $588

* Clothing Donations

Donation Appointment dates – 5/15, 6/19 (fully booked, wait list created)

Donation Hiatus – July & August

***Family Resource Program***

* Food Pantry -See separate sheet for full details
* Foundations for Community Health Prescription Assistance Program - Currently have 44 people enrolled in Program

***RSVP –***

* New Stations - American Red Cross, joined 7/2020, and Hudson Valley Chapter of the Alzheimer’s Association, joined 7/2020.
* The Methodist Church of Hyde Park reached out to RSVP and will be signing an MoU.  If you know of anyone that would be interested in volunteering with them.  The church needs someone to do their Facebook, twitter, etc.  This volunteer position can be done at home.
* Meals on Wheels of Greater Poughkeepsie is looking for board members.  If you know of anyone interested, JoAnn can give you the contact information.
* **Wednesday, May 5, 2021** at **1:00 p.m. – 2:00p.m.** we will be joining with the Hudson Valley Chapter of the Alzheimer’s Association for a ***FREE*** virtual program on the **“10 Warning Signs of Alzheimer’s.”** You must register and can do so by calling the Alzheimer’s Association at **(800) 272 – 3900**.If you know of a friend or relative who might be interested in signing up for the Zoom Event on May 5th, please give them the number to call.
* RSVP, staff, and Advisory Board will be calling and touching base with approximately 100 volunteers to see how they are doing and if they will be interested in going back to their volunteer positions.

***EITC –*** Board Report – 3/18/21

**CASH Coalition**

**Tax Preparation Program -** See separate sheet for details

Tax prep continues through the first week of May.  As expected, the number of returns prepared is down significantly due to;

* Reduced number of tax sites
* Reduced number of willing volunteers
* Late start of the tax prep season
* Change in Service Delivery

**DC Vaccine Outreach Coalition**

* Saturday Popup at Poughkeepsie HS well attended but appointments were still available the day of the event
* Several appointments available at the County’s Fix Points of Dispensing (PODs) former JC Penny Galleria

Thurs (into the evening)

<https://apps2.health.ny.gov/doh2/applinks/cdmspr/2/counties?DateID=C00813F8752B06D4E0530A6C7C164FF5>

Sat (11:00am– noon)

<https://apps2.health.ny.gov/doh2/applinks/cdmspr/2/counties?DateID=C0083A2E50D008FEE0530A6C7C1643E4>

* Need to stress that there are no immigration questions on the enrollment form residency status is not part of the screening process.
* [DC Public Transit offering free transportation](https://www.dutchessny.gov/Departments/County-Executive/Free-Transportation-Available-to-County-COVID-19-Vaccination-Sites.htm) to residents with vaccine appointments at the County’s POS as well as all pop-up sites
* Eligible Seniors, or those who do not have internet access can call CAP or;
* Call the Dutchess County Coronavirus Information Line at (845) 486-3555.
  + Select Option 1 to hear the weekly vaccine allocation updates;
  + THEN select Option 2 to be connected to the Office for the Aging and added to the notification list.
* You will be notified by phone when an appointment is available to you.
* You can also call each week to hear the updates about other vaccine provider options.
* Vaccine hesitancy will soon be the biggest challenge we will soon be facing and will require creative methods to address this significate issue.

***HEAP/Fuel Depots***

* HEAP - As of 4/20/2021, 240 HEAP applications have been prepared. HEAP extend to August 31st with 3rd Emergency Benefits available.
* Fuel Depot - As of 4/20/2021 the fuel depot has assisted 83 families.

***WEATHERIZATION***

* **2020 Weatherization:** 211 completed as of 2/28/21 with one more 10 unit at Tubman & 6 single family units in progress.
* Contract ends March 31st.
* 2021 – Beginning April 1st, speaking with management at St. Simeon as potential for multi-unit for the new contract.

***NEHI – Fee for Service Entity***

* **HERR** – 48 completed to date this contract period.
* **Empower** – 7 new empower applications. These applicants will receive Weatherization applications to provided combined work and expand the measures provided.

***DATA & QUALITY IMPROVEMENT***

* The client services database (AES) is being progressively developed to further the work of FRCs and improve the quality of reporting to local, state, and national entities.
* New features in AES include electronic document uploads, improved tracking and reconciliation of financial assists, and enhanced client self-sustainability reporting.
* To date, there have been five staff development trainings on best practices in data entry and management.
* A future project includes implementation of a web-based client portal where families can apply for select services online. In this case, information would be received by our agency and a staff member would provide outreach in 24 business hours.
* By way of reporting, we are in the process of gathering quarterly and annual data to various Dutchess County offices and NYS DOS Office of Community Services.

***Human Resource***

* Preparing updates for the Employee Handbook/Personnel Policies
* Interviewing has begun for the Family Resource Coordinator position. Advertised the position as 2 – PT positions hoping to capture human service providers who may have accepted early retirement.

**Motion to accept the CEO Report:** John Penney made the motion to accept the CEO Report. Peter Idema seconded the motion. All were in favor and the motion passed.

**Old Business**: None

**New Business**: None

**Motion to Adjourn:**  John Penney made the motion to adjourn at 4:24pm. Peter Idema seconded the motion. All were in favor and the motion carried.

**Next Meeting:**

**Date:** May 20,2021

**Location:** Go to meeting online

**Time**: 3:30pm