

# Community Action Partnership for Dutchess County, Inc.

**Board Meeting Minutes, January 16, 2020**

**Location:** 84 Cannon Street, Poughkeepsie, NY 12601

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino (absent)

**Attendees:** Charlene Smart, Paul Daubman Sr. and Peter Idema

**Conference Call:** N/A

**Excused:** Dr. DavidScott, Eleanore Pitcher, John Penney, Kathleen Vacca, and Josh Stratton

# Absent: None

**Quorum Present**: Yes

**Agency Staff:** Elizabeth C. Spira, & Laurie Kelsey (Administrative Assistant)

**Guests:** N/A

**Meeting called to order:** Charlene Smart called the meeting to order at 3:32 pm.

**Roll Call**: Laurie Kelsey conducted the roll call.

# Correspondence: Weatherization HCR Help with Multi Families and Empower received their Award letter

**Approval of November & December Minutes**: The November & December meeting minutes were distributed to the BOD by email prior to the meeting. Copies were also provided at the meeting.

**Motion to approve November & December Minutes**: Peter Idema made the motion to accept November & December Minutes meeting minutes. Charlene Smart seconded the motion. All were in favor, and the motion carried.

**Finance Report**: Peter Idema

# Regular Business

* IT company upgrading the remaining staff/client computer to Windows 10, adding additional memory where needed, and cleaning out malware/adware.
* IT company removed all old servers and computers from the IT room. Old hardware will be recycled.
* Any remaining IT Issues to report?
* Ongoing plan to review Uniform Guidance updates in group staff meetings. Handout for all Managers to summarizing updates/internal controls
* Completed CSBG TRACS review 12/17/19 – 12/19/19. No findings
* Continued to preparation for 2019 independent audit. Assembling all documents to be submitted electronically to the audit firm. The audit is scheduled for Monday, March 2, 2020
* Weatherization fiscal field visit on Tuesday, December 10, 2019. NO findings
* Continued monitoring of Weatherization expenditures for grants spends down.
* Re-Scheduled Meeting with Paychex to review a new product for payroll
* Scheduled worker’s compensation audit for January 27, 2020
* Completed preparation of 2020 NED Corp budget
* Completed preparation of 2020 Local Share and Elderly budget
* Review and discussed changes to health insurance format. Will continue to gather information

**Motion to accept the Finance Report:** Paul Daubman Sr. made the motion to accept the Finance Report. Peter Idema seconded the motion. All were in favor, and the motion carried.

**President Report:** Charlene Smart moved the Board out of the regular meeting and into Executive Session to review CEO Evaluation and Compensation Report at 3:36 pm

The Executive Session ended, and the regular board meeting resumed at 3:46 pm.

Charlene reported an overall excellent performance ranking for the CEO and will conduct a follow-up discussion with the CEO.

**CEO Report:** Elizabeth C. Spira

DOS OCS – Department of State, Office of Community Service

* TRACS was conducted Dec. 17, 18, 19. The return date not identified. Agency can respond and also can correct any deficiencies before finalization.
* Community Needs Assessment – Board, staff, and volunteer surveys have been distributed. Identified error in the functioning of the client/consumer survey will be fixed soon and distribution will begin.
* NYS DOS OCS contract analyst, Jessica, will attend the February BOD meeting.
* Periodic Program Report (PPR) for the 1st quarter of 2020 (Oct. ’19 – Dec. ’20) is being prepared for submission by the end of the month.
* Received the fully executed CSBG 2020 contract this week.
  + Work plans provided in board packet (Work plan was handed out to BOD members)

PROGRAM REPORTS

***EITC***

* 2-1-1 began scheduling appointments on January 15th. Linda Eddy received 280 calls from 211 overflow.
* Some changes to the schedules at sites:
  + No Wednesday evening appointments at Zion Church in Wappingers Falls.

***RSVP, Retired Senior Volunteer Program***

* Current volunteers and stations:
* December – enrolled 11 new volunteers.
* Volunteer Recognition Breakfast is Thursday, May 15th at Villa Borghese; the theme “RSVP Volunteers are Picture Perfect.”  Sponsorship opportunities are available.  Please contact JoAnn at [jhickman@dutchesscap.org](mailto:jhickman@dutchesscap.org) There will be a photo booth sponsored by Colleen Ashe, Ashe Organizing Solutions.
* Outreach events – 1st Town Hall in Stanfordville.

***Dress for Success***

* Last quarter 2019 – Total served: 65
* Total suitings: 40 interviews, 24 employment
* Shopping for a Cause Sale: Gross $3,000

***HEAP/Fuel Depots***

* Eighty-eight households accessed the fuel depots Oct. – Dec.
* 74 HEAP applications have been submitted. Emergency HEAP is available.

***Weatherization***

* Quarterly report numbers: 49, 4 multi-units, 11@, total 44 and 5 single units Contract
* Empower**:** 17 units, coordinated work with Weatherization
* HERR**:**  Heating Equipment Repair/Replacement, 24 units – 13 replacements, and 11 repairs.

***Human Resources***

* Interview scheduled for Dover position.
* Beacon positions have been filled. Second, hire to begin 1/21.
* No disability claims in 2019.
* Turnover calculation 2019 provided in Board packet

***Legal***

* No legal issues currently.

***Other***

* Closed on the Ulster Saving Line of Credit (LOC) on Wednesday, Jan. 15th!
* Closing on the sale of 80 Cannon was postponed due to R.L. Baxter’s application for a tax ID for this project.

**Motion:** Charlene Smart made the motion to approve the CEO’s report. Peter Idema seconded the motion. All were in favor, and the motion carried.

**Old Business:** Paul Daubman Sr. confirmed he could not attend the NASCSP conference in February.

# New Business: President Charlene Smart ask we keep Eleanore Pitcher in our thoughts and prayers.

# Motion to Adjourn: Charlene Smart made the motion to adjourn at 4:06 pm. Paul Daubman Sr. seconded the motion. All were in favor, and the motion carried.

# Next Meeting:

**Date:** February 20, 2020

**Location:** 84 Cannon St,

Poughkeepsie, NY 12601

**Time:** 3:30 pm