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).

BOD Meeting October 17, 2019
- 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.
  - 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.
  - 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:
  - 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).
  - Update procurement standards to reflect Uniform Guidance 2019 Compliance Supplement. (Allow purchases within these guidelines)
  - Update the travel policy regarding food advance/allowance. (Use OGS website and cost of three meals by location of conference/event)
  - Add that staff may elect in writing not to receive a hard copy of each pay stub. (access provided on Paychex HR Online)

**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 DCRCOC 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:** 3:30 pm