

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

**Board of Directors Meeting**

**February 16, 2023**

**Location:** Zoom online meeting

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

**Attendees:** Charlene Smart, Joshua Stratton, Peter Idema, and John Penney.

**Excused:**  Dr. David Scott, Paul Daubman Sr., and Kathleen Vacca

**Absent:** None

**Quorum Present**: Yes

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

**Guest:** None

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

3:30 pm.

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

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

**CEO Financial Report: Teresa Paino**

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

**Finance Committee Minutes**

The minutes from the February 9th meeting were sent out via e-mail. There are two votes that are needed.

1. Approval of the additional wording to the finance policy.

**Motion to approve the additional wording to the finance policy**. Peter Idema made the motion to approve the additional wording to the finance policy. Charlene Smart seconded the motion. All were in favor and the motion carried.

1. Approval of the Dress for Success projected budget for 2023, which is required by DFS Worldwide.

**Motion to approve the Dress for Success projected budget for 2023, which is required by DFS Worldwide.** Charlene Smart made the motion to approve the Dress for Success projected budget for 2023. Peter Idema seconded the motion All were in favor and the motion carried.

**Committee Minutes**

**In Attendance:\_Pete Idema, Josh Stratton, Liz Spira & Teresa Paino**

**February 9, 2023**

**Funding Reductions/Increases/Impact**

* Foundation for Community Health grant for $50,000.
* Miles of Hope grant for $20,000.

**Regular Business**

* Completed preparation of CSBG Annual Program Report’s fiscal data.
* Reviewed and updated CAPDC Fiscal Policies & Procedures Manual – vote required

by Board of Directors.

* + Updated Fiscal positions.
	+ Added Poughkeepsie Admin petty cash fund.
	+ Added verbiage on accounting for leases.
* Continued review of time sheets and processing of payroll.
* Submitted RSVP semi-annual fiscal report.
* Continued preparation of audit documentation and wrap up of financial statements for March 6, 2023, audit date.
* Worked with EFPR Group to review Agency leases to comply with audit

requirements.

* Scheduled advertising of FEMA Phase 40 Dutchess County funds. Sent applications to all previously funded applications.
* Prepared CAPDC’s Phase 40 application.
* Coordinating FEMA Local Board meeting.
* Completed the Cost Allocation Plan update. Removed RSVP program from allocation

methodology.

* Assisted in coordinating furniture and equipment movers for Beacon site move.

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

**CEO Report: Elizabeth Spira**

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

* Annual Program Report – Due date extended to February 24 to accommodate the late release of a DOS database. Not required this year.
* CSBG regular Periodic Program Report (PPR) 1st quarter, Oct., Nov., Dec. 2022, was submitted.
* TRACS – have not received the results.

**PROGRAM updates**

***Family Development – Case Management and Emergency Resources***

* HEAP applications completed to date: 228 applications, combined regular and emergency, Nov. 1st – Feb. 15th.
* Emergency Fuel Depot – 140 HH served, 1400 gallons distributed ($6,000 + financial benefit to the community.
* Food Pantry – Poughkeepsie trends

***Dress for Success –***

* SOA – Standards of Accountability reporting due in February.

***WEATHERIZATION***

* Weatherization - 20 units completed.
* Multi-unit building – notified will not proceed with project as they do not have the funds at this time for the audit fee.
* Proceeding to work on other multi-unit projects.

***NEHI – Fee for Service Entity***

* HERR - 42 total, 28 completed, 4 awarded and 5 out for bid, 5 cancelled.

***HR –***

* Required policy implemented.

***Other***

* Selective Insurance Settlement

**Motion to approve the CEO report:** Peter Idema made the motion to approve the CEO report. Charlene Smart seconded the motion. All were in favor and the motion carried.

**Old Business:** None

**New Business:** Peter Idema inquired about the front door at 84 Cannon St., Poughkeepsie. The door appeared damaged and needs to be repainted. Elizabeth Spira stated that the new security swipe system was recently installed and may have damaged to door. Painting will be done in the spring when it is warmer.

**Motion to adjourn:** Peter Idema made the motion to adjourn at 3:51pm. Charlene Smart seconded the motion. All were in favor and the motion carried.

**Next Meeting**

**Date:** March 16, 2023

**Location**: Online Zoom meeting

**Time:** 3:30pm