

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

**Board Meeting Minutes**

**February 25, 2021**

**Location:** GoMeet.com

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

**Attendees:** Charlene Smart, Peter Idema, Joshua Stratton, Kathleen Vacca, John Penney, and Paul Daubman Sr., Dr. David Scott (arrived at 3:44pm)

**Conference Call:** N/A

**Absent:** Teresa Paino

**Quorum Present**: Yes

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

**Guests:** Robin Blue-Brown, Program Director for CAP DFS

**Meeting called to order:** Charlene Smart, the President, called the meeting to order at 3:31 pm.

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

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

**Finance Report:** Teresa Paino, CFO

**Finance Committee Report**

**In Attendance: Canceled**

**February 15. 2021**

**Funding Reductions/Increases/Impact**

**Regular Business**

* Continued purchases of personal protective equipment (masks, gloves, cleaning products and sanitizers).
* Worked with Finance staff to close out NEHI books and to gather all required CAPDC documentation for audit purposes.
* Submitted all documentation in support of PPP Loan Forgiveness. As per M&T Bank

- loan will be 100% forgiven upon approval of documentation proving that expenses existed prior to and after the PPP loan period.

* All preliminary documentation requested by EFPR Group auditors has been submitted. Auditors will begin the audit ahead of schedule. The audit will be conducted remotely due to pandemic limitations.
* Current ratio without adjustments is 1.21.
* Submitted CSBG 2021 ACROS.
* Conducted FEMA Local Board meetings - received allocation of $36,804 for rent and mortgage, utilities, and food pantry purchases. Assisted Local Recipient Organizations in rectifying compliance issues.
* Submitted insurance renewal documents for fuel tank policy, social services policy,

and increased 401K bond to support Agency 401K balance.

* Requested and received a Disaster Recovery Plan document from the Agency's IT provider. The plan will be tailored to CAPDC purposes and needs. CEO and CFO will meet with Fisch Solutions representative to create our plan.
* Implemented salary increase for all staff in pay date February 5, 2021. Received positive feedback and appreciation from many staff.
* Complete 2020 Dress for Success SOA Survey - summarizing financial data for 2020 and submitted budget for 2021. 2021 Dress for Success Program Budget included.
* Begun review of MVP renewal rates for April 1, 2021.
* Continued to review spenddown of Weatherization grant with end date March 31, 2021.
* Updated Agency's Cost Allocation Plan to reflect staff use of time as of January 31, 2021. Methodology used to allocate shared costs.
* Hudson Valley Credit Union credit card summary for 2020 included.

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

**Motion to accept the Dress for Success Standard of Accountability & money allocated for the Dress for Success Program:** Peter Idema made the motion to accept the Dress for Success Dutchess County Standards of Accountability & money allocated for the Dress for Success Program. Charlene Smart seconded the motion. All were in favor and the motion passed.

**Charlene Smart**, President, stated she had no reports. She thanked everyone who is working at Community Action Partnership and said we are doing a great job.

**CEO Report** – Elizabeth Spira, BOD Meeting February 18, 2021

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

* ACROS was submitted.
* Quarterly reports for regular CSBG and CSBG Cares were submitted.

**PROGRAM updates**

***Dress for Success –*** Robin Blue-Brown presented updates

***Family Resource Program – See additional details on separate sheet.***

Emergency financial assistance January 2021

* Key distribution:
  + Mortgage/Rent
  + Utilities
  + Auto repairs
  + Medical bills

***Food Pantry***

* Food pantries continue to be a resource for families. Numbers have come back down to pre-COVID numbers. ***See additional sheet for details***.

***RSVP –***

* RSVP received $5,000 in augmentation funding from AmeriCorps.  The money will be used to purchase bulk cards and stamps.  Volunteers will be sending cards to residents in skilled nursing facilities, homebound seniors and to residents at Castle Point.
* We will be mailing certificates to all our volunteers thanking them for the volunteerism this past year.
* We purchased hand sanitizer for all the volunteers.
* Some of the money will be used towards advertising in the local paper for volunteer recruitment and marketing our new logo.  RSVP’s federal sponsor, the Corporation for National and Community Service is now AmeriCorps and RSVP is under AmeriCorps Seniors, along with Senior Companion and Foster Grandparent programs.
* We are in the first year of our 3-year grant (July 1 – June 30th) and are continuation grant is due March 10th for our second year of the grant.
* The Beacon Meal Delivery Program, consisting of all RSVP volunteers, did not miss a day of delivery throughout the pandemic.

***EITC –***

* 2-1-1 opened on Feb. 17th, scheduling drop off appointments to begin last week of February.

***HEAP/Fuel Depots***

* HEAP applications prepared Oct. 1 – Dec. 31, 2020, 92
* Emergency Fuel Depot usage – 30 (last year 88)

***WEATHERIZATION***

* 189 units completed, 1 additional building at Tubman this month (11 units)
* 2 buildings at Tubman to be completed in March

***NEHI – Fee for Service Entity***

* **HERR** – 33 completed, 3 awarded and in process, and 1 waiting on a bid.
* **Empower** – 10 Active jobs

**Human Resource**

* Continuing to receive applications for the Family Resource Coordinator position.

**Dress for Success Report (3:40pm)** given by Robin Blue-Brown, Program Director

**2020**

* Dress for Success 2020 annual report was submitted to Worldwide.
* Dress for Success was significantly impacted by the COVID pandemic:
* 101 Women were helped in 2020 through our virtual and or contact free appointments at the Career Center or the Boutique, as well as our virtual SIS Boot Camp workshops. This is down from past year of 235 clients pre pandemic.
* 74 interview suiting’s were done which is half of what was done pre pandemic.
* Employment suiting fell dramatically to 25 which is down 70% of our goal from past year.
* Shortening appointments which are normally 1-1 ½ hour to a more condensed time frame.
* Curated suiting’s that are done virtually and asking women their preference to size, industry they are going to work in, and the colors they like. Bundling suiting for these women.
* Active volunteer stats have decreased by 58% in terms of the number of volunteers and the number of volunteer hours that are normally used. Volunteers did not feel comfortable coming to DFS due to COVID restrictions despite the PPE we were providing. We have postponed volunteer orientations for the same reason. Looking to try to do virtual volunteering orientations for our career stylists in 2021.
* Referral agencies participation dropped sharply last year. Many of the agencies were not meeting with clients as much and were not in their offices. We will still reach out to the agencies to see how things are going and continue to send flyers so they can share with their clients and other agencies. One example is Orange County, where we would normally get 20-25 referrals a year are now contracting out to other agencies.
* Overall income was down 17% which were attributed to expenses for the program.
* Corporate donations and Foundation Grants were also reduced as funders shifted their focus on pandemic relief such as food insecurities.
* 1 liquidation sale was held at the Sleepy’s store location on Rt 9 in Poughkeepsie with all safety protocols adhered to. The sale brought in around $2000.

**2021**

* Looking to relaunch our Boss Club quarterly network sessions that focus on career retention and life skills development.
* SIS Boot Camp will have 6 participants for April-May sessions. Looking to get mentors for each participant.
* Accepting donations March-June. March is already fully booked.
* February was Black History month and social media posts were made on Facebook.
* Going on our 5th year doing a Talbots campaign where they designed a $100 necklace to benefit Dress for Success. Also, at the register customers can round up their purchase and donate that money to Dress for Success.
* March social media will be for Women’s History month where we will be posting on Facebook articles highlighting women. Worldwide will also be posting on their site different women in power positions throughout the month. March 8th will be International Women’s Day and we will be posting about that also.
* Doing an Ask Campaign for International Women’s Day. Letters went out in the mail early March.
* Lilly Pulitzer, from Westchester, is going to honor us with the proceeds from their Shop and Share event.
* Will be starting process of the BOSS CLUB soon which helps with life skills and career retention.

**Elizabeth C. Spira, CEO**

* Throughout the month we have financial assists around $10,000, mostly for prescriptions and rental assists. We will be getting FEMA money, CSBG CARES moneys, as well as money from Dutchess County.
* RSVP received an Augmentation Grant through CNCS and will be using the money to purchase stamps and cards to sent to people in senior housing and retirement homes. They will also give out certificates to the volunteers as well as PPE.
* Emergency Fuel has been slow this year. HEAP was extended through August which has helped people keep enough fuel for their homes.
* 33 furnaces repaired so far though the Weatherization program and Empower.
* The Priorities, Long-Term Goals, Objectives & Summary of Core Strategies summary was previously emailed Board Members. While focusing on the strategic priorities from the past Community Needs Assessment from 2017, we see not much has changed. Community Services Block Grant now will have different identifying categories as well.

**Motion to accept the CEO report**. Charlene Smart made the motion to approve the CEO report. Peter Idema seconded the motion. All approved and the motion carried.

**Old Business:** Eric Andrews (which the guy who owns the building on the corner of Cannon St.)emailed Elizabeth C. Spira to see if we were interested in the ground floor space on the corner of his building. Elizabeth C. Spira did not see a need for this space currently.

**New Business:** YMCA information was emailed to all board members. John Penney, board member, stated that they are running into issues because the city owns the land, and the county has the money, so we are trying to combine this together. If there was to be a joint partnership, then the County Bond Counsel is saying the buyer would also have to match the say $25 million the county puts up. What is looking to happen is the city would sign over the deed for the property which would free up money to use from the Bond Counsel and not need to be matched. If this purchasing is not done, then the city can bond it and for about $1 million take the building down and make it into clean green space until someone wants to buy the property. The deed restriction on the property states that the property must be used for community benefit. On Wednesday March 3, 2021 there is a meeting to discuss any questions or comments about the YMCA property.

**Motion made to adjourn the meeting:** Charlene Smart made the motion to adjourn at 4:12pm. Peter Idema seconded the motion. All were in favor and the motion carried.

**Next Meeting:**

**Date**: March 18th, 2021

At 3:30pm

**Location**: Online Go to Meeting