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

**Board of Directors Meeting**

**October 21, 2021**

**Location** Online Zoom Meeting

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

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

**Excused:** Dr. David Scott andPaul Daubman Sr.

**Absent:** Kathleen Vacca

**Quorum Present**: Yes

**Guest:** Jackie Orr, Executive Director of NYSCAA

**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 3:40 pm.

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

**September Minutes:** The September minutes were distributed by e-mail prior to meeting. Peter Idema made the motion to accept the September minutes. John Penney seconded the motion. All were in favor and the motion carried**.**

**Guest:** Executive Director NYSCAA, Jackie Orr’s presentation on Board Rolls & Responsibilities: Non-Profit Agencies

Jackie Orr presented Board Rolls & Responsibilities, provided full explanation of all slides and answered questions from Board Members. Presentation will be available to board members in the Board portal on the CAPDC web page.

**CEO Financial Report:** Teresa Paino

**Finance Committee Minutes**

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

**Teresa Paino October 12, 2021**

**Funding Reductions/Increases/Impact**

**Regular Business**

* Discussion of Independent auditor selection for audit of 2021. Letters to be sent

out this week.

* Continued preparations for worker’s compensation audit of 8/1/20-8/1/21.
* Continued work on 2022 Agency budget. Discussed COLA issues and economic conditions.
* Wrapping up grants with end dates of 9/30/2021. This includes CSBG Entitlement and HEAP, ECIP and HERR.
* Helped to coordinate changeover to Office 365 with new phone system.
* Began process of developing electronic retention policy. This includes assessment and discussion of material to be scanned, discussion of equipment and storage needed to accomplish goal of electronic retention.
* Assisted CEO with budget for Dover capital project.
* Completed MWBE reports for CSBG contract 10/20 to 9/21. We have met the goals for the CSBG Entitlement grant.
* Conducted a Dutchess County FEMA Local Board meeting. Two meetings per phase are required by the Emergency Food and Shelter Program. All Dutchess County funded organizations have complied and been paid for Phases 37, 38 and CARES. Phase 39 funds have not yet been announced.
* Fiscal staff and HR Director will take part in a Paychex webinar to upgrade our

payroll system to PaychexFlex. The upgrade is a requirement

* Assisted Weatherization Manager with gaining access to the OGS site to prepare a micro-bid for a new vehicle.
* Continued purchases of personal protective equipment (masks, gloves, cleaning products and sanitizers).

**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** made the motion to approve Dr. David Scott for another term on the board. Peter Idema seconded the motion. All were in favor and the motion carried.

**CEO Report: Elizabeth C. Spira**

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

**PROGRAM updates**

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

Family Development

September Financial Assistance

|  |  |
| --- | --- |
| **Summary:** |  |
| Auto | $2,851.28 |
| Credit Card | $300.00 |
| Food | $200.00 |
| Medical Bills | $90.00 |
| Prescriptions | $317.00 |
| Rent | $932.00 |
| School Supplies | $35.48 |
| Student Loan | $80.00 |
| Telephone | $288.95 |
| Utilities | $1,224.96 |
|  |  |
| Total | $6,319.67 |

***Dress for Success***

September Suitings: 9

* Interview:4
* Employment:5

Events

* SUNY New Paltz CSOTG Event-Thurs. 10/12 12-4PM, 36 Women styled for success!

Upcoming:

* Think Dutchess Career Fair CSOTG Event - Tues. 10/26 12:30-2:30PM

Programs

* Virtual SIS Boot Camp Fall 2021 starts tomorrow, runs Wednesday mornings through 11/24

Donations

* Donations received Saturday, Oct. 16th
* Upcoming dates: November 20th (fully booked) and December 18th
* Donation Hiatus: Jan-Feb. 2022
* Shoe drive- amassed 130 prs of shoes (half suitable for DFSDC) and $500 DSW gift cards.

***AmeriCorps Seniors, RSVP –***

* Winter edition of our newsletter, Volunteer Voice, is complete and sent to LPI for printing
* Our contract with them ends in April 2022 and JoAnn hopes to continue the contract, as long as we have advertisers. The advertisers are how the company makes money and we get the benefit of having them print up our copies for free.
* Beginning year-end clean up. Going through RSVP records making sure that all timesheets have been turned in to our office and filed.
* Progress Report Supplement will be due shortly (as soon as AmeriCorps sends out the notice). This report is statistics that are compiled from all AmeriCorps Programs and then get sent to the federal government. It is one way that the government becomes aware of the needs across the country and how funding gets distributed.
* RSVP will be celebrating their 50th Anniversary in 2022. We are looking for individuals to be on a committee. Please contact JoAnn if you are interested or know of anyone that would like to help.

***EITC***

The focus at this point is volunteer recruitment for

* Tax Counselors
* Appointment Support
* IT Support

We ask that all help in spreading the word through posting on:

* social media,
* hanging flyers, and
* talking up these opportunities with friends and neighbors.

If you would like poster mailed to you, please let us know.

We do not expect to hear what the approved methods of service delivery will be until last Fall. We are planning for the Drop Off Model with hopes to be able to do full in person.

Still seeking a location in the city or town of Poughkeepsie to rent as both Marist and Locust Grove will not be available this season.

Graphics for posting sent by separate email.

***WEATHERIZATION***

Weatherization - 18 units completed, 16 UNITS in progress.

Multi housing unit – in discussion with Hudson River Housing regarding 134 Cannon St., 40 units senior housing

***NEHI – Fee for Service Entity***

* **10 Empower** projects completed: 11 collaborative projects with Weatherization. 4 jobs completed in Putnam County.
* **HERR** – Current program year, 10/1/21 – 9/30/22, 3 jobs in progress, 4 more expected from DSS

***HR***

* Part-time Family Resource Coordinator for Red Hook site started this week.
* HR Director and Manager (TBD) will begin interviews with applicants for the Dover and Beacon vacancy.
* Data & Quality Improvement Manager resigned to accept a position at Bard College.

**Joshua Stratton** stated that he has a friend who has clothes to donate to the Dress for Success program. We will contact the Dress for Success program director, Robin Blue-Brown to get this accomplished.

**Old Business**: None

**New Business**: None

**Motion to adjourn meeting:** Charlene Smart, President, made the motion to adjourn meeting at 4:40pm. Peter Idema seconded the motion. All were in favor and the motion carried.

**Next Meeting:**

**Date:** November 18,2021

**Time**: 3:30pm

**Location:** Zoom Meeting