

Community Action Partnership for Dutchess County, Inc.

Board of Directors Meeting October 20, 2022

**Location:** Zoom online meeting

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

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

**Excused:**  Dr. David Scott, Kathleen Vacca and Joshua Stratton

**Absent:** None

**Quorum Present**: Yes

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

**Guest:** Linda Eddy, EITC Director’s report

**Meeting called to order:** Charlene Smart, President, called the meeting to order at 3:33 pm.

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

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

**CEO Financial Report:** Charlene Smart

The Finance Report was emailed to all board members prior to meeting. There were no objections to the Financial Report. If there are any questions they will be sent to Teresa Paino or Peter Idema.

**Finance Committee Minutes**

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

**Date:** October 11, 2022

**Funding Reductions/Increases/Impact**

* HEAP/HERR increase of $7,325 – 10/22 to 9/23.
* AHEHP increase of $1,953 - 10/22 to 9/23.
* Addition of Cooling contract - $119,552 10/22 to 9/23.
* Return of WXA Advance/Admin - $18,170 (Advance) & $23,022 (Admin)

**Regular Business**

* Completed work on Putt Fore Action baskets.
* Transferred Weatherization budget from ESB to NYS website.
* Continued to work with NYS HCR staff to present Unaudited Financial Statements (Weatherization program). Balance paid to NYS for unspent advance funds and admin costs. Total - $41,192.
* Ordered school supplies (CARES grant) for 28 students.
* Ordered Hygiene products and gas cards for CSBG clients.
* Prepared CARES Unaudited Financial Statements for submission.
* Submitted Miles of Hope, Premier Cares and Von der Linden fund reports for third quarter of 2022.
* Submitted CSBG and CARES Finance & Program Attestation, Employment Utilization and Minority and Women-owned Business Enterprise reports for third quarter of 2022.
* Gathering data for MWBE vendors – fuel oil cost per gallon and snowplow services.
* Attended NYCON’s Camp Finance virtual conference on October 6th and 7th.
* Continued work on Paychex reports – and historical data.
* Initial 2023 budget work – assessment of current expenses.
* Preparing report on five-year plan of salary structure. Structure based on salary surveys with yearly cost of living increases.
* Prepared budget information for Thomas Thompson Trust refunding.
* Discussion about heating season & activity to date.
* Discussion about TTT program – funding & eligibility.
* Discussion about theft at 84 Cannon Street.

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

**Program Report:** Linda Eddy, EITC Director

The recruitment phase for the volunteers that participate in the tax preparation program is in progress.

* There are 10 plus tax sites that volunteers are needed for to do the tax preparations starting in February and going through April. The training for all the roles involved starts in November at the Zion Episcopal Church in Wappingers Fall.
* More volunteers are needed that want to assist but not be involved in the tax preparations. Such as:
* Client facilitators that work at the tax sites in an administrative capacity. They will be there to help make appointments during the heavy appointment time period, which is mid-January to mid-February through \*211.
* Help with making calls before peoples appointments to remind them and refresh them on the location and the time of their tax appointment.
* The members of the board were asked if they have a social media account(s) and would be willing to post a Tax Aide poster on it. The poster will be sent to the board member email to use on their social media account(s.) Other opportunities to promote this information is to see if they could put a poster up at their church or synagogue, community center, town hall, or offices.
* Attended an NY3 4–5-day training in Malta, NY done annually. On a state level, the tax volunteers will be trained on how to do a training for all the volunteers that are coming back on a local level to get them ready for the IRS tests that they must take.
* The challenges of COVID are behind us. There are no limitations on how we do taxes. We can have face to face with clients. We don't have to have them scan their documents as we have done in the past or leave their documents and return when completed. It will allow people who are not vaccinated to return as volunteer preparers too.
* Applied to the Community Foundation again for the second year in hopes of obtaining funding to secure a site at the Poughkeepsie Galleria.
* You do not need to be a senior or an AARP member to either receive service or volunteer, all ages are served.

**CEO Report: Elizabeth C. Spira**

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

**PROGRAM updates**

# Family Development – Case Management and Emergency Resources

Emergency Financial Assistance September ‘22

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| --- | --- |
| **September 2022 Summary:** | |
| Auto | $1,564.86 |
| Common Fees | $528.67 |
| Garbage | $74.70 |
| Heating | $1,672.49 |
| Hot Water Heater | $914.00 |
| Medical | $318.47 |
| Prescriptions | $370.00 |
| Mortgage/Rent | $33,851.00 |
| School Supplies | $354.40 |
| Telephone | $709.30 |
| Utilities | $2,909.14 |
| **Total** | **$43,267.03** |

# CASH/EITC – Linda Eddy, Program Director presented in person.

***Dress for Success –***

* Clothing Donations

Saturday’s 11AM-1PM by appointment - November 19th, and December 17th

* SIS Boot Camp – new session under way. 7 women are enrolled
* Two Styling on the Go events at DCRCOC Job Fair - 10/4/22 (5 women) and at SUNY New Paltz - 10/13/22 (32 women)

# AmeriCorps Seniors, RSVP –

* RSVP held a successful event on Friday, September 23rd recognizing their volunteers, as well as celebrating 50 years of service in Dutchess County. Seventy volunteers attended the event which was held at St. John’s Lutheran Church located on Wilbur Blvd., in Poughkeepsie. We had 7 carnival games, a scavenger hunt, an illusionist, Bee Bee the Clown and food by East Fishkill Provisions. Shop Rite donated a sheet cake, and we had numerous gift certificates and prizes that were donated. The $1,000 sponsor was Taconic Rehabilitation and Nursing (formerly Wingate)
* Raised $2,721 from our raffle ticket sales this summer and an additional $205 from the Office for the Aging 50/50 ticket sales at the East Fishkill Senior Picnic. Our raffle winner was Anna Sers.
* Meals on Wheels of Wappingers Falls is looking for a new location. The current location, the Lutheran Church, is closing and all programs there need to relocate or close; Meals on Wheels, thrift shop, and the free community dinner.
* RSVP’s quarterly newsletter, Volunteer Voice, will be mailed/emailed this week. This edition covers Oct-Dec. and will be featuring RSVP through the years.
* RSVP will be attending “Thriving in Rhinebeck” on Saturday, October 22nd. This event is a ***Showcase of Services and Resources for Older Adults*** being held **at Rhinebeck High School**. The organizations, ranging from health care / home services to cultural / educational resources, transportation services and an array of civic groups serving the community will be represented.

ANNOUNCEMENT: JoAnn Hickman, RSVP Director since May 2014, is retiring the end of the year!

* We will be looking into the RSVP program and how it interacts with the rest of the programs at the agency. We have $95,000 that is direct funding to the RSVP program and we have agency funding of around $94,000 to make the program whole.

# WEATHERIZATION

* Completed 9 units, 4 in progress.
* Two multi-unit buildings in process, walk thru at the Hudson River Housing project scheduled 10/20.

# NEHI – Fee for Service Entity

* HERR – 2022 contract, 86 total jobs, 77 completed, 5 awarded and 4 out for bids.
* HERR 2023 contract, 3 jobs, 1 completed and 2 out for bids.
* Empower – 17 active jobs

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

* CARES PPR submitted
* CSBG regular Periodic Program Report (PPR), to be submitted by the end of Oct.
* Preparing for TRACS, Dec.6 – 8, 2022
* Business Continuity Plan
* IT Disaster Preparedness
* Risk Assessment
* Tripartite Board Composition - Low-income sector – currently one vacancy. Elected Official – soon to be two vacancies.
* Mayor City of Poughkeepsie (definite)
* County Executive (presumed!)

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

**Old business**: None

**New business:** None

**Motion to adjourn:** Paul Daubman Sr. made the motion to adjourn at 4:12 pm. John Penney seconded the motion. All were in favor and the motion carried.

**Next Meeting Date:** November 17, 2022

**Location:** Online Zoom meeting, or in person at 84 Cannon Street, Poughkeepsie, NY

**Time:** 3:30pm