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

**Board of Directors Meeting**

**December 16, 2021**

**Location:** Online Zoom Meeting

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

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

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

**Absent:** None

**Quorum Present**: Yes

**Agency Staff:** Elizabeth C. Spira, Teresa Paino, and Jill Harlow (Administration Assistant), and all agency staff. List of staff attending the meeting will be included with the minutes.

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

1:05 pm.

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

**November Minutes:** The November minutes were distributed by e-mail prior to meeting. Charlene Smart made the motion to accept the November minutes. Peter Idema seconded the motion. All were in favor and the motion carried**.**

**CFO Financial Report** was emailed to all board members prior to meeting.

**CEO Financial Report:** Teresa Paino

**Finance Committee Minutes**

**In Attendance: Pete Idema, Liz Spira & Teresa Paino\_**

**December 7, 2021 – 12pm**

**Funding Reductions/Increases/Impact**

**Regular Business**

* Requested Independent audit start date of March 7, 2022.
* Request vote to continue the Poughkeepsie Journal as the Agency’s official newspaper.
* Updated Fiscal Policy to include Uniform Guidance Procurement requirements and Retention period for files and documents, as per contract documents and Uniform Guidance.
* Continued purchases of personal protective equipment (masks, gloves, cleaning products and sanitizers). Purchased masks and other supplies to increase inventory in case of shipping delays. Increased inventory of paper products and office supplies in case of shortages.
* Selected current vendor for renewal of copier lease. Contract has been signed and machines ordered. There is a savings on the five machines over current cost as well increased number of free copies included in cost.
* Continued set up of files for audit of 2021.
* Continued preparations for Agency Holiday Luncheon.
* Continued inventory of Agency fixed assets.
* Submitted Unaudited Financial Statement for CSBG grant end date September 30, 2021.
* Completed Compensation Survey for NYSCAA.
* Provided deposit on new 2022 Ford Transit Passenger van for the RSVP program funded by the Field Hall Foundation.
* Participated in IT review of cyber security. In consultation with our vendor, the determination was made to add additional levels of security to our current system (files and e-mail).
* Submitted a budget modification for the Emergency Rent Assistance Program (Dutchess County).
* Provided document for a CSBG virtual site visit. No findings or issues noted. Updated Local FEMA funded organizations on status of funding and reporting. Prepared CAPDC’s final report documentation for Phases 37 & 38, as well.

**Motion to continue the Poughkeepsie Journal as the Agency’s official newspaper.** Charlene Smart made the motion to accept the motion and John Penney seconded the motion. All were in favor and the motion carried.

**Motion to accept the CFO Financial Report**. Charlene Smart made the motion to accept the CFO Financial Report. John Penney seconded the motion. All were in favor and the motion carried.

**Peter Idema** proposed a different handling of the Finance Report. Peter proposed that since the Finance Reports are sent to all board members prior to the meeting that the report is not reread at the meetings. He asked that if anyone has anything to discuss in the report that it be brought up at the board meeting by reference and incorporated into the minutes of the meeting.

**Peter Idema made the motion** to accept the new handling of the Finance Report during the board meetings and to further discuss the handling of the reports during meetings. Charlene Smart seconded the motion. All were in favor and the motion carried.

**Presidents Report:** Charlene Smart wished everyone a happy and safe holiday and thanked all board members and staff for joining in the holiday luncheon.

**CEO Report** was emailed to all board members prior to meeting.

**CEO Report: Elizabeth C. Spira**

**Governance:** Executive Committee

***2022 Executive Committee***

Charlene Smart, President

Joshua Stratton, Vice President

Peter Idema, Treasurer

David Scott, Secretary

***ACROS*** – Due to DOS in January

***Local Community Needs Assessments*** – Social Determinants of Health be considered for Northeast Dutchess County.

***Strategic Plan Update*** – current strategic plan 2017-2022

Strategic Plan, areas of identified needs:

1. Employment - Dutchess County has experienced growth in several key industries, construction, food manufacturing and health related occupations. Within these areas, the greatest growth has been in the unskilled and lower paid positions, which contributes to the disparity in incomes and overall employment across the region
2. Education - Four of the County' s school districts have graduation rates that are significantly lower than the county, state, and national average.
3. Food Insecurity - A significant number of people under the age of 18 have experienced food insecurity at some point during 2015 but are ineligible for State or Federal nutrition assistance.
4. Housing - The affordability of housing and the conditions of the housing stock are significant factors for a large number of residents.
5. Health & Wellness - Access to medical and/or dental care impacts a large number of residents.

***Demographics Oct. 1, 2020 – Sept. 30, 2021***

* Unduplicated

1283 Households

2556 Individuals

719 children under the age of 18

622 adults over the age of 55

94 adults over the age of 75

* Food Pantry(s)

584 food packages prepared distributed

1168 individuals

10, 512 Meals

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

**Motion to adjourn the board meeting**: Charlene Smart made the motion to adjourn the meeting at 1:15pm. Peter Idema seconded the motion. All were in favor and the motion carried.

**Next Meeting:**

**Date:** January 20, 2022

**Time:** 3:30pm

**Location:** Zoom online meeting