



**Community Action Partnership for Dutchess County, Inc.
Board Meeting Minutes, October 17, 2019**

Location: 84 Cannon Street, Poughkeepsie, NY 12601

CEO: Elizabeth C. Spira

CFO: Teresa Paino

Attendees: Charlene Smart, Susan Pagones Paul Daubman Sr. and Josh Stratton

Conference Call: Peter Idema, Eleanore Pitcher

Excused: John Penney and Kathleen Vacca

Absent: Dr. David Scott

Quorum Present: Yes

Agency Staff: Elizabeth C. Spira, Teresa Paino & Laurie Kelsey (Administrative Assistant)

Guests: N/A

Meeting called to order: Charlene Smart called the meeting to order at 3:40 pm.

Roll Call: Laurie Kelsey conducted the roll call.

Correspondence: None at this time

Approval of September 2019 Minutes: The September meeting minutes were distributed to the BOD by email prior to the meeting. Copies were also provided at the meeting.

Motion to approve the September meeting minutes: Charlene Smart made the motion to accept September's meeting minutes. Susan Pagones seconded the motion. All were in favor of approving the minutes and the motion carried.

Finance Report: Teresa Paino, CFO

Funding Reductions/Increases/Impact

None at this time.

Regular Business

- Continued with assistance to implement CSBG computer/server purchases. All new computers have been installed, and a few minor issues are being addressed. The server "cut-overs" will take place 10/9 (after hours) and 10/14 (when the Agency is closed for Columbus Day).

- Attended the NYSCAA RPIC Conference in Binghamton, NY in mid-September.
- Attended the mandated NYS Sexual Harassment webinar.
- Prepared management/staff update on the Uniform Guidance.
- Hosted FEMA Local Board meeting and sent minutes to all participants.
- Prepared quarterly Community Foundation reports (Miles of Hope, Premier Cares, etc.)
- Prepared CSBG quarterly MWBE, employee utilization, and Fiscal attestation reports.
- Continued preparation for CSBG TRACS review scheduled for 12/17/19-12/19/19.
- Scheduled NYS Insurance Fund annual audit for Friday, December 13, 2019.
- Scheduled independent audit for the week of March 3, 2020.
- Review of current vehicle inventory with Elizabeth Spira.
 - o Discussed potential for an upgrade of Beacon van to better suit client transportation program. Possibility of trade in on more program suitable van. Vote to obtain quotes/purchase based on trade-in.
 - o Discussed purchase of new SUV vehicle for Poughkeepsie site use. Option to trade in current 2006 Toyota Highlander. Vote to obtain quotes/purchase of new vehicle.
- Update of Fiscal Policies and Procedures Manual:
 - o Establish an internal control policy regarding check signatures. To add: A facsimile signature may be used on checks up to \$24,999.99. Checks written for \$25,000 or more must contain the manual signature of CEO & Board President (account signers).
 - o update procurement standards to reflect Uniform Guidance 2019 Compliance Supplement. (Allow purchases within these guidelines)
 - o update the travel policy regarding food advance/allowance. (Use OGS website and cost of three meals by location of conference/event)
 - o add that staff may elect in writing not to receive a hard copy of each pay stub. (access provided on Paychex HROnline)

Motion: Peter Idema made the motion to get approval for the potential upgrade of Beacon van to better suit the client transportation program, possibility of trade-in on a more program suitable van Charlene seconded the motion. All were in favor and the motion carried.

Motion: Peter Idema made the motion to obtain quotes/purchase of new SUV vehicles for Poughkeepsie site use. Option to trade in current 2006 Toyota Highlander. Charlene Smart seconded the motion. All were in favor, and the motion carried.

Motion: Peter Idema made the motion to approve the update to the Fiscal Policies and Procedures Manual. Susan Pagones seconded the motion. All were in favor, and the motion carried.

Motion to accept the Finance Report: Peter Idema made the motion to accept the Finance Report. Josh Stratton seconded the motion. All were in favor, and the motion carried.

President Report: None currently.

CEO Report: Elizabeth C. Spira

DOS OCS – Department of State, Office of Community Service

- Board Membership – in compliance
- TRACS – conducted on-site, scheduled for December 17, 2019 through December 19, 2019.
- Risk Assessment – conducted an online assessment on National Community Action web page.
- Community Needs Assessment – NYSCAA to assist CAPDC.

PROGRAM REPORTS:

EITC

- Volunteers Needed! (AARP – Tax-Aide Flyer was handed out)
- Requesting suggestions on potential outreach venues
- Like and share CASH Coalition web page

RSVP, Retired Senior Volunteer Program

- May 14, 2020 is the date for our Annual Volunteer Recognition Breakfast.
- Thriving in Rhinebeck – November 2nd
- Total number of active stations, July – Sept., is 34, one new Catholic Charities
- Total number of volunteers providing hours, 321.
- Three new volunteers registered in August.

Dress for Success

- Suiting(s) in September: Interview 26, Employment Suiting(s) 6, YTD 157, last YTD 201
- Programs
Modified Fall SIS Boot Camp – 10/9-10/30. Walter Hoving Home (new principal, low enrollment-currently at 50% capacity) unable to send participants for October.
JPMorgan Chase Bank Resume Boot Camp/ Boutique Volunteer Project (w/ \$4K Grant) - Wednesday, 10/16 3 Volunteers, 3 Women served
BOSS Club – Meet Up Saturday, October 19th **Money Moves** featuring Jean Riordan from TEGFCU
- Previous Events
Styling on the Go at the DCRSOC Work Local First Job Fair, 9/18 – 12 Women served
Styling on the Go at the HVHW Career Fair at Anthony's Pier 9 - 14 Women served
- Upcoming Events
Fall Shopping for a Cause Sale, Veteran's Day Weekend 11/8-11/11 at 2572-B South Rd., Poughkeepsie, NY
- Volunteers
Fall Semester Intern from DCC - Destiney Kearney

Family Development

- New Community Partner in Dover Plains. Organic Z Farms. They have donated fresh produce and meats to the food pantry in Dover and are hosting a Free Cooking Class at the Dover Office on November 5th at 11:00 am.

- Kings Apartments (Senior Housing Complex in Pawling) EMPOWER & HEAP Outreach Next Monday the 21st
- Radio Interview Monday 21st at 5:30 pm on WPWL
- HEAP applications – begin processing Nov. 12th
- Fuel Depots prepared to begin dispensing as needed at the beginning of HEAP

Weatherization

- Tubman Terrace: 3 buildings completed, 5 in progress.
- Empower: 21 applications in progress
- HERR: production continues under the 2019 contract. New production schedule to begin with 2020 HEAP agreement, Nov. 12th

Human Resources

- Continuing to post for temp position for Beacon location.
- Open caseworker position in Dover.

Legal

- No legal issues currently.

Other

- Advised Eric Anderson, Urban Green, Mayor Rob Rolison, Ron Hicks, DC Economic Dev., and City of Poughkeepsie Planning Board of the agency's withdrawal from the proposed 23 Academy/77 Cannon St. project.
- Ulster Saving LOC, line of credit, the application is in process. Appraisal has been completed on the Dover property. We have not received a copy.
- Sale of 80 Cannon Street is proceeding with a proposed closing date of Dec. 16, 2019
- Alternate sites for DFS Boutique are being explored

Motion: Josh Stratton made the motion to approve the CEO's report. Peter Idema seconded the motion. All were in favor and the motion carried.

Old Business: N/A

New Business:

- Charlene inquired about training for Tax-Aide volunteers and CEO provided a background of the process.

Motion to Adjourn: Pete Idema made the motion to adjourn at 4:06 pm. Susan Pagones seconded the motion. All were in favor, and the motion carried.

Next Meeting:

Date: November 21, 2019

Location: 84 Cannon Street, Poughkeepsie, NY 12601

Time: 3:30pm