

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

**Board of Directors Meeting**

**May 16, 2024**

**Location:** Zoom online meeting

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

**Attendees:** Charlene Smart, Dennis Conn, Joshua Stratton, Paul Daubman Sr., John Penney, and Kathleen Vacca

**Excused:**  Dr. David Scott and Dylan Miyoshi

**Absent:** None

**Quorum Present:** Yes

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

**Guest:** None

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

3:31 pm.

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

**April Minutes:** The April minutes were distributed by e-mail prior to the meeting.

Paul Daubman Sr. made the motion to accept the April minutes. John Penney seconded the motion. All were in favor and the motion carried.

**Guest:** Dave Gabel, EFPR

Dave Gabel from the EFPRGroup presented the 2023 Independent Audit. A power point presentation was shared. All aspects of the audit were discussed in detail and members were asked if they had any questions. There were no questions and a motion was made to approve the audit. Joshua Stratton made the motion to approve the audit and Paul Daubman Sr. seconded the motion. All were in favor and the motion carried.

**President’s Report: Charlene Smart**

Charlene Smart inquired if everyone had returned their CEO evaluation form, and if not to do so as soon as possible.

**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 Report**

**Finance Committee Members:**

**May 13, 2024**

**Funding Reductions/Increases/Impact**

* Thompson Trust Rhinebeck - $15,000; Thompson Trust Red Hook $15,000; Dyson Rent & Utility $15,000; CSBG Discretionary $15,000.

**Regular Business**

* Completed work on 2023 audit.
* Reviewed draft of 2023 audit.
* Worked to familiarize select staff with electronic purchase order process. Will contract with company to utilize digital PO’s to reduce paper and streamline approval process.
* Working with IT vendor to consolidate IT inventory lists. CAPDC computer inventory updated. We will begin to assess the computers to determine future upgrades.
* Sent out disability certificate renewals to all funders.
* Registered 2024 Ram Promaster for the Weatherization program.
* Scheduled CSBG and Weatherization fiscal field visits. CSBG visit 5/14 – no issues. Next visit after October 1, 2024.
* Reviewed tax return extensions for 2023 – 990, 990T, CHAR500 and CT-13.
* Prepared budget for 2024 CSBG Discretionary grant.
* Prepared budgets for Dutchess County grants. County requested contract amounts – these will include a COLA increase.
* The Fiscal policy had a change this past February. Copies of the policy were emailed to
* all board members.

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

**CEO Report: Elizabeth Spira**

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

* CSBG - ACROS results received
	+ 55 of 58 standards met – 95%
		- 5.8 – Governing board members have been provided with training on their duties and responsibilities within the past 2-years
		- 6.5 – The Governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months.7.9 – The organization conducts or makes available staff development/training (including ROMA) on an ongoing basis
			* Demonstrated staff training in other areas such civil rights, professionalism, confidential information etc.
* CSBG New Program Analyst assigned, Victor Carrera
* Jessica Garneau is leaving for a position at NYS Office of Children & Family Services, last day 5/22.
* Governance – Ask for and received more time to fill the vacant Elected Official seats on the Board.
	+ County Exec declined the seat.

# **PROGRAM updates**

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

* HEAP applications completed to date: 286
* Financial assistance -

## ***CASH/EITC* –**

* Detailed breakdown of returns, credits for all three counties included with report!

***Dress for Success***

April Suitings

* Total Women served – 16
* Suitings – 8
	+ Interview - 5
	+ Employment - 2
	+ Supplemental – 1
* Career Center Appointments - 5

Events

* SIS Lunch & Learn Workshop (Acing the Interview) on April 17th- 7 participants.
* BOSS Club Brunch on May 11th- 3 participants.

## ***WEATHERIZATION***

* Basic Contract – 32 completed through the end of April.

## ***NEHI – Fee for Service Entity***

* HERR – 79 Total, 65 completed, 6 out for bid, 5 awarded and 3 denied.
* Cooling Assistance Program (CAP) – 49 referrals, 25 installed.

## ***Other – NONE***

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

**New Business:** None

**Old Business:** None

**Motion to adjourn:** Charlene Smart made the motion to adjourn at 4:03 pm. John Penney seconded the motion. All were in favor and the motion carried.

**Next Meeting**

**Date:** June 20, 2024

**Location**: Online Zoom meeting

**Time:**  3:30pm