

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

**Board of Directors Meeting**

**April 20, 2023**

**Location:** Zoom online meeting

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

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

and John Penney,

**Excused:** Dr. David Scott 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

3:35 pm.

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

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

**CFO Financial Report:** Teresa Paino

The Finance Report was emailed to all board members prior to meeting. There were no objections to the CEO Financial Report that were brought up by any of the board members.

**Finance Committee Minutes**

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

**April 11, 2023**

 **Funding Reductions/Increases/Impact**

* Awarded Weatherization BIL Stimulus funds for contract period 4/1/23 to 9/30/27. Year one contract period 4/1/23 to 3/31/24 award: $493,355.50.

 **Regular Business**

* Provided documentation to auditors, as requested.
* Completed and submitted CSBG 2023 Quarter One Fiscal Attestation, Employee Utilization and MWBE report.
* Completed and submitted Miles of Hope, VonderLinden and Premier Cares Quarter One reports to funders.
* Provided documentation for Agency insurance renewal.
* Sent updated liability and disability certificates to funders.
* Reviewed County Audit draft and provided CEO with comments for response.
* Completed Weatherization budget modification to add three additional months to the contract. New contract for 4/1/22 to 6/30/23.
* Provided documentation to EFPR Group to extend 2022 NYS IT-204LL and form 1120 tax returns.
* Registered for NYS Department of State Database Training for April 25, 2023.
* Terminated RSVP Volunteer insurance policy as of 7/1/2023.
* Approached Dutchess County Finance regarding outstanding payments for contract vouchers. Provided clarification.

**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 – reviewed with contract analyst
* TRACS – “in the pipeline”

**PROGRAM updates**

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

* Emergency HEAP extended to April 30th. Applications completed to date: 302
* Emergency Fuel Depot – 177 HH served.
* Dyson Fuel Fund & NYSCAA Fuel Fund –balances remaining in both funds. NYSCAA fund must be spent by May 31st.
* Foundation for Community Health – March expenditures, $5,744.00

***Dress for Success –***

* Women Served: 87
* Women Hired: 9
* Suiting’s: 82
	+ Interview: 73
	+ Employment: 9
* Career Center
	+ Career Center Clients: 3
	+ Career Center Appointments: 6
	+ Career Center Appt. Types: Resume, Coaching
* SIS Program
	+ Lunch & Learn Workshops: 3
	+ SIS Program Participants: 8
	+ SIS Program Service Units: 16

***EITC/CASH Coalition***

* Total Appointments – 2/1/23 to 3/31/23, 2713
* 1465 Dutchess
* 1170 Orange
* 78 Putnam

***WEATHERIZATION***

* Weatherization – 20 units submitted to date.
* Substantial inventory of accepted apps and audits.
* Difficulty obtaining materials, specifically windows.
* Budget included funding for a vehicle. Difficulty finding option acceptable to DOE that can be delivered by June 30th.

***BIL – Bipartisan Infrastructure Law***

* Meeting scheduled for May 4th to review the contract roll-out.

***NEHI – Fee for Service Entity***

* HERR – 57 jobs, 5 denied or withdrawn by client, 46 complete, 6 in process.
* Preparing to begin cooling season, providing ACs for HEAP eligible clients. Vulnerable populations, under 6 or over 60, are not required to provide a Dr.’s note. All others must provide.

***HR –***

* Hiring Family Resource Coordinator, FT, for Poughkeepsie
* Yvonne Maloney reducing hours to PT, Red Hook, M-W-F.

***Other***

* Ribbon Cutting Beacon – May 11th, 12pm – 1pm
* Tax program volunteer wrap up –
* Pizza party for Beacon volunteers and JoAnn – TBD

**Motion to approve the CEO report:** Joshua Stratton made the motion to approve the CEO report. Paul Daubman Sr. seconded the motion. All were in favor and the motion carried.

**New Business:** None

**Old Business:** None

**Motion to adjourn**. Peter Idema made the motion to adjourn at 3:51 pm. Paul Daubman Sr. second the motion. All were in favor and the motion carried.

**Next Meeting**

**Date:** May 18, 2023

**Location**: Online Zoom meeting

**Time:** 3:30pm