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

**Board of Directors Meeting & Holiday Luncheon**

**December 9, 2022**

**Location:** Mill House Brewery Company, Poughkeepsie, NY

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

**Attendees:** Charlene Smart**,** Peter Idema, and Paul Daubman Sr.

**Excused:** Joshua Stratton, John Penney, Kathleen Vacca andDr. David Scott

**Absent:** None

**Quorum Present**: Yes

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

and agency staff. A list of staff attending the meeting will be included with the minutes.

**Guest:** None

**Meeting called to order:** Charlene Smart, President, called the meeting to order at

3:35 pm.

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

**November Minutes:** The November minutes were distributed by e-mail prior to meeting. Peter Idema made the motion to accept the November minutes. Paul Daubman Sr. seconded the motion. All were in favor and the motion carried**.**

**CFO Financial Report:**  Teresa Paino

The Financial Report was emailed to all board members prior to meeting. There were no objections to the CFO Financial Reports.

**Finance Committee Minutes**

In Attendance: Pete Idema, Charlene Smart, Josh Stratton, Liz Spira &

Teresa Paino

December 6, 2022

**Funding Reductions/Increases/Impact**

• Holiday Helping Hand - $1,500

**Regular Business**

• Prepared documentation for the CSBG TRACS.

• Continued preparation of documentation for the NYS Insurance Fund audit of

period 8/1/21-8/1/22.

• Scheduled the Independent Audit of 2022 for the week of March 6, 2023. The

audit will be conducted remotely.

• Began inventory of Agency assets. Scheduled inventory of Weatherization tools

and materials for December 14, 2022.

• Assisted RSVP Program Director will preparations for senior stocking project

purchases.

• Prepared CAPDC 2023 Agency budget. The 2023 budget includes a 4% Cost of

Living increase for all staff. This is affordable and sustainable for the Agency.

Request a vote to approve the Poughkeepsie Journal as the organization’s official

newspaper.

• Request a vote to approve CAPDC’s 2023 budget, as presented.

**Motion to approve the Poughkeepsie Journal as the organization’s official newspaper.** Peter Idema made the motion to accept the Poughkeepsie Journal as the organization’s official newspaper and Paul Daubman Sr. seconded the motion. All were in favor and the motion carried.

**Motion to approve CAPDC’s 2023 budget.** Peter Idema made the motion to accept CAPDC’s 2023 budget. Charlene Smart seconded the motion. All were in favor and the motion carried.

**Motion to accept the CFO Financial Report**. Peter Idema made the motion to accept the CFO Financial Report. Paul Daubman Sr. seconded the motion. All were in favor and the motion carried.

**Presidents Report:** Charlene Smart wished everyone a happy and safe holiday and thanked all board members and staff for joining in the holiday luncheon. Charlene challenged everyone to “be positive” in life and enjoy each other in the new year.

**CEO Report** was emailed to all board members prior to meeting.

**CEO Report: Elizabeth C. Spira**

**Governance**

***2022 Executive Committee***

Charlene Smart, President

Joshua Stratton, Vice President

Peter Idema, Treasurer

David Scott, Secretary

***TRACS*** – conducted on-site December 6th and 7th.

***Community Needs Assessments*** – CAP will begin the 2023 Community Needs Assessment process in early Spring with a projected completion date in June.

***Strategic Plan Update*** – current strategic plan 2017-2022

Strategic Plan, areas of identified needs:

* + 1. Employment – Labor market appears to be rebounding post COVID, yet all key industries struggle to fill open positions.
    2. Education - Four of the County' s school districts have graduation rates that are significantly lower than the county, state, and national average.
    3. Food Insecurity – Rising cost for everything, including food, continues. A significant number of people under the age of 18 have experienced food insecurity at some point during 2015 but are ineligible for State or Federal nutrition assistance.
    4. Housing - The affordability of housing and the availability of housing units continues. Rents have risen considerably and there are no affordable units available.
    5. Health & Wellness - Access and cost are the key obstacles for the families we serve.

The identified areas were discussed in detail, reflecting on the agencies efforts to address the needs.

The turnover rate for 2022 was presented for the Board’s review.

The unduplicated count of households and individuals served and a breakdown of the financial assistance families received:

***Demographics Oct. 1, 2021 – Sept. 30, 2022***

Unduplicated

1274 Households

2465 Individuals

653 children under the age of 18

666 adults over the age of 55

117 adults over the age of 75

***Financial Assistance – October 1, 2021 – September 30, 2022***

|  |  |
| --- | --- |
| Auto | $18,051.81 |
| Food/Clothing | $4,603.55 |
| Heating | $14,239.92 |
| Home/Appliances | $6,832.08 |
| Insurance | $3,148.80 |
| Medical | $10,992.50 |
| Miscellaneous | $7,495.34 |
| Rent/Mortgage | $205,443.23 |
| School | $9,695.23 |
| Utilities | $17,639.49 |
|  |  |
|  |  |
| Total | $298,141.95 |

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

**Motion to accept the 2023-2028 Strategic Plan.** The 2023-2028 Strategic Plan was presented to the Board of Directors prior to the meeting. Peter Idema made the motion to approve the 2023-2028 Strategic Plan. Paul Daubman seconded the motion. All were in favor and the motion was accepted.

**Motion to adjourn the board meeting**: Charlene Smart made the motion to adjourn the meeting at 3:48pm. Peter Idema seconded the motion. All were in favor and the motion carried.

**Next Meeting:**

**Date:** January 19, 2023

**Time:** 3:30pm

**Location:** Zoom online meeting

***Holiday Luncheon & Board of Directors Meeting Attendance:***

**Staff** **Board**

Ann Kiely Lynn Winkelbauer Charlene Smart

Ann Santos Mildred FleetPeter Idema

Annette Spada Pat Black Paul Daubman Sr.

Corrine Campbell Patty Lamoree

Elizabeth Spira Randy Magee

Irma Arce Robin Blue-Brown

James ValdezSamantha Riley

Jill Harlow Teresa Paino

JoAnn Hickman Yvonne Maloney

Joe Fletcher