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Community Action Partnership for Dutchess County, Inc.

Board of Directors Meeting

April 21, 2022

Location: Zoom online meeting

CEO: Elizabeth C. Spira

CFO: Teresa Paino

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

Excused: Dr. David Scott and Teresa Paino

Absent: None

Quorum Present: Yes

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

Guest: None

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

3:32 pm.

Roll Call: Jill Harlow conducted the roll call.

March Minutes: The March minutes were distributed by e-mail prior to meeting. Peter Idema made the motion to accept the March minutes. John Penney seconded the motion. All were in favor and the motion carried.

CEO Financial Report: Peter Idema

The Finance Report was emailed to all board members prior to meeting.

Finance Committee Minutes

In Attendance: Pete Idema, Charlene Smart, Liz Spira & Teresa Paino\_ March 14, 2022 - noon

Funding Reductions/Increases/Impact

* Foundation for Community Health - $38,000 – 2022

Regular Business

* Entrance meeting with David Gabel for 2021 audit.
* Worked with Paychex to create a workable payroll framework. Recreated drop downs to track staff time. New Paychex Flex system is less labor intensive than previous system.
* Sr. Bookkeeper and CFO attended several webinars to learn new payroll platform.
* Sr. Bookkeeper and CFO worked together to perform payroll function and accounts payable while FT fiscal staff person was out the month of February.
* Accepted eleven applications for FEMA Phase 39 and six applications for FEMA ARPA-R. Processed applications, created agenda, proposed allocations, and handled organization questions. CAPDC was awarded $28,357 for Phase 39 and $156,948 for ARPA-R. CAPDC is administrator for Dutchess County and will receive $8,431 for this role.
* Resolved all compliance issues for Dutchess County organizations for FEMA Phases 37, 38 and CARES.
* Provided EFPR Group, LLC with requested audit documentation. Provide additional information to facilitate an early start of the audit. The audit will be conducted remotely.
* Created budget for RSVP Continuation grant, January 1, 2022, to June 30, 2023.
* Created budgets for United Way - Case Management and Dress for Success grants 2022-2023.
* Continued follow-up on IT issues – implementation of Office 365, phone system and connection issues that seem to reoccur. Meeting set up to discuss.
* Provided financial data for CSBG Annual Program Report.
* Updated Cost Allocation Plan.
* Submitted documentation for NEHI tax returns due in March 2022.
* Working with Jill Harlow (Administrative Assistant) to prepare for pickup of boxed documents by Iron Mountain.

Motion to approve the Financial Report: Kathleen Vacca made the motion to approve the Financial Report. Peter Idema seconded the motion. All were in favor and the motion carried.

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

* PPR 2, Periodic Program Report, due by the end of April

PROGRAM updates

*Family Development – Case Management and Emergency Resources*

* Continuing to assist clients and Landlords with their data on OTDA site for ERAP
* Modification to the Foundation for Community Health intake form, reduced paperwork

*Volunteer Tax Preparation Program*

* Number of returns – see separate document
* Value of returns prepared by IRS not available yet

*Dress for Success*

* First quarter report – Jan. – Mar.
  + Total Women Served: 74
  + Total Suitings: 68, Interview: 48, Employment: 20
* Client Satisfaction Stats

68 Surveys completed - 95% rated experience excellent, 5% rated experience very good, 92% strongly agree they felt more confident, 8% agree

* Career Center - Appts.: 18, Women Served: 7

*AmeriCorps Seniors, RSVP*

* Tentative date for the RSVP Recognition Event is Friday, September 23.  It was originally planned for the 22nd, but the church recommends Friday as the parking lot will have more availability.
* Spring newsletter is out and has been emailed to over 350+ individuals, including CAP Board.  If you didn’t receive a copy, please let me know and I will add your name to the list
* RSVP is attending many of the Office for the Aging picnics.  They are held on Wednesdays throughout the summer.  If anyone is interested in attending and helping at RSVP’s/CAP table, please let me know.  A great way to promote our agency and meet the community.  Approximately 2 hours of your time from 11:00 am – 1:00 pm.

*WEATHERIZATION*

* Weatherization – 46 units complete

*NEHI – Fee for Service Entity*

* HERR – Heating Equipment Repair/Replacement Total: 59
  + 36 Replacements
  + 23 Repairs

*HR*

* No issues to report
* State required policy for electronic monitoring will be required by the end of May, waiting for updated wording from Paychex.

*Client Assistance:*

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| March 2022 Summary: | |
| Auto | $767.34 |
| Clothing | $200.00 |
| Credit Card | $1,366.35 |
| Food | $250.00 |
| Health Ins | $892.50 |
| Heating | $1,708.72 |
| Mattress | $439.98 |
| Medical | $1,120.95 |
| Prescriptions | $107.89 |
| Rent | $14,723.00 |
| Summer Camp | $2,250.00 |
| Utilities | $1,097.72 |
|  |  |
| Total | $24,924.45 |

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

Old Business: None

New Business: None

Motion to adjourn: Charlene Smart made the motion to adjourn at 3:44pm. Peter Idema seconded the motion. All were in favor and the motion carried.

**Next Meeting**

**Date:** May 19, 2022

Location: Online Zoom meeting

Time: 3:30pm