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

**Board of Directors Meeting**

**September 15, 2022**

**Location:** Zoom online meeting and in person at 84 Cannon St., Poughkeepsie, NY

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

**Attendees:** Charlene Smart (online)**,** Joshua Stratton (in person), Peter Idema (in person), John Penney (online), Paul Daubman Sr. (in person), Kathleen Vacca (online), andDr. David Scott (online)

**Excused:** None

**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

3:30 pm.

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

**Junes Minutes:** The June minutes were distributed by e-mail prior to meeting. Charlene Smart made the motion to accept the June minutes. Peter Idema 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 as well as reports from July and August. There were no objections to the CFO Financial Reports.

**Finance Committee Minutes**

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

**September 13, 2022**

**Funding Reductions/Increases/Impact**

**Regular Business**

* Continued work on Putt Fore Action raffle basket preparation – September 30, 2022. Twenty baskets to date.
* Reviewed CARES expenditures – coordinated spending for the final month.
* Continued to work with NYS HCR staff to present Unaudited Financial Statements (Weatherization program). A balance will be owed to NYS for unspent advance funds and may be owed for admin costs that have not been approved.
* Worked with NYS DOS staff to review minority and women owned vendors – and to adjust amounts required by CSBG grants.
* Ordered school supplies (CARES grant) for 26 students.
* Reconciled HVCU credit card – school supply purchases randomly charged.
* Continued work on Dutchess County RFP – HEAP, HERR, AHEHP and Cooling – budgets, staff information and documents for 2022-2023 and 2023-2024. Worked with fiscal staff to construct budgets to best benefit CAPDC’s overall financial position.
* Worked with fiscal staff to coordinate Towns and Villages letter for 2023.
* Assisted Director with ordering supplies for RSVP Recognition event.
* Gathered information for MWBE bidding process for CAPDC.

**Motion to approve the Finance Report:** Charlene Smart made the motion to approve the Finance Report and the July and August reports. John Penney seconded the motion. All were in favor and the motion carried.

**Peter Idema made the Motion to move the regular board meeting to Executive Session** at 3:33 pm. Charlene Smart, President seconded the motion. All were in favor and the motion carried.

Executive Session: Discussion of personnel/HR matter.

**Charlene Smart, President made the Motion to resume regular board meeting** at 4:24 pm. Pete Idema seconded the motion. All were in favor and the motion carried.

CAPDC staff members returned and resumed regular board meeting.

Charlene Smart, President, will meet with Elizabeth Spira, CEO, to address any action items from the Executive Session.

**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**

* Increase of $4,718 to the 2023 contract period, Oct.1 – Sept. 30, 2023
* Applied to existing personnel line.
* Periodic Program Report (PPR), reporting period July 1 – Sept. 30, 2022, will be due in October. Report on the quarter and the entire year.

**PROGRAM updates**

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

* FCR’s assisting with HEAP applications, as a result of early outreach conducted by DCDCFS.
* 2022-2023 HEAP season officially begins Nov. 1st.
* Health insurance open enrollment – insurance navigators who use CAP offices will increase their available times.
* Program Director is looking into solicitations to banks local to Red Hook for charity applications. Hoping to buy new winter coats for Free Market Day at Red Hook Comm. Center.
* Financial Assistance provided; separate sheet provided

***CASH/EITC –***

* Separate distribution of material.

***Dress for Success –***

* August Suitings - 4

Interview-3

Employment-1

* Career Center Appointments – 4

Three (3) unduplicated clients

* Programs

Fall SIS Boot Camp (10/20-11/30) held at the Poughkeepsie Courtyard

* Events

Shopping for a Cause Sale – Gross $4497 raised (August 5, 12, 13,19, 20, 26, 27). Net $2,983

DFS Virtual Power Walk-$75 raised (August 27th-28th) DFS WW $260K raised

Talbots Spring Campaign- $4,400 raised

DFS 25th Anniversary 9/15

* Upcoming Events

Styling on the Go DCRCOC (October 4th)

Styling on the Go SUNY New Paltz (October 13th)

New Hope Manor Lunch, Learn and Style Event- 9/26 (Unconfirmed)

* Clothing Donations Resume
* Saturday’s 11AM-1PM by appointment-September 17th, October 15th, November 19th, and December 17th

***AmeriCorps Seniors, RSVP –***

* RSVP is hosting a Volunteer Appreciation Carnival on Friday, September 23 at St. John’s Lutheran Church on Wilbur Blvd from 12:30 pm to 3:30pm.  If you are interested in attending, please call RSVP at 452-5104 x 101 0r 114 to make your reservation.
* 243 volunteers served 21,516 hours which equates to a value wage of $614,068.
* RSVP has a new part-time transportation driver for the Beacon Transportation Program.  A few new clients have joined the program.   They have the option of going to the OFA Friendship Center in Beacon and/or shopping on Wednesdays to Walmart or Shop Rite.
* RSVP attended the Dutchess County Office for the Aging Senior Picnics this summer.  We gave out a lot of information on CAP DC and all the programs.
* This year RSVP changed up our fundraising strategy and rather than giving away money, we are raffling a picnic basket filled with picnic items (plates, cups, wine, wine glasses, deck of RSVP cards and $100 worth of scratch off tickets). Tickets sell for 3/$5.00 .  We are still selling tickets if anyone is interested in supporting our fundraiser.  The drawing is October 3rd.

***WEATHERIZATION***

* Weatherization – Contract for program year 2022 (Apr. 1 – March 30, 2023) has been fully executed and advance received Sept. 8th.
* Four (4) units completed, 10 in progress
* Completing applications for multi with Hudson River Housing.

***NEHI – Fee for Service Entity***

* HERR – Heating Equipment Repair and Replacement continues for 2021 – 2022 program year, Oct. 1 – Sept. 30, 2022
* 80 HERR jobs to date, one (1) out for bid, two (2) awarded.
* Cooling – 227 installations
* Empower – 12 active jobs

**Other**

* Dover construction project completed!
* Sent out an email to all board members about Camp Finance being held early October.

We have been offered to attend at no cost to us through the Foundation for Community Health.

**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.

**Old business**: None

**New business:** Dr. David Scott was awarded the alumni professional of the year for Suny Newcomb.

**Motion to adjourn**: Peter Idema made the motion to adjourn at 4:34 pm. Charlene Smart seconded the motion. All were in favor and the motion carried.

**Next Meeting**

**Date:** October 20, 2022

**Location:** Online Zoom meeting

Or in person at 84 Cannon Street, Poughkeepsie, NY

**Time:**  3:30pm