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

Board of Directors Meeting

November 18, 2021

**Location:** Online Zoom Meeting

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

**Attendees:** Charlene Smart, Peter Idema, Joshua Stratton, John Penney, and

Paul Daubman Sr.

**Excused:**

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

**Quorum Present**: Yes

**Guests:** Jessica Garneau, NYS Dept. of State Community Services Program Analyst 1, Division of Community Services

**Presentation**: Linda Eddy, EITC Program Director for CAPDC

**Agency Staff:** Elizabeth C. Spira, Teresa Paino and Jill Harlow (Administration Assistant) and Linda Eddy, Director

**Meeting called to order:** Charlene Smart, President, called the meeting to order at 3:32pm.

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

**October Minutes:** The October minutes were distributed by e-mail prior to meeting. Peter Idema made the motion to accept the October minutes. Paul Daubman Sr. seconded the motion. All were in favor and the motion carried**.**

CEO Financial Report: Teresa Paino

**Finance Committee Minutes**

In Attendance: Pete Idema. Charlene Smart. Josh Stratton. Liz Spira &

**Teresa Paino**

# November 9, 2021 - 12pm

Funding Reductions/Increases/Impact

* Dyson Foundation grant for $10,000 - to cover rent and utilities due to Covid.

Regular Business

* Committee received four bids for independent auditor. Amounts and details are included with this report. EFPR Group will be awarded the bid.
* Submitted all documentation for the worker's compensation audit of 8/1/20-8/1/21.
* 2022 Agency budget - request vote to approve.
* Scheduled meeting to discuss retention with IT providers.
* Requested info from NYSAA Finance Affinity Group about retention.
* Took part in Paychex webinar to upgrade our payroll system to Paychex Flex. The upgrade is a requirement. Process will take approximately four months.
* 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.
* Received quotes for renewal of copiers through current vendor. Scheduled and attended meeting with an additional vendor to request quotes.
* Set up files for audit of 2021.
* Discussion with committee about Holiday gathering.
* Continued to deal with HFCU regarding the Agency's credit card and recent changeover in their credit card system.
* Began inventory of Agency fixed assets.

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

Charlene Smart, President: no report

Presentation: Linda Eddy, EITC Program Director for CAPDC

* Linda Eddy presented Hudson Valley CA$H Coalition power point presentation: *Creating Assets Savings and Hope* and provided full explanation of all slides and answered questions from Board Members. Presentation will be added to the portal on the CAPDC web page.

CEO Report: Elizabeth C. Spira

DOS OCS – Department of State, Office of Community Service

* ACROS document has been received, to be completed and submitted by January 31, 2022

PROGRAM updates

*Family Development – Case Management and Emergency Resources*

* ***Financial Assistance month of Oct.***

|  |  |
| --- | --- |
| Summary: |  |
| Clothing | $400.00 |
| Food | $100.00 |
| IRS Bill | $89.00 |
| Life Insurance | $154.00 |
| Medical Bills | $188.79 |
| Prescriptions | $406.57 |
| Mortgage/Rent | $2,490.00 |
| Transportation | $100.00 |
| Utilities | $1,957.61 |
|  |  |
| Total | $5,885.97 |

* SNAP – Benefits for Seniors, eligibility increased to 200% FPL and application simplified.

*Dress for Success*

* October Suitings: 46

Interview: 18

Employment: 39

* YTD Through October:

Total Suitings: 157 TY vs. 87 LY

* Events

Recent:

SUNY New Paltz - 36 Women styled for success!

Th!nk Dutchess Career Fair - 11 Women styled

* Programs

Virtual SIS Boot Camp Fall 2021 runs Wednesday mornings through 11/24 ( 6 Participants, actively engaged)

* + 11/10-Level 1 Mock Interviews and Everything About the Interview Presentation
  + 11/17-Level 2 Mock interview Exercises

Tues. 11/23-Fall 21’ SIS Boot Camp Finale- Executive Presence and Business Etiquette

Finale Luncheon w/ Hoving Home Participants,

* Donations

Donations received Saturday, Nov. 20th

Upcoming dates: December 18th

Donation Hiatus: Jan-Feb. 2022

*AmeriCorps Seniors, RSVP –*

* Held a successful Zoom webinar with the Alzheimer's Association entitled, "Alzheimer's Is Not Normal Aging.  Participants had many questions for the host.  The presenter was a RSVP volunteer from Rockland County.
* RSVP is in the process of updating our database so that we have an accurate number of active volunteers for our reports.
* Signed up for the AmeriCorps webinar for MLK Day of service to get ideas for an event in January.
* Meeting with the SPCA to discuss becoming a Station.  They saw a copy of our newsletter, Volunteer Voice, and are interested in learning more about our program.

*WEATHERIZATION*

* Weatherization – 22 completed units, 16 in progress
* Multi housing units – continued discussions with Hudson River Housing

*NEHI – Fee for Service Entity*

* 10 Empower projects completed: 11 collaborative projects with Weatherization. 4 jobs completed in Putnam County.
* HERR – 11 furnaces to date, 4 complete, 6 in progress or out for bid

*HR*

* Continuing to interview for open positions; 1 Dover, 1 Beacon
* New Hire for Dover to begin November 29th

*EITC* – Linda Eddy, Program Director, provided in person.

Think Dutchess 2021 Award: Think Dutchess Business Excellence awarded CAPDC as the 2021 N*on-Profit of the Year*. Elizabeth C. Spira, CEO, and Charlene Smart, President, attended the prescreening event to receive this award and to honor all that were awarded.

Motion to approve the CEO Report: Charlene Smart 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: Peter Idema stated the budget for 2022 is complete. This budget is included in the Finance Report.

Motion to Approve the 2022 budget: Peter Idema made the motion to approve the 2022 budget. John Penney seconded the motion. All were in favor and the motion carried.

Motion to adjourn meeting: Charlene Smart, President, made the motion to adjourn meeting at 4:19pm. Peter Idema seconded the motion. All were in favor and the motion carried.

Next Meeting:

Date: December 16, 2021

Time: 1:00pm, Holiday Lunch/Board Meeting

Location: Zoom Meeting