



Community Action Partnership for Dutchess County, Inc.

Board of Directors Meeting

June 18, 2026

Location: Zoom online meeting

CEO: Linda Haas Manley, Ph.D.

CFO: Teresa Paino

Attendees: Charlene Smart exited at 4:30 pm, Dennis Conn, John Penney, Bill Reuter, Sheba Abrahaim, Ondie James left at 4:40 pm, Katie Palmer-House entered at 4:00 pm, Dr. David Scott entered meeting at 4:07 pm

Excused: Supervisor, Robert McKeon, Joshua Stratton, Dylan Myoshi

Absent: None

Quorum Present: Yes

Agency Staff: Linda Haas Manley, Ph.D., Teresa Paino, and Jill Harlow (Exec. Administrative Assistant)

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

Roll Call: Jill Harlow conducted the roll call.

Consent Agenda:

May Minutes: The May minutes were distributed by e-mail prior to the meeting. John Penney made the motion to accept the May minutes. Charlene Smart seconded the motion. All were in favor and the motion carried.

Motion to approve the Finance Report: John Penney made the motion to approve the Finance Report. Dennis Conn seconded the motion. All were in favor and the motion carried

CFO Report: Teresa Paino

Finance Committee Minutes

**Finance Committee Members: Dennis Conn, Josh Stratton, Charlene Smart,
Linda Haas Manley & Teresa Paino**

Finance Committee Minutes

**Finance Committee Members: Dennis Conn, Josh Stratton, Linda
Haas Manley & Teresa Paino**

June 10, 2026

Funding Reductions/Increases/Impact

- Delays in WXA funding. Escalated issue to management.
- Notified of award for \$300,000 of WXA HEAP funds. These funds will be added to the current contract scheduled to end 9/26.

Regular Business

- The balance on the LOC is \$0. CAP did not access the LOC in May 2026.
- 2025 audit finalized. Twenty-one copies mailed – sent to all funders & banks.
- Continued review of CAPDC's fiscal policy for purposes of update.
- Reviewed CAPDC's retention policy. Assessed all current contracts and federal requirements. Met with IT CIO to discuss electronic storage of documents. CIO will prepare two options for document retention and present them within a week. Goal is to eliminate the need for off-site storage and to create permanent electronic records with redundant backup.
- Notified the EFSP (Emergency Food and Shelter Program) Local Board and Local Recipient Organizations of potential funding. CAPDC is Dutchess County's administrator. Requested updates of the contact information for the local board and most recently funded organizations. As administrator, CAP CFO gathers applications,

documents and organizes local board meetings to allocate funds.

- Formulated Account Clerk job description for the fiscal new hire. This staff person will train with the two current fiscal staff and CFO to learn all facets of the department. The position will be full time exempt.
- Provided information for the mortgage application with Ulster Savings Bank. USB has requested a letter of intent from the current Cottage Street tenant to show a commitment to occupy space in the future.
- Coordinated the purchase of a replacement vehicle for the total loss, 2025 Nissan Rogue. Purchased a new 2026 Nissan Rogue for staff use.
- Assisted with contracting of IT company to review CAPDC's website and to make it ADA compliant.
- Continued purchasing gift cards to begin the CSBG Discretionary grant. 45 Staples gift cards (\$100 each), 60 Speedway Fuel Only gift cards (\$50 each) and plan for 45 back-to-school clothes/shoes gift cards (Burlington, TJ Maxx or Marshall's, based on family choice) - \$200 each.
- Toured 36 Cottage Street building with board member Katie Palmer-House.
- Assisted with prep for volunteer recognition of thrift shop volunteers.
- Renewal of CAPDC cyber policy in progress.
- Discussed providing a letter of intent to the owner of the 36 Cottage Street property. This will aid in the Ulster Savings Bank mortgage application process by documenting the current tenant's intention to remain in the space. The document has been reviewed by CAPDC's attorney.

Governance Report: Katie Palmer-House, Chair of Governance Committee

Katie thanked Linda and her team for getting the Board portal up and running. She asked to post the board manual there and encouraged members to look at the draft board manual. In September, members will have a brief discussion and vote to approve it. The manual includes bylaws and information about CAPLAW and items that would be good for new board members and seasoned board members to know. Katie reminded the board that the governance's role is to provide resources to the board to do their due diligence in their activities and decisions. The board members agreed to review and discuss at September meeting.

Linda noted she sent out a resume to review for a new board member for the low-income sector, Zina Tabor. She has been volunteering with our food pantry in Dover for a while now. She worked in Westchester County Department of Social Services, human services, and other social justice positions. Possible member for the Governance Committee. Linda received COI and Low-Income participant signatures for Zina to serve.

Motion to approve new board member, Zina Tabor, for the low-income sector: Katie Palmer-House made the motion to approve Zina Tabor, for the low-income sector. Bill Reuter seconded the motion. All were in favor and the motion carried.

Motion to approve the Governance report: Dennis Conn made the motion to approve the Governance report. John Penney seconded the motion. All were in favor and the motion carried.

Program Report:
Discussion of new site for our annual fundraising event.

The *Putt Fore Action* event venue is no longer available. We have had many discussions on the Governance Committee, as well as our own staff, about how far we have taken Putt Fore Action, and we thought a new event would work better for us. It will be in the same spirit of Putt Fore Action in terms of the types of people that have come in the past, largely our vendors and supporters of the organization. **This year we are going to have a *Bowl for Action* event at Wappingers Spins Bowl on Friday, October 9th from 5:30 pm. to 8:00 pm.** There are 27 lanes at the Wappingers Spins Bowl, and we are allowed to use the entire facility for our evening. The cost per individual player is \$55, which includes two games for free with food and drinks. For people who sponsor at \$600 and above it will be a team of four to six players. We raised the cost a little bit this year, and we got rid of one sponsorship level that was \$250 and raised it to \$350. Fisch Solutions has agreed to be a Kingpin sponsor at \$5,000 this year. We will be sending the board some of our advertising for this event. The same kinds of activities to help raise money will include raffles of the themed baskets, a bingo game, and a 50-50 raffle. Linda Eddy and John Penney are working on the news release.

Motion to approve the Program Report: Bill Reuter made the motion to approve the Program Report. Katie Palmer-House seconded the motion. All were in favor and the motion carried.

Presidents Report:

Congratulations to Bill Reuter on his new position as a Judge for Wappingers.

77 Cannon St., Poughkeepsie, NY 12601
CEO Report
June 18, 2026
Submitted by: Linda A. Haas Manley, Ph.D.

I. Contract Deliverables:

- Regular HEAP Cooling Program closed June 5
- NYS Essential Plan open until 8/31 for very low income and extreme health conditions only. CEO in discussion with county about DC Cooling Program
- State Budget passed and Weatherization funded via Sustainable Future Program vs. 10% federal LIHEAP funds; \$40 million to NYS and will be administered through NYSEDA. Waiting on details of allocation and implementation. NYSCAA and NYSWDA are advocating for next year's budget as well.
- Additional HEAP funding awarded in May - \$300,000 - contract amendment sent today.
- CSBG – expect 4th quarter funds to be released; David Bradley reports positive news so far for next year's funding but very early in the process right now
- NYS DOS Division of Community Services – Discretionary Fund of \$40,000
- Office for Aging Evaluation (Beacon Meals and Transport Programs) went well. No findings.

II. CSBG Board Member COI Forms Needed (separate email reminder will be sent to all Board members). Board members need to complete every year.

III. Fundraising Events:

- **Shopping For A Cause**, June 11-12 and 19-20, Noon-5 p.m., former Dress Barn on Route 9 in Town of Poughkeepsie. Cash only. Low prices on women's attire
- **Thrift Shop Sale**, Sat., June 19, 9 a.m.-3 p.m., 3414 Route 22, Dover Plains, to prepare for moving shop to other side of building – Shop and Agency are NOT closed!
- **Bowl For Action**, Fri., Oct. 9, 5:30 p.m.- 8 p.m., Spins Bowl (27 lanes), 1667 Route 9, Wappingers Falls, \$55/player for 2 games, food and drinks. Several sponsorship levels (\$600 and above) include team of 4-6 players. King Pin Sponsors: Fisch Solutions and possibly Ulster Savings Bank; Fisch helping w/website advertising.

IV. Community Needs Assessment and Strategic Plan Process Update

V. Grant Updates:

- Awarded J.M. MacDonald grant for Dover building repairs (\$10,000)
- Applying for additional grants and waiting on decisions (chart on Board Portal)

VI. Program Updates:

- **Dress For Success** – clothing donation date is June 27 in Wappingers Falls
- Appointments are scheduled 11 a.m.- 1 p.m. Call 845-452-5104 Ext. 144 or email dutchesscounty@dressforsuccess.org for appointment w Robin Blue-Brown.
- GoEngage Database configuration happening now – new system for collecting data
- Waiting on United Way and other private grantors for rent/utilities financial services
Awarded:
Requested from United Way:
 - DFS \$5,000
 - Crisis Case Management \$15,000
 - Tax \$38,000 / 211 \$36,000
 - CAP \$58,000 total
- Several community presentations attended: ITAP in Poughkeepsie (court-ordered population); Senior Living Expo in Wappingers Falls; United Way Elevate Board Member of Center for Compassion – interested in partnering on Rural Health grant and tele-health; asked about maternal and OB/GYN care as well (Dover/Eastern Dutchess) – NYSCAA also exploring options for a different grant than what Sharon Hospital and Northwell received.

VII. Human Resources:

- Performance Evaluation Process – working with Paychex to develop training and implement this year; Manager Training June 23
- All Staff Safety Training – Fire Safety and Personal Safety – June 17. Went very well!
- Linda HM attended NY Leadership and Community Engagement Conference in Ithaca, NY on Oct. 8
- Linda HM to attend NYSCAA Conference Sept. 15-19 in Niagara Falls, NY
- Linda HM to attend Executive Director (NYCON) Conference (via scholarship with Community Foundations/Dyson) August 19-22 in Latham, NY
- Three Employee Handbook policies to vote on in New Business

VIII. Weatherization Updates as of 6/11/26:

- **EMPOWER** – 6 active projects; 2 complete; 1 audited; 2 ready for audit; 2 unresponsive
- **HERR** – 19 referrals; 2 denied; 2 open; 13 complete
- **COOLING** – 158 referrals; 138 completed, 5 scheduled; 7 cancelled
- **Weatherization** – Waiting on instructions for additional \$300,000 HEAP funds; Current HEAP contract is complete; Current IJJA/BIL contract is complete: DOE budget may be getting an extension (we have projects in-progress to complete). Waiting to hear on next IJJA/BIL contracts (NYC to complete projects to reach 30% production).

IX. Board of Directors Portal:

- The Board Portal is now on the CAPDC's website. This is a closed site on our website, so only our board members can access it when signed in. The portal will contain informational materials for the board such as documents to review, bylaws, strategic plan, conflict of interest form, helpful links, etc.
- <https://www.dutchesscap.org/portal/>
Username and Password – Linda to share in meeting

X. 36 Cottage Street – Discussion in Old Business

Next Meeting: **NOTE CHANGE due to conference conflict**
Thurs., Sept. 24, 3:30 p.m.

Motion to approve the CEO Report: Bill Reuter made the motion to approve the CEO Report. John Penney seconded the motion. All were in favor and the motion carried.

Meeting moved to Executive Session for CEO evaluation review at 4:08 pm.

Regular meeting resumed at 4:23 pm.

New Business:
Employee Handbook Policies

Custom Policy – Agency Vehicles

Current:

4.1 Agency Vehicles

Operators of agency vehicles are responsible for the safe operation and cleanliness of the vehicle.

Accidents involving an agency vehicle must be reported to your supervisor immediately.

Employees are responsible for any moving and parking violations and fines that may result when operating an agency vehicle.

Agency vehicles are to be operated by authorized personnel only. Agency vehicles may only be used for job-related travel.

Smoking, including use of e-cigarettes, is prohibited in agency vehicles.

The use of seat belts is mandatory for operators and passengers of agency vehicles.

Employees are encouraged to take appropriate safety precautions when using their cellular telephone. The use of cellular telephones, including texting, while driving is prohibited. Employees are expected to comply with applicable state laws, including the use of cellular telephones.

Proposed:

4.1 Agency Vehicles

Operators of agency vehicles are responsible for the safe operation and cleanliness of the vehicle.

No sharp objects of any kind are allowed in any of the agency's soft interior vehicles. If needed, CAPDC will make alternate arrangements to move such items, with approval from the CEO.

Accidents involving an agency vehicle must be reported to your supervisor immediately.

Employees are responsible for any moving violations, including speeding, parking violations, and all related fines incurred while operating an agency vehicle. Employees may also be subject to disciplinary action, up to and including termination of employment.

Agency vehicles are to be operated by authorized personnel only. Agency vehicles may only be used for job-related travel.

Smoking, including use of e-cigarettes, is prohibited in agency vehicles.

The use of seat belts is mandatory for operators and passengers of agency vehicles.

Employees are encouraged to take appropriate safety precautions when using their cellular telephone. The use of cellular telephones, including texting, while driving is prohibited. Employees are expected to comply with applicable state laws, including the use of cellular telephones

Custom – Paid Time Off (PTO)

Current:

7.13 Paid Time Off (PTO)

Full-time and part-time employees are eligible for paid time off (PTO). Full-Time and Part-time employees receive paid PTO time in proportion to the number of hours they normally are scheduled to work. PTO can be used as vacation time, sick time or to take care of personal matters. PTO can be taken in blocks of one half hour, one hour, half day or full day. Eligible employees must exhaust all PTO time before unpaid time-off can be requested and/or approved.

PTO for Non-Exempt employees is calculated according to the calendar year as follows:

Upon completion of your orientation period, you shall be entitled to ten days of PTO annually.

This may be prorated based upon when in the calendar year your introductory period ends.

- After 1 full calendar year, you shall be entitled to twenty days of PTO annually.
- After 5 full calendar years, you shall be entitled to twenty-five days of PTO annually.
- After 10 full calendar years, and each year thereafter, you shall be entitled to thirty days of PTO annually.

PTO for Exempt employees is calculated according to the calendar year as follows:

Upon completion of your orientation period, you shall be entitled to fifteen days of PTO annually.

This may be prorated based upon when in the calendar year your introductory period ends.

- After 1 full calendar year, you shall be entitled to twenty-five days of PTO annually.
- After 5 full calendar years, you shall be entitled to thirty days of PTO annually.
- After 10 full calendar years, and each year thereafter, you shall be entitled to thirty-five days of PTO annually.

Exempt employees will receive sick pay in compliance with state and federal wage and hour laws.

Submit PTO requests in writing via payroll database at least (24) twenty-four hours in advance to your Supervisor/Human Resources. All PTO requests must be approved by your supervisor as well as Human Resources. PTO requests of (2) two weeks or more will also need approval from the CEO. When possible, PTO requests are granted, taking into account operating requirements. Length of employment may determine priority in scheduling PTO times.

Ten days of PTO can be carried over from one year to the next.

Eligible employees who provide at least 2 weeks' advance notice of their resignation will be paid a prorated amount for accrued but unused PTO up to a maximum of 10 days, unless state law dictates otherwise. This prorated amount is based on the number of days worked in the current calendar year. If you are involuntarily terminated, no payment of unused accrued Paid Time-Off will occur.

All other employees will not be paid for accrued but unused PTO upon termination.

Unscheduled/Unplanned Absence – an unscheduled or unplanned absence is a regularly scheduled workday, on which an employee did not attend work or missed some definable portion of the workday without providing prior notice of at least 24 hours and receiving approval for the time off.

Absences are calculated in hours for non-exempt employees and in days for exempt employees. Employees who do not provide their supervisor or manager with appropriate advance notice of the need to use PTO will be considered to have incurred an unplanned absence, regardless of whether the time is approved and/or paid. Employees who incur more than 6 incidences of

unplanned absences in a calendar year may be subject to corrective action, up to and including termination of employment.

Incidences – An absence of one or more days due to the same illness, injury or other incident will be counted as incidences for the purpose of this policy. Unscheduled absences of up to two days will be counted as one incidence. Unscheduled absences of 3-5 days will be a second incidence. Unscheduled absences of 6-8 days would be a third incidence and more than 8 will be counted as 4 incidences.

Proposed:

7.13 Paid Time Off (PTO)

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- After 5 full calendar years, you shall be entitled to twenty-five days of PTO annually.
- After 10 full calendar years, and each year thereafter, you shall be entitled to thirty days of PTO annually.

PTO for Exempt employees is calculated according to the calendar year as follows:

Upon completion of your orientation period, you shall be entitled to fifteen days of PTO annually.

This may be prorated based upon when in the calendar year your introductory period ends.

- **Upon completion of 1 full year of employment, on your work anniversary date, you will receive additional PTO, prorated based on when in the calendar year your anniversary date falls, per the schedule below.**
- After 1 full calendar year, you shall be entitled to twenty-five days of PTO annually.
- After 5 full calendar years, you shall be entitled to thirty days of PTO annually.
- After 10 full calendar years, and each year thereafter, you shall be entitled to thirty-five days of PTO annually.

Exempt employees will receive sick pay in compliance with state and federal wage and hour laws.

Submit PTO requests in writing via payroll database at least (24) twenty-four hours in advance to your Supervisor/Human Resources. All PTO requests must be approved by your supervisor as well as Human Resources. PTO requests of (2) two weeks or more will also need approval from the CEO. When possible, PTO requests are granted, taking into account operating requirements. Length of employment may determine priority in scheduling PTO times.

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Incidences – An absence of one or more days due to the same illness, injury or other incident will be counted as incidences for the purpose of this policy. Unscheduled absences of up to two days will be counted as one incidence. Unscheduled absences of 3-5 days will be a second incidence. Unscheduled absences of 6-8 days would be a third incidence and more than 8 will be counted as 4 incidences.

Motion to approve the new handbook policies: John Penney made a motion to approve the new handbook policies. Bill Reuter seconded the motion. All were in favor and the motion carried.

- Agency Vehicles Policy
- Custom Paid Time Off (PTO) Policy

Old Business:

Update on the 36 Cottage Street purchase and sale of the Cannon Street buildings. Teresa sent to the board a list of the cost comparisons for our current buildings and what it would be like if we moved to this new building. If we stay in our current place of business, it costs us \$96,664 a year. This is what the total cost paid in 2025 was. If we moved, it would be \$52,975, including rental income if owned by CAPDC. The cost comparison is for the insurance, garbage, electric, security, elevator, snow, water, sewer, parking, mortgage, taxes, et cetera, and rent. We have applied to both Ulster Savings and M&T Bank to see if they are able to support us. Their biggest concern was the rental back. A Letter of Intent (LOI) was sent out to the seller to let them know we were serious about buying the building. This is not a binding contract, but it's a letter of intent that shows what we are thinking of in terms of buying the property and renting back from the tenant. Everything that we have received so far from the realtor as well as the seller is that the tenant would be able to rent at a rate that's at least at what we sent to review or possibly more. We would be able to cover the mortgage with that. Today, we also received an additional offer from the seller to finance us directly. That was an interesting proposition. They might be able to help us, and by the seller financing us, there would be less risk of us having to wait on a contingency sale of our own buildings, but there is also a higher interest we would have to pay to take that option. We would prefer to go through a bank like we originally planned. We are waiting for the tenant to give us a more solid confirmation of a five year stay there and a commitment to rent back so that the banks that have been working with us can see that is the last piece of information they are asking to get from us to make their final decision about whether or not to finance us for the purchase. We would take up half the building and the cleaning company that is there now would be taking up the other half for five years or longer. Our realtor has talked to us about putting our buildings on the market to see if we can get even more than what the first two letters of intent people gave us. The highest bid so far in terms of the LOI has been \$850,000 for the two buildings.

Motion for the board to authorize the placement of 77, 84, 82 (parking lot) Cannon St. properties on the market for a minimum of \$850,000 and will list them for a period of up to six months. Dennis Conn made the motion to accept the authorization to put the Cannon Street buildings on the market. Bill Reuter seconded the motion. All were in favor and the motion carried.

Attendees: Dennis Conn, John Penney, Bill Reuter, Sheba Abraham, Katie Palmer-House, and Dr. David Scott

Excused: Charlene Smart, Supervisor, Robert McKeon, Joshua Stratton, Dylan Myoshi

Motion to authorize the CEO of CAPDC to execute the Letter of Intent (LOI) with our realtor, Berkshire Hathaway for the purchase of 36 Cottage St., Poughkeepsie property. Katie Palmer-House made the motion to accept the authorization for the CEO of CAPDC to execute the Letter of Intent with Berkshire Hathaway realtor for the purchase of 36 Cottage St., Poughkeepsie. John Penney seconded the motion. All were in favor and the motion carried.

Motion to adjourn meeting at 5:05 pm: John Penney made the motion to adjourn the meeting. Bill Reuter seconded the motion. All were in favor and the motion carried.

Next Meeting

Date: September 24, 2026

Location: Online Zoom meeting

Time: 3:30pm