

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

**Board of Directors**

**Meeting March 16, 2023**

**Location:** Zoom online meeting

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

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

**Excused:**  Dr. David Scott

**Absent:** None

**Quorum Present**: Yes

**Agency Staff:** Elizabeth C. Spira, CEO, and Jill Harlow, Administrative Assistant

**Guest:** None

**Meeting called to order:** Joshua Stratton, Vice President, called the meeting to order at

3:30 pm.

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

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

**CEO Financial Report: Peter Idema**

The Financial Report was emailed to all board members prior to meeting. There were no objections or corrections to the Financial Report.

**Finance Committee Minutes**

**In Attendance: Pete Idema, Charlene Smart, Josh Stratton, Liz Spira & Teresa Paino\_**

**March 9, 2023**

**Funding Reductions/Increases/Impact**

* FEMA Phase 40 funding of $26,461.

**Regular Business**

* Finalized all documentation requested by audit firm for start of audit.
* Week of 3/6/2023 – gathered additional documentation and provided responses to auditor questions.
* Continued worked with EFPR Group to review Agency leases to comply with audit requirements.
* Continued review of time sheets and processing of payroll.
* Administered FEMA Local Board meeting – prepared agendas, minutes, and award letters for Phase 40.
* Provided Dress for Success Director with documentation for Standards of Accountability report.
* Completed worker’s comp audit for 8/1/2021 to 8/1/2022. CAPDC to receive $2,400 credit on current premium.
* Calculated new rates for health insurance renewal 4/1/2023.
* Renewed social services, crime, and abuse/molestation insurance policies for 4/1/2023 start date.
* Reviewed client assistance grant balances.
* Gathered documentation for IT meeting with vendor and CEO.

**CEO Report: Elizabeth C. Spira**

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

* Annual Program Report – submitted.
* TRACS – have not received results, yet…

**PROGRAM updates**

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

* HEAP extended to March 30th. Applications completed to date: 276 applications, combined regular and emergency,
* Emergency Fuel Depot – 170 HH served, 1700 gallons distributed.
* Dyson Fuel Fund – families over income for HEAP. 2nd year fund has been available.
* NYSCAA Fuel Fund – Global Partners, received $19,918.84, distribution calculated by county, households that heat with oil.

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| **February 2023 Summary:** |
|  |  |
|  Auto | $1,914.60 |
| Credit Card | $2,000.00 |
| Heating | $5,660.29 |
| Home | $1,152.56 |
| Medical | $1,652.00 |
| Prescriptions | $142.92 |
| Rent | $14,990.00 |
| Telephone | $162.92 |
| Utilities | $1,715.48 |
|  |  |
| **Total** | **$29,390.77** |
|  |  |

***Dress for Success –***

* SOA – Standards of Accountability were submitted.
* Robin – Program report at the April Board meeting

***WEATHERIZATION***

* Received contract amendment to extend contract to June 30th.
* Weatherization – 6 units in progress
* Multi-unit building – Red Hook building still in process. Additional possibility, Colonial Manor, 116 units.
* 69 approved applications on the wait list.

***BIL – Bipartisan Infrastructure Law***

* 5-year contract
	+ 2 2-year
	+ 1-1year

***NEHI – Fee for Service Entity***

* HERR - 45, 42 completed, 2 awarded and 1 out for bid, 5 cancelled.
* 18 active jobs.
* Outreach to Empower clients that have not been Weatherized.

***HR –***

* New Hire – Weatherization Crew, Lamoi Hobson
* New Hire – Beacon Senior Transportation Driver, Gabriel Torres

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

**Old Business:** None

**New Business:** None

**Motion to adjourn:** Joshua Stratton made the motion to adjourn at 3:39 pm. Peter Idema seconded the motion. All were in favor and the motion carried.

**Next Meeting**

**Date:** April 20, 2023

**Location:** Online Zoom meeting

**Time:** 3:30 pm