

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

**Board of Directors Meeting**

**March 21, 2024**

**Location:** Zoom online meeting

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

**Attendees:** Charlene Smart, Paul Daubman Sr., Dylan Miyoshi, Dennis Conn, John Penney, and Joshua Stratton

**Excused:**  Dr. David Scott and Kathleen Vacca.

**Absent:** None

**Quorum Present**: Yes

**Agency Staff:** Elizabeth C. Spira and Jill Harlow (Executive Administrative Assistant)

**Guest:** None

**Meeting called to order:** Charlene Smart, President, called the meeting to order at 3:31 pm.

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

**Move into Executive Session** at 3:32 pm.

**Move back into regular session at 3:42 pm.** Charlene will follow up with CEO on discussion.

**February Minutes:** The February minutes were distributed by e-mail prior to the meeting.

Dennis Conn made the motion to accept the February minutes. John Penney seconded the motion. All were in favor and the motion carried.

**Presidents Report: Charlene Smart**

Charlene reported that Dennis Conn has agreed to assume the position of Treasurer.

**Motion to approve** **Dennis Conn as the CAPDC Board of Directors Treasurer.** Paul Daubman Sr. made the motion to accept Dennis Conn as the CAPDC Board of Directors Treasurer. John Penney seconded the motion. All were in favor and the motion carried.

**CFO Financial Report: Elizabeth C. Spira**

The Financial Report was emailed to all board members prior to the meeting. There were no objections to the Financial Report.

**Finance Committee Report:**

**Finance Committee Members: Charlene Smart and Josh Stratton –**

**Elizabeth Spira and Teresa Paino**

**March 17. 2024**

**Funding Reductions/Increases/Impact**

**Regular Business**

* Audit Update: "We got a great jump on the audit during that first week ... the financial! numbers look to be in good shape as usual and we have tested most of them. We will get you an updated list of some of the few things we still need for that by the end of this week. Then while you are away, we will request a few reports from Ann and hopefully get the single audit major programs determined and sampled. Usually, we issue your statements in early May, and I fully anticipate issuing you drafts around that time again."
* The audit of 2023 is the third year of the three-year contract with EFPR Group. The contract can be extended for two more years. Does the board wish to extend the current contract? We would need a board vote to request an extension.
* EFPR Group filed the NEHI IT204-LL return for 2023. EFPR also filed an extension for NEHI's form 1120.
* Processing a request for budget modifications from Dutchess County for the 2023-2024 HEAP, AHEHP, HER and CAP contracts.
* A revised CAPDC Finance Policies and Procedures manual will be sent out next week via email.
* Completed work on the CSBG ACROS.
* Sent FEMA Phase 41 award letters to all Dutchess County Local Recipient Organizations.
* Included in the report is the HVCU credit card statement for 2023. Please advise Liz or Teresa if you have any questions**.**

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

**CEO Report: Elizabeth Spira**

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

* CSBG APR - Contract analyst conducted virtual review of APR (annual program report) with CEO. March with contract analyst to review data.
* ACROS – selected as one of a few organizations to submit ACROS documents using SharePoint

**PROGRAM updates**

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

* HEAP applications completed to date:
* 2nd Emergency HEAP benefit, closing extended to Apr. 12th.
* Emergency Fuel Depot – 115 pickups to date
* Financial assistance -

***Dress for Success –***

* SUNY New Paltz SOTG - March 7th

***WEATHERIZATION***

* Basic Contract - 8 units in progress, some are mobile homes requiring extensive work.

End of Feb. production goal is 42. End of contract (June 30, 2024) production is 70.

* BIL (Bi-partisan Infrastructure Law) contract 7 jobs completed, contract goal 97.
* Heritage Point – Staatsburg, 82 units, approved building, waiting for audit to be completed.
* Meadow Ridge Family – Wappingers Falls, 54 units, sent to HCR for approval.
* Meadow Ridge II – 52 units, paperwork for approval is in process and will be sent to HCR for approval.

***NEHI – Fee for Service Entity***

* Empower – 22 active
* HERR – 62 Total, 46 completed, 10 out for bid, 3 awarded and 3 denied.

***Other – Human Resources***

Updates to the employee handbook.

**Motion to approve the** **removal of the “Job Abandonment” as standalone policy in the employee handbook.** The policy is duplicative as the matter is addressed in another section. Charlene Smart made the motion to approve theremoval of the Job Abandonment and the Longevity Plan policies. John Penney seconded the motion. All were in favor and the motion carried.

**Motion to approve adding Longevity Plan policy to the employee handbook.** The BOD approved the longevity plan in January. Charlene Smart made the motion to approve the addition the to employee handbook. John Penny seconded the motion. All were in favor and the motion carried.

**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.

**Old Business:** None

**New Business:** None

**Motion to adjourn the meeting at 3:53 pm:** Charlene Smart made the motion to adjourn the meeting. John Penney seconded the motion. All were in favor and the motion carried.

**Next Meeting**

**Date:** April 18, 2024

**Location**: Online Zoom meeting

**Time:** 3:30pm