

Community Action Partnership for Dutchess County, Inc.

Board of Directors Meeting

January 21, 2021

**Location:** Go to meeting online

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

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

**Absent:** Dr. David Scott, Kathleen Vacca, Joshua Stratton

**Quorum Present:** yes

**Agency Staff:** Elizabeth C. Spira, Teresa Paino, Jill Harlow (Administrative Assistant)

**Guests: None**

**Meeting called to order:** Charlene Smart, President, called the meeting to order at 3:33pm.

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

**Approval of November minutes:** The November minutes were emailed to board members prior to Board Meeting.

**Motion:** John Penney made the motion to approve November minutes. Peter Idema seconded the motion. All were in favor and the motion carried.

**Finance Committee Report**

**Finance Committee Agenda**

**Funding Reductions/Increases/Impact**

* Grace Smith House Grant – Dress for Success - $10,000
* The Foundation for Community Health General Operating Support Grant - $15,000.

**Regular Business**

* Continued purchases of personal protective equipment (masks, gloves, cleaning products and sanitizers).
* Continued to prepare documentation for Paycheck Protection Program Loan Forgiveness application.
* 2020 independent audit with EFPR Group scheduled for March 2, 2021 (pending Pandemic limitations for onsite visit).
* Coordinating documentation for 2020 audit.
* Completed fiscal portion of CSBG 2021 ACROS.
* Coordinated set up of FEMA Local Board meeting for Wednesday, January 13, 2021. Advertised Phase 38 funds, accepted applications and preparing for allocation of funds.
* Submitted quarterly CSBG MWBE and Employee Utilization reports for Entitlement and CARES contracts.
* Submitted MOH, Premier Cares and Von der Linden quarterly reports.
* Completed CAPDC inventory of assets.
* Completed RSVP review – IPERIA – Testing of RSVP expenses by Americorp Seniors.
* Completed amendments for CSBG grants – to add additional funding and to adjust budgets to actual.

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

**Presidents Report:** Charlene Smart wished everyone a Happy New Year and hoped everyone was safe during the holiday season.

**CEO Report:** Elizabeth Spira

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

* Preparing documents for ACROS, due Jan. 2021

**PROGRAM updates**

***Family Resources***

Emergency financial Nov. $32,425.93, Dec. $34,736.08

* Key distribution:
	+ Mortgage/Rent
	+ Utilities
	+ Auto repairs
	+ Medical bills
* New to these past 2-mos. – school taxes, fingerprinting

***Food Pantry***

* Christmas Meal Baskets – 100 families

***RSVP –***

* RSVP applied for and received augmentation funding totaling $5,000.
	+ Money will be used for PPE supplies for our volunteers and Stations.
	+ Greeting cards and postage
		- Cards will be mailed to the homebound.  Volunteers have already signed cards that were delivered to Wingate Healthcare and the Pines of Poughkeepsie cards are almost completed.
		- Marketing our new logo.
		- Advertising in the weekly newspaper – Southern Dutchess News, Northern Dutchess News
* 100 trays of cookies were purchased from sponsorships received for RSVP’s breakfast, which did not happen this year.  Along with the cookies we put together a small goodie bag.  The cookies were delivered to the clients receiving home delivered meals in Beacon and Fishkill and seniors that had been attending the Friendship Center in Beacon.
* Completing the first 6-month progress report on our 3-year grant.  (7/2020 – 6/2023)
* The continuation grant is due March 2021 and will take effect July 2022.  (The second year of the current grant.)
* Most of our volunteers are delivering food.
* The Beacon Meal Delivery Program has not missed a day of delivering since March 2020 when the pandemic began.
	+ The number of meals served to seniors October – December 2020 **– 2,683** in RSVP’s Beacon Meal Delivery Program

***EITC –***

* Separate sheet with this report

***DFS***

* SOA, Standards of Accountability, and DFS Survey are due Feb. 14th
* Some increase in Career Center appointments, virtual!

***HEAP/Fuel Depots***

* HEAP applications prepared Oct. 1 – Dec. 31, 2020, 92
* Emergency Fuel Depot usage – 30 (last year 88)

**WEATHERIZATION** – Finishing up on the Tubman units. 158 units needed to complete the contract. WX will complete more than required units because of the multi-units. Contract end March 31st.

* Oct. 1 – Dec. 31, 2020 – Wx completed 33 units. Empower measures completed on 14 units. 6

***NEHI – Fee for Service Entity***

**HERR** – 28 since 10/1, 24 completed or in process, 4 waiting on bids.

**Human Resource**

* Turnover Report
* Family Resource Coordinators position open, posted on Indeed.

**Charlene Smart** asked if we are doing tax places this year. Elizabeth C. Spira explained the issues we are having with getting tax sites. (see separate sheet with EITC report)

**Paul Daubman Sr.** asked if we are pursuing the second addition to the PPP for the organization.

Elizabeth C. Spira said that we are not because we do not anticipate any shutdowns of any of our programs.

**Peter Idema** mentioned that the RSVP report was well written, and the volunteers are doing excellent work during this pandemic.

**Motion to accept the CEO Report**: Charlene Smart made the motion to accept 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:**  Peter Idema made the motion to adjourn at 3:51pm. Charlene Smart seconded the motion. All were in favor and the motion carried.

**Next Meeting:**

**Date:** February 18,2021

**Location:** Go to meeting online