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

**Board of Directors Meeting**

**March 17, 2022**

**Location:** Zoom online meeting

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

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

**Excused:** Joshua Stratton,Dr. David Scott, and Kathleen Vacca

**Absent:** None

**Quorum Present**: Yes

**Guest:** David Gable, EFPR Group

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

**Guest:** None

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

3:42 pm.

**Roll Call:** Jill Harlow, Administrative Assistant, conducted the roll call.

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

**CEO Financial Report:**  Teresa Paino

The Finance Report was emailed to all board members prior to meeting. There were no objections to the CEO Financial Report that were brought up by any of the board members.

**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 Finance Report:** Peter Idema made the motion to approve the Finance Report. Charlene Smart 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**

* APR, Annual Program Report submitted, reporting period 10/1/20 – 9/30/21
* 1,303 households, 2,561 individuals (unduplicated) served
* 60% of the households at or below 200% FPL, CSBG eligibility

**PROGRAM updates**

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

* Family Resource Coordinators, case workers, 2 new to Dover, one just completed probationary period.
* New – SNAP benefits $750 per 55 and older, SNAP and Temporary Assistance (TA), must be spent in 3 months.
* Fielding calls from landlords, refusing to participate in the ERAP program

***Dress for Success***

* SIS, Stepping into Success, spring session Apr. 6th – May 24th
* Talbot’s initiative still active, SHOP Talbots!

***AmeriCorps Seniors, RSVP –***

* Continuation Grant Application submitted on March 10.  This continuation covers the third year of our grant.
* New grant process will most likely start in December for our next 3-year grant.  This will be a competitive grant.
* This is AmeriCorps week.  We are doing a daily post on Facebook and 2 email blasts highlighting our volunteers and AmeriCorps Seniors.
* We were just notified that the AmeriCorps Convening will now be virtual and updates to follow the announcement.
* Working on a plan of action for our 50th Anniversary.  If anyone is interested in helping, please let me know.
* 910 meals delivered in the month of February to clients in Beacon by RSVP's Meal Delivery Program volunteers.
* New component to Beacon Meal Delivery Program, kitchen assistance at Friendship Center

***WEATHERIZATION***

* Weatherization – 38 completed units through the end of February.
  + March production schedule 9 units, to close with 47.
* ARPA, American Recovery Program Act – not funded, over limit for single family home.
* 2022 contract period begins April 1st.

***NEHI – Fee for Service Entity***

* HERR – Heating Equipment Repair/Replacement Total: 45
  + 35 Replacements
  + 10 Repairs
* Empower – 13 active jobs

***HR***

* Employees’ Handbook – being reviewed by Paychex

***Other***

* Appraisals for 77 & 84 Cannon St. properties
* Additional materials provided to the BOD – interim Volunteer Tax Preparation program.

Peter Idema asked about the grant received for the Dover site building. Elizabeth C. Spira stated that the contract has been received and seeking bids for the project. The project has been separated into two parts, 1. handicap ramps and railings and 2. trench for water runoff.

**Motion to approve the CEO report:** John Penney 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:**  None

**Motion to adjourn**: Peter Idema made the motion to adjourn at 4:06pm. Paul Daubman Sr. seconded the motion. All were in favor and the motion carried.

**Next Meeting**

**Date:** April 21, 2022

**Location:** Online Zoom meeting

**Time**: 3:30