

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

**Board of Directors Meeting**

**March 18, 2021**

**Location:** GoMeet.com

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

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

**Excused:** Dr. David Scott

**Absent:** Kathleen Vacca

**Quorum Present**: Yes

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

**Meeting called to order:** Charlene Smart, the President, called the meeting to order at 3:37 pm.

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

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

**CEO Financial Report:** Teresa Paino

**Finance Committee Report**

**Funding Reductions/Increases/Impact**

**Regular Business**

• M&T Bank PPP loan forgiven at 100%.

• Continued purchases of personal protective equipment (masks, gloves, cleaning products and sanitizers).

• Assisted independent auditors with documentation requests.

• Participated in health and dental benefit review with Smith Benefits, Liz Spira and Corrine Campbell. Improved plans at cost savings were presented.

• Assisted RSVP Director with submission of continuation grant to AmeriCorps Seniors.

• Provided program budgets for submission to the United Way for Dress for Success and Case Management applications.

• Provided data for submission of tax form IT204-LL for North East Home Improvement (NEHI).

• Began work to compile data for Disaster Recovery Plan document.

• Continued to review spenddown of Weatherization grant with end date March 31, 2021.

• Requested bids for protective clothing and items for the Weatherization program.

• Completed and submitted documentation for IRERIA (Improper Payment review) for the RSVP Program. This is the method that the federal grant uses to monitor expenses.

**Motion to accept the Finance Report**: Charlene Smart made the motion to accept the Finance Report. John Penney seconded the motion. All were in favor and the motion passed.

**Charlene Smart**, President, stated she had no reports. She thanked everyone who is working at Community Action Partnership and said we are doing a great job.

**Charlene Smar**t asked to discuss the nomination of Kathleen Vacca to the low-income sector.

Elizabeth C. Spira explained the Kathleen Vacca was no longer a representative for the mayor of the city of Poughkeepsie. She will be staying on as a board member for the low-income sector.

**Motion to accept** Kathleen Vacca as the representative for the low-income sector.

Peter Idema made the motion to accept. John Penney seconded the motion. All were in favor and the motion carried.

**CEO Report: Elizabeth Spira**

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

* ACROS was submitted.
* Quarterly reports for regular CSBG and CSBG Cares were submitted.

**PROGRAM updates**

***Dress for Success***

* Programs

Spring SIS Boot Camp (4/7-5/19) 6 participants enrolled

BOSS Club – Postponed, prospective dates TBD

* Current Events

Talbots Campaign- Financial donations in store @ POS through 3/21

#YourHourHerPower -Women’s History Month/International Women’s Day Campaign-Ask Letter and social media campaign through 3/31

* Upcoming Events

Lilly Pulitzer Westchester Shop & Share event, Saturday, 3/20 from Noon-4PM, 10% of proceeds benefit DFSDC

Styling on the Go – (remote) 4/19-4/23 at SUNY New Paltz

Donation Appointment dates – 3/20,4/17 (both fully booked),5/15 (few appointments remaining), 6/19

***Family Resource Program***

***Food Pantry***

* Food pantries: See attached for details
* HEAP: As of 3/17/2021, we have completed 204 HEAP applications this season.
* Emergency Fuel Depot: As of 3/17/2021, 70 families have accessed emergency fuel, 700 gallons distributed.
* Foundations for Community Health, Prescription Assistance Program: For February we completed 71 voucher payments for 157 prescriptions for individuals in need. There are 37 people enrolled in Program

***RSVP –***

* RSVP completed and submitted the continuation grant for 3Q Year 2021.  Upon approval, effective 7/1/2021 – 6/30/2022.
* In the processing of completing our quarterly newsletter for April – May.
* 6 volunteers are writing cards that will be distributed to Wingate Assisted Living facilities in Fishkill and Beacon.  Approximately 250 cards.  This is the spring outreach as part of COVID funding that was received.  The next card writing will be for the 4th of July.
* There has been a small increase in the number of volunteer inquires and signed three new volunteers within the last month.
* Wed., March 17th, there was a zoom meeting with Alzheimer’s Association.  They are a new Station having signed a MoU with us within the last year.  We have set a date for a zoom presentation on May 5, 2021 at 1:00pm.  More details to follow but it will be two-fold.  A 30-minute discussion by their presenter on “Know the 10 Signs and Symptoms of Alzheimer’s” and a 30-minute question and answer session on the topic, as well as, how one can get involved volunteering.
* Virtual meetings attended the last 3 weeks: Castle Point VA Hudson Valley Healthcare, Dutchess County OFA – CASE – Council of Agencies Serving the Elderly, RSVP Advisory Council and National Senior Corps Association meeting.

***EITC –*** Board Report – 3/18/21

**CASH Coalition**

* Dutchess County Sites opened approximately 130 new appointments. Scheduling for these appointments began on 3/17.
* Not all tax sites were able to offer extended service.
* 132 clients on the waiting list were notified of the new appointments.
* Appointments available until the last week in April
* Tax filing deadline extended to 5/17.
* Currently polling volunteers to determine interest and availability to extend service until 5/17.

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|  | **Appointments Made** | **No Show** | **Cancelled** |
| **Dutchess** | **1245** | **20** |  |
| **Putnam** | **117** | **0** |  |
| **Orange** | **1633** | **13** |  |
| **Total** | **2995** | **33** | **323** |

***HEAP/Fuel Depots***

* HEAP applications prepared Oct. 1 – Dec. 31, 2020, 92
* Emergency Fuel Depot usage – 30 (last year 88)

***WEATHERIZATION***

* **2020 Weatherization:** 211 completed as of 2/28/21 with one more 10 unit at Tubman & 6 single family units in progress.
* Contract ends March 31st.
* 2021 – Beginning April 1st, speaking with management at St. Simeon as potential for multi-unit for the new contract.

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

**Old Business**: None

**New Business**: None

**Motion to adjourn meeting**. Charlene Smart made the motion to adjourn meeting. Peter Idema seconded the motion. All were in favor and the motion carried.

**Next Meeting:**

**Date:** April 15,2021

**Location:** Go to meeting online