

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

**Board of Directors Meeting**

**June 17, 2021**

**Location:** Online Zoom Meeting

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

**Attendees:** Charlene Smart, Peter Idema, Joshua Stratton and, Paul Daubman Sr.

**Excused:** Kathleen Vacca and John Penney

**Absent:** Dr. David Scott

**Quorum Present**: Yes

**Guest:** None

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

**Meeting called to order:** Charlene Smart, President, called the meeting to order at 3:34 pm.

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

**May Minutes:** The May minutes were distributed by e-mail prior to 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**.**

**CEO Financial Report:** Teresa Paino

**Finance Committee Report**

**In Attendance: Meeting not held\_**

**June 14, 2021**

**Funding Reductions/Increases/Impact**

**Regular Business**

* Continued purchases of personal protective equipment (masks, gloves, cleaning products and sanitizers).
* Updated NYS Grants Gateway Portal. Portal contains tax returns, audit, and CAPDC organizational information for NYS funders.
* Mailed copies of the 2020 audit to funders and banks.
* Continued work on Business Continuity Plan. List of vendor names, contact and account info have been compiled. Currently working on Agency contact tree. Once complete IT firm will compete our details.
* Met with IT provider and CEO to discuss issues/updates for Agency systems. Reviewed Microsoft’s Office 365. There is potential to save money. Waiting for information from IT provider. Opportunity to incorporate organization’s phone service into Office 365.
* Continued review of NEHI costs.
* Made the final payment on the second 2016 Dodge Caravan. Both vans are paid in full.
* Formulated a matrix to determine Covid award by staff person. Matrix considers risk, additional responsibilities and accommodations already made.
* Signed up for the CAPLAW Virtual Conference along with Corrine Campbell for June 29th, 30th and July 1st.

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

**Personnel Policy: Elizabeth C. Spira**

Proposed changes to the personnel policies were email to the Board of Directors prior to the meeting. These updates included:

**Optional:**

* Telephone Use

**Best Practice:**

* Agency Social Events
* Changes in Personal Data
* Conflict Resolution
* Employee Assistance Program
* Employer Provided Cell Phones-Mobile devices
* Flexible Spending Account
* Health Insurance
* Off Duty Use of Property-Premises
* Personal Appearance
* Resignation Policy
* Security
* Social Media Policy
* Suggestions and Ideas
* Third Party Disclosures

**Required:**

* Domestic Violence
* EEOC Changes
* Nonexempt Personnel
* NonSolicitation-NonDistribution
* Paid Sick Leave
* Paychex Deductions
* Workplace Privacy

Some of these updates are required by law, some updates just needed rewording, and some were policies that we did not have in place.

The updates that are required by law that are implemented right away; we would have to make the Board of Directors aware of. The updates that are needed that are not required by law must be approved by the Board of Directors.

Peter Idema asked if the Best Practices policies were reviewed by a legal firm?

Paychex’s HR department and their legal department have an outside agency that legally reviews all policies.

**Motion to approve the policies;** Peter Idema made the motion that changes to the personnel policies required by law be implemented as soon as the Agency is made aware of them and inform the board the changes have been made. Paul Daubman Sr. seconded the motion. Paul Daubman Sr. seconded this motion. All were in favor and the motion carried.

Paul Daubman Sr. asked if there are any policies relating to COVID vaccinations and how we are dealing with that for the employees.

The policies looked at did not included anything on the COVID vaccinations. We are following the Governor's guidelines, as well as OSHA’s policies.

Masks are still required in all CAP offices. The visitor’s log is no longer required.

President’s Report: **Executive Session**: Charlene Smart moved the Board to Executive Session at 3:50pm.

**Motion made to resume Board of Directors meeting** **at 3:57pm**: Peter Idema made the motion to resume Board of Directors meeting at 3:57pm. Paul Daubman Sr. seconded the motion. All were in favor and the motion carried.

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

* CSBG
  + June 23rd, conversation with Director NYS DOS OCS,
* 2021 Amendment – submitted.
* PPR 3 reporting period – Apr., May, June

**PROGRAM updates**

***Dress for Success***

Suiting’s in May: 52

* Interview-49
* Employment-3

Career Center

* Appointments May: 7

Programs

* Spring SIS Boot Camp (4/7-5/19) 4 participants completed program on 5/19, 1 delayed for medical reasons. Program Evaluation Feedback: 100% of Spring 2021 participants rated SIS Boot Camp as Outstanding (5). Sponsorship received: $1K TEGFCU supplies, $800 Adams refreshments.

Events

* SUNY New Paltz SOTG (Styling on the Go) 5/5
* Virtual presentation to the Fortnightly Club 5/27 ($50 token donation rcvd.)

Volunteers

* 2021 Goal - add two additional Career Stylists w/ recurring weekday availability.
* Potential Volunteer Meet Ups – 6/16/21, two potential volunteers scheduled to attend
* Career Stylist Training/Orientation- 6/23, one new Volunteer scheduled to attend
* Two Core Volunteers have resumed styling Clients in the Boutique (unavailable during COVID)

Clothing Donations

* Donation Appointment dates – Thursday PM 6/10 and Saturday 6/19
* Donation Hiatus – July & August.

***Family Resource Program***

* Family Development – Case Management

Self-sufficiency scales to measure clients progress across multiple streams: employment, childcare, health insurance, transportation.

* Emergency Services –
* Food Pantry – Fresh produce becoming available for distribution. Dover picks up produce Monday (McEnroe Farms) and Tuesday morning (Harlem Valley) for Tuesday afternoon weekly distribution. Red Hook produce picked up once a month from the Food Bank site in Kingston and distributed the same day. /869 individuals.
* Number of households served remain consistent: May 387 households/869 individuals.
* Financial Assistance – Total for May, $29,039. Priority requests continue to be rent $17,392, medical $2,745, and utilities $2,818. New needs dental $1,000 and summer camp $2,100.
* ERAP – Emergency Rental Assistance Program, newest funding stream to provide past due rent (paid directly to landlords), up to 12 months.
  + Large focus on outreach, providing renters and landlords with information on how to apply. Reaching out to existing connections and current (previous) clients who are renters, reaching over 6,000 people. Using social media as well as print material.
  + CAP has helped 83 households to apply for the program since June 1st.
  + FRC’s are assisting families with applying for the ERAP program. The financial impact of those ERAP Applications is roughly $23,300 of rental and utility assistance.

***Data & Quality Improvement***

* Prepared document with program projections and current performance for domains Employment and Housing
* Additional Notes
  + The new online client services portal launched last month. We have received 21 online applications to-date.  This has been a particularly useful tool with the launch of ERAP.
  + Next month, we look forward to launching enhanced client self-sufficiency monitoring within AES.  We believe this will help guide both staff and clients to optimal outcomes.  Staff training by Malinda Cruz and Samantha Riley has been planned accordingly.

***RSVP –***

* Beacon Friendship Center is scheduled to reopen. Beacon Home Delivered Meals and Transportation contract with DC OFA provides transportation for seniors to and from the center. Seeking volunteer to provide transportation.

***EITC***

* Final numbers from IRS are in. See separate document.
* New initiative to identify, contact and provide assistance with filing requirements for additional Child Tax Credit.

***DC Vaccine Outreach Coalition***

* Continuing to provide information about the vaccine and locations of vaccination sites.

***WEATHERIZATION***

* **2021 Weatherization:** Contract period began 4/1/202, thru 3/31/22. Production – 87 units.

***NEHI – Fee for Service Entity***

* **9 Empower** in progress: 5 collaborative projects with Weatherization. 3 previously Weatherized and only eligible for measures funded by Empower (NYSERDA). 1 is a Putnam job.
* **Emergency Cooling Program** (ECP) – 27 AC units have been installed.
* **HERR** – Received one new furnace repair.

**Executive Session**: Charlene Smart moved the Board to Executive Session at 3:50pm.

**Motion made to resume Board of Directors meeting** **at 3:57pm**: Peter Idema made the motion to resume Board of Directors meeting at 3:57pm. Paul Daubman Sr. seconded the motion. All were in favor and the motion carried.

**Motion to accept the CEO Report:** Charlene Smart, President, made the motion to a accept the CEO Report. Joshua Stratton seconded the motion. All were in favor and the motion carried.

**Elizabeth C. Spira, CEO**

* The Progress Reports 2021 Dashboard charts that were previously emailed for review by all board members is a new report we put in place this month. This will be implemented into the other domains that we use for client services. It is a summary of what was projected for participants in our program services, outcomes, and other help. It includes the Employments Services, Employment Outcomes, Housing Services, and Housing Outcomes.

The employment services and outcomes have been low due to not many people looking for jobs or going back to their jobs since they get enhanced unemployment monies. The housing services and outcomes are very much under the projections of how many housings assists we would give, primarily because we never expected the amount of money that is now available to pay for rentals.

As we go forward with the Board of Directors meetings, we will report any further findings and their explanations.

* There has been some activity from National Partnership and the IRS. They are doing some outreach and assistance for the new Child Tax Credit Program. We will be reaching out to the clients we serve and others that have been identified by the IRS reports of contacts that are eligible for this program.
* Attained permission from the Board of Directors to work from home for the next 8-12 weeks or more due to injury.

**Old Business:** None

**New Business:** None

**Motion to adjourn meeting:** Charlene Smart, President, made the motion to adjourn meeting at 4:12pm. Peter Idema seconded the motion. All were in favor and the motion carried.

**Next Meeting:**

**Date:** September 23,2021

**Time**: 3:30pm

**Location:** Zoom Meeting