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

**Board of Directors Meeting**

**September 28, 2023**

**Location:** Zoom online meeting

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

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

and John Penney,

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

**Absent:** None

**Quorum Present**: Yes

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

**Guest:** None

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

3:32 pm.

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

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

**Presidents Report:** Charlene Smart welcomed back board members and staff after the summer break.

**CFO Financial Report:** Teresa Paino

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

## Finance Committee Minutes

### In Attendance: Pete Idema, Charlene Smart, Liz Spira and Teresa Paino

### September 14, 2023

### Funding

## Reductions/Increases/Impact

* $32,581.90 received from the Mastroianni Fund.
* $9,183.77 received from the VonderLinden Fund.
* $25,000 received from Miles of Hope.
* $5,000 received from the Foundation for Community Health.

## Regular Business

* Updated the cost allocation plan.
* Continued training for new fiscal staff person, Alyssa. Expanding abilities of
* FundEZ accounting program. Developed process to purchase and deliver the
* purchase of meats to CAP food pantries.
* Review of data for 2024 Agency budget. Survey and past year expenditures –

possible COLA?

* Continued placing orders for client/student school supplies. A total of eighteen

students assisted to date.

* Updated NYS Grants Gateway with 2022 audit, tax returns and insurance

information.

* Continued work on baskets for Putt Fore Action 2023. To date 17 baskets have
* been completed.
* Continued work with IT company.
* Discussion of additional cost of Red Hook sewer.

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

#### CEO Report: Elizabeth Spira

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

* Individual Monitoring Plan, IMP, for 2024 has been received. Based on the agency’s position, OCS will only visit in person 2-times per year. Previously, once every quarter.
* Sept. 30th, end of final quarter of CSBG 2023.
* Strategic Plan – TRACS review identified that there was NOT a separate motion and vote to accept the Strategic Plan.

**PROGRAM updates**

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

* HEAP – Opens Nov 1st.
* Fuel Depots will also be available Nov. 1st.
* Change in eligibility for FCH Prescriptions Assistance, serving eastern Dutchess County
  + Discontinued Part D reimbursement
  + Lowered eligibility for 400% FPL to 300% FPL. The increases were put in place during COVID.

***Dress for Success –***

* August Suitings-6

Interview - 3

Employment - 3

* August Career Center Appointments-1
* Events

BOSS Club-Turn You Side Hustle into a Business (Saturday, 9/23) presented by Cynthia Marsh-Croll, Director of Women’s Enterprise Development Center – 4 Attendees

* Upcoming Events

Styling on the Go SUNY New Paltz (October 12th)

BOSS Club - Bo$$ Money Move$ (Saturday, October 28th)

* Shopping for a Cause Sale-Veterans Day Weekend (November 10th-12th) @ The Landmark Beacon
* Donations

Donation appointments resume on Sept. 30, Oct. 21, Nov. 18, and Dec. 16

***EITC/CASH Coalition –***

* Focus on recruiting volunteers and securing a site.

***Putt Fore Action***

* Included in Board packet, budget post event. Net $16,562.99.

***WEATHERIZATION***

* New contract started July 1st.
* Contract includes funding for WRF, Weatherization Ready Funds, WRF, – allows for repairs to a housing unit that must be done before Weatherizing.
* Units in progress –
  + 25 units audited.
  + 5 out for bid for furnace replacement through the HERR program.
* Potential multi-unit, St. Simeon. 3-building, #1 59 units, #2 – 60 units, and #3 – 70 units.
* BIL – Bipartisan Infrastructure Law, intention is to complete some of the units as part of the BIL project.

***NEHI – Fee for Service Entity***

* HERR – 2023 program year closes Sept. 30th, 2024 program year begins Oct. 1st
* 2023 contract, 72 to date, 66 completed, 3 out for bid, and 3 awarded.
* CAP – Cooling Assistance Program closed with 228 units installed.
* Empower – 15 active jobs

***HR***

* Family Resource Program Director has been hired and will start Oct. 16th.
* 2nd interviews are being held for Resource Coordinators for Po’k and Dover
* Hired Wx Crew, 10/25
* Continuing to post ads on Indeed for Wx crew and Resource Coordinator for Beacon

***Other***

* Status of the Dover well repairs.
* Updated Policies for Personnel.

1. Complaint Form for reporting Sexual Harassment
2. Required - Military Leave.
3. Required – Accommodations for Nursing Mothers
4. Optional – 401K Plan
5. Optional – Vision Care Insurance
6. Optional – Life Insurance
7. Optional – Health Benefits
8. Optional – Dental Insurance Policy
9. PTO Increment Change
10. Best Practices – Disciplinary Process

**Motion to approve the Updated Policies for Personnel:** Charlene Smart made the motion to approve the Updated Policies for Personnel. Peter Idema seconded the motion. All were in favor and the motion carried.

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

**New Business:** Dylan Miyoshi from NYSEG would like to have a seat on our Board of Directors for the low-income sector. A signature sheet has been sent to our Dover Family Resource Coordinator along with his bio to obtain signatures.

**Old Business:** Strategic Plan

**Motion to approve the Strategic Plan** as presented at the December 12, 2022 board meeting. Charlene Smart made the motion to accept the Strategic Plan. Paul Daubman Sr. seconded the motion. All were in favor and the motion carried.

**Motion to adjourn**. Peter Idema made the motion to adjourn at 3:45 pm. Joshua Stratton second the motion. All were in favor and the motion carried.

**Next Meeting**

**Date:** October 19, 2023

**Location**: Online Zoom meeting

**Time:** 3:30pm