

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

**Board of Directors Meeting**

**November 16, 2023**

**Location:** Zoom online meeting

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

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

**Excused:**  Dr. David Scott,

**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

3:30 pm.

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

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

**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 Minutes**

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

**November 13, 2023**

**Funding Reductions/Increases/Impact**

**Regular Business**

* Met with CEO to discuss 2024 budget. Suggested a COLA.
* Discussed the potential for an additional staff benefit.
* Discussed issues with CAP buildings and ongoing costs.
* Reviewed fiscal functions/CFO job responsibilities with new Family Resources Director, Fannon Herbert. Reviewed internal controls, Paychex Flex time reporting system, audits, the FEMA program, client assist funds, purchasing food for pantries and the role of other fiscal staff.
* Equipment inventory has been completed on all buildings except Red Hook and for Weatherization tools and materials.
* Review of Weatherization insurance requirements and addition of fidelity bonds for both WXA and the BIL contract.
* Review and update of computer inventory.
* Review of all client assist fund balances.
* Sent reminder to all managers: recording and approving staff time, purchasing supplies, submitting reports, postage, inkinds, receipts and mileage logs.
* Review of CAP employee handbook. Request for approval – PTO time only paid out upon termination.
* Assisting with Holiday Lunch – December 1, 2023 – 12pm at Mill House Brewery.

**Motion to approve the Finance Report:** Peter Idema made the motion to approve the Finance Report. 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**

* Program analyst will schedule a board and site visit in the spring.
* TRACS report –
* Indicators
* CSBG Work Plan(s)
	+ 2023 4th quarter report
	+ 2024 work plan – 1st quarter report due Jan. 30, 2024
* By-laws distribution and review

**PROGRAM updates**

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

Financial assists for October

AHEHP (After Hours Emergency Heat Program) – 19 pickups since 11/1/23.

***Dress for Success***

* Shopping for a Cause – gross $3,000+

***EITC/CASH Coalition –***

CASH Coalition

* Sites
	+ Anticipate 16 Sites in Dutchess County (increase of 1 – Tivoli)
	+ Anticipate 3 Sites in Putnam County  (increase of 1 Brewster Library)
	+ Anticipate 15 Sites in Orange County (no new sites will have increased hours at current sites.)
* Volunteers (New Recruits)
	+ Dutchess County – 23
	+ Orange County - 38
* Huge influx of volunteers.  Will need special focus on client outreach to fill increase in appointments specifically in OC
* Training
	+ Dutchess County In-Person Training for Tax Counselors starts 12/4 ends 12/15 for six days.
	+ Orange County Virtual Training Scheduled for January – 6 DC Volunteers will attend so far.
* Do expect more volunteers to join, especially the virtual training.

Dress For Success

* Referral Agency Orientations
	+ Family Services – Crime Victim Support Services
	+ Mental Health of America
	+ Dutchess County Public Defender’s Office

Community Outreach

* Red Hook Community Center Holiday Market
	+ Distributed Coats from the Countywide Coat Drive

***WEATHERIZATION***

* Weatherization – submitting 3 jobs to the BIL contract, and 3 in progress.
* 18 audits completed, 45 jobs on the wait list and 10 incomplete apps, waiting for documents.
* St. Simeon – received the audit bid and the property manager has accepted, and the project will be moving forward.
* HEAP clients – all are receiving Weatherization applications.

***NEHI – Fee for Service Entity***

* HERR – 12 jobs, 1 completed, 11 out for bids. Continue to struggle to get bids from vendors.
* Empower – 15 Active

***HR***

* New hire for Beacon will be completing paperwork with HR tomorrow.

***Other***

NYSCAA Executive Director seminar – Geneva, NY

Presentation on AI:

[2310.20216.pdf (arxiv.org)](https://arxiv.org/pdf/2310.20216.pdf) – Turing Test

[Should You Have an AI Acceptable Use Policy? (roundtabletechnology.com)](https://www.roundtabletechnology.com/blog/should-you-have-an-ai-acceptable-use-policy)

Sample chat

[GPT-4 Turing Test Results (openai.com)](https://chat.openai.com/share/1ceb8c1a-de18-40b0-b415-d0beb8f394f0)

Tec Soup – AI Microsoft training

[Exploring AI with Microsoft Tools | TechSoup Courses](https://techsoup.course.tc/catalog/exploring-ai-with-microsoft-tools)

**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.

**2024 Work Plan:** CEO presented the 2024 CSBG workplan to the board. The program sheets were discussed in detail, NPIs and SRVs identified.

**Motion to accept the 2024 Work Plan:** Charlene Smart made the motion to accept the 2024 CSBG Work Plan. John Penney seconded the motion. All were in favor and the motion carried.

**Old Business:** None

**New Business:** None

**Motion to adjourn:** Peter Idema made the motion to adjourn at 3:55 pm. John Penney seconded the motion. All were in favor and the motion carried.

**Next Meeting**

**Date:** December 1st, 2023

**Location**: In person at Holiday Luncheon with staff

**Time:** 12:30 pm