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

**Board of Directors Meeting**

**June 16, 2022**

**Location:** Zoom online meeting

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

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

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

**Absent:** None

**Quorum Present**: Yes

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

**Guest:** None

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

3:42 pm.

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

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

**CEO 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, Charlene Smart, Josh Stratton,**

**Liz Spira & Teresa Paino**

**June 8, 2022 – noon**

**Funding Reductions/Increases/Impact**

**Regular Business**

* Completed budget for Weatherization April 1, 2022, to March 31, 2023.
* Provided EFPR Group with information to file tax returns.
* Mailed audit final copies to funders and vendors.
* Confirmed receipt of documentation by Dutchess County Comptroller’s Office. No further requests currently.
* Submitted documents to extend tax returns.
* Assisted with purchases for RSVP Recognition Event – September 23, 2022.
* Continued work on Putt Fore Action Event – September 30, 2022.
* Completed 2023 budget estimates for Dutchess County’s Beacon Meals and Transportation and Local Share contracts.
* Reviewed CARES expenditures – purchased items that were budgeted and worked with fiscal staff to coordinate spending for final four months.
* Reviewed documentation provided by Friends of Seniors.
* Updated insurance allocations.
* Continued to work with Local Recipient Organizations to correct issues with FEMA reports. One remaining LRO has not been cleared.
* Updated and renewed RSVP Volunteer Insurance policy.
* Continued cleanup of fiscal files. Permanent files transferred to plastic boxes and moved to the basement of 77 Cannon Street.

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

**Executive Session:**

Executive session began at 3:44pm. CAPDCstaff members removed themselves from the meeting. At 3:53pm CAPDC staff members returned and resumed regular board meeting.

**CEO Report:** Elizabeth C. Spira

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

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

* Received CSBG contract amendment package, negligible increase.

**PROGRAM updates**

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

* Baby formula available at all CAP sites. Parents reluctant to change brands. Continue to reach out to other service organizations to connect with those in need.
* Financial Assistance provided during May

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***Dress for Success –***

* May Suiting’s - 10

Interview - 6

Employment - 4

* Career Center Appointments - 3
* SFAC Sale-August dates TBD, received approval to host the event in the former Sleepy’s location
* Programs - Spring SIS Boot Camp (5/11-5/25) ended early due to low attendance, two participants continuing career development via Career Center appointments.
* Grace Smith House - Thursday, June 9th 11AM-1:30PM, conducted “Styling on the Go” to engage clients in single session “Career Goal Setting” and lunch (funded by Adams), 9 women served and styled.
* Upcoming event promoted by DFS Worldwide, DFS Virtual Power Walk-August 27th - 28th
* Continue to struggle with Referral Partner engagement, many factors to include change in their staffing structure.

***AmeriCorps Seniors, RSVP –***

* Date for the RSVP Recognition Event is Friday, September 23.  Sponsorship request letters are being finalized this week.
* Working on the Fall Newsletter which has a publication date of mid-July.
* RSVP is attending many of the Office for the Aging picnics.  They are held on Wednesdays throughout the summer.  If anyone is interested in attending and helping at RSVP’s/CAP table, please let me know.   There was a good turnout at the Rhinebeck picnic, and we will be at the Hyde Park picnic on June 22nd.   If you are interested in volunteering, approximately 2 hours of your time from 11:00 am – 1:00 pm is all that is needed.
* Ticket sales have been averaging $250/picnic.  It is an easy sale so please let me know if you would like a small stack to sell. Tickets are 3/$5 and includes a picnic basket with all the wares, $100 worth of lottery tickets, bottle of wine and more!  All for $5!
* RSVP of Dutchess County will be hosting the Mid-Hudson Consortium meeting in August.  This is a group of AmeriCorps Directors hailing from Westchester, Long Island, Greene, Sullivan and Rockland and Ulster County.  We meet to discuss various program concerns, issues and share ideas.

***WEATHERIZATION***

* Weatherization – 4 units in progress, potential for 2 more to close out the extension 2021 contract
* 2022 contract, completing applications for multi with Hudson River Housing.
* 2022 funding – began Apr. 1, 2022, $829,430,

***NEHI – Fee for Service Entity***

* HERR – 74, 8 out for bid and 1 for pre inspection
* Cooling – 172 referrals, 145 installed.
* Empower – 18 in process

**Other**

* Dover construction project – still only have 1 quote for the jobs, in discussion with DC Dept of Planning on how to proceed.

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

Elizabeth C. Spira, CEO, discussed with the board that the new Beacon site landlord had reached out to us to discuss what our new lease will be when our current lease is up. The landlord stated the current square footage rate in Beacon is $30 a square foot. We currently are paying $13 per square footage. We will be reaching out to the town board or city board in Beacon to see if they have thoughts on how to keep Community Action in Beacon. In the next two months we will be doing a demographics survey for the Beacon southern Dutchess area to see where the current population growth is in the Beacon area.

Elizabeth C. Spira, CEO, discussed with the board that one of our staff members will need to be out for a while for a family emergency, unpaid. We do not currently have a policy that covers this. Our HR Director, Corrine Campbell, found a policy that we could use on our Paychex’s website. She then amended it to fit a new policy for this occurrence.

The new unpaid leave policy was emailed to all board members prior to meeting. Paul Daubman Sr. stated, “It was very fair and very complete and exactly gives you adequate control.” All board members agreed.

**Motion to approve new unpaid leave policy**. Charlene Smart made the motion to approve the new unpaid leave policy. Paul Daubman Sr. seconded the motion. All were in favor and the motion carried.

**Old business**: None

**New business:** None

**Motion to adjourn**: Peter Idema made the motion to adjourn at 4:15pm. Charlene Smart seconded the motion. All were in favor and the motion carried.

**Next Meeting**

**Date:** September 15, 2022

**Location:** Online Zoom meeting

**Time**: 3:30pm