

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

**Board of Directors Meeting**

**June 22, 2023**

**Location:** Zoom online meeting

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

**Attendees:** Charlene Smart, Joshua Stratton, Peter Idema, Dr. David Scott,

Paul Daubman Sr., and Kathleen Vacca.

**Excused:** John Penney

**Absent:** None

**Quorum Present**: Yes

**Agency Staff:** Elizabeth C. Spira, Teresa Paino, Jill Harlow (Administrative Assistant), and Linda Eddy, EITC Program Director and PFA Event Developer.

**Guest:** Eric Anderson and Brynne Growney from Urban Green about the Academy St. Project.

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

3:30 pm.

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

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

**Gues**t**s:** Eric Anderson and Brynne Growney from Urban Green presented a proposal for their Academy St. Project.

**CFO Financial Report: Teresa Paino**

The Financial Report was emailed to all board members prior to the meeting. There were no objections to the Financial Report.

**Finance Committee Minutes**

**In Attendance:** Pete Idema, Charlene Smart, Liz Spira & Teresa Paino

June 12, 2023

 Funding Reductions/Increases/Impact

* BIL grant total amount $2,466,778 for four years, 2023-2027.

 **Regular Business**

* Worked with IT consultant to transition Agency applications from old server to new.
* Instituted new IT plan – provided documentation to consultants.
* Submitted the required information for completion of 990 tax return for CAPDC.
* Mailed 18 copies of the independent audit to funders and vendors.
* Completed the first budget of the BIL (Bipartisan Infrastructure Law) grant. This totaled $986,711. Years two and three will total $1,480,067. The total grant for Dutchess County is $2,466,778. This is in addition to the customary Weatherization grant.
* Hired new employee to begin full time work on June 20, 2023. We look forward to getting to know Alyssa.
* We had fiscal visits by both our CSBG and Weatherization field representatives.
* Completed data for United Way final reports for Dress for Success and Case Management/Unmet Needs.
* Worked on the Cooling Program and the new structure for the program as put in place by Dutchess County.
* Worked with the Dutchess County finance office and program staff to get the remaining vouchers paid.
* Updated budget amounts for 2023-2024 for HEAP, AHEHP, HER, Cooling, Local Share and Beacon Meals.

**Motion to approve the Finance Report:**Joshua Stratton made the motion to approve the Finance Report. Peter Idema seconded the motion. All were in favor and the motion carried.

**President’s Report:** Charlene Smart invited Peter Idema, Treasurer, to speak. Peter made the announcement that he will retire from the Board of Directors at the end of the year, having served for 14 years.

**CEO Report:** Elizabeth Spira

Linda Eddy, EITC Program Director was invited to present the 2022 tax season outcomes and the upcoming Putt Fore Action event.

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

* Draft of the DOS State Plan is available, being reviewed and commented on.

**PROGRAM updates**

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

* HEAP has closed, to include the fuel depots.
* Dyson Fuel Fund – still has funds. Maybe used for rental assistance for households over 200% FPL
* NYSCAA Fuel Fund – was fully spent by the end of May.

Financial assistance for May

***Dress for Success –***

* May Suitings - 7

Interview - 0

Employment - 7

* Programs

Spring SIS Program Lunch and Learn Workshops - Held in our Career Success Center

June 7 - 0 Participantes

June 14 - 2 Participantes

June 21 - 5 Participantes

* SFAC Sale-August dates TBD, awaiting approval to use the former Sleepy’s location
* Donations

Saturday, June 24th

***EITC/CASH Coalition –*** Program report presented by Linda Eddy

***WEATHERIZATION***

* Units completed through the end of May – 37
* Completed to date for June – 11
* Units in progress for completion in June – 7
* Goal by mid-July – 74

***NEHI – Fee for Service Entity***

* HERR – Total 65, 60 completed, 2 awarded, 1 out for bid, and 2 at DSS for approval.
* CAP – Cooling Assistance Program, 145 referrals, 60 completed.
* Empower – 30 active jobs

**Motion to approve the CEO report:** Peter Idema made the motion to approve the CEO report. Paul Daubman Sr. seconded the motion. All were in favor and the motion carried.

**Charlene Smart made the motion to go into Executive Session. Josh Stratton seconded the motion. All were in favor. The Board moved into Executive Session to discuss the CEO evaluation and compensation package. The meeting began at 4:20 pm and ended at 4:30pm.**

The regular meeting resumed.

**Old Business:** None

**New Business:** None

**Motion to Adjourn:** Peter Idema made the motion to adjourn at 4:31 pm. Paul Daubman Sr. seconded the motion. All were in favor and the motion carried.

**Next Meeting**

**Date:** September 21, 2023

**Location**: Online Zoom meeting

**Time:** 3:30pm