

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

**Board of Directors Meeting**

**January 20, 2022**

**Location:** Online Zoom Meeting

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

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

**Excused:** Dr. David Scott and Kathleen Vacca

**Absent:** None

**Quorum Present**: Yes

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

**Meeting called to order:** Charlene Smart, the President, called the meeting to order at 3:36 pm.

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

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

**CEO Financial Report:** Teresa Paino

The Finance Report was emailed to all board members prior to meeting. There were no objections to the report that were brought up by any of the board members.

Finance Committee Minutes

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

 & Teresa Paino\_

January 13, 2022 - noon

Funding Reductions/Increases/Impact

**Regular Business**

* Submitted CSBG Quarterly reports.
* Completed Finance portion of CSBG ACROS due January 31, 2022.
* Submitted Financial reports to the Community Foundation and Premier Cares Foundation.
* Set up a meeting with Iron Mountain to discuss document retention.
* Continued work on Business Continuity Plan.
* Prepared applications for FEMA Phase 39 and ARPA-R (American Rescue Plan Act – Regular). Communicated with FEMA Regional Manager about requirements for ARPA-R funding.
* Provided documentation for the Holiday Helping Hands Program through the United Way.
* Assisted with organizing cyber security software downloads on all Agency computers. Continued working with IT company on remaining issues.
* Continued work on 2021 independent audit.
* Assisted CEO with documentation for appraisers of 77 and 84 Cannon Street.
* Took part in call with Paychex to upgrade payroll system.
* Completed worker’s comp audit for 2020-2021 with a refund of $1,800 towards the current policy.
* Began reconciliation of WXA expenses for program completion.

**Motion to accept the Finance Report:** Peter Idema made the motion to accept the Finance Report. Charlene Smart seconded the motion. All were in favor and the motion carried.

**Presidents Report:** Charlene Smart wanted to wish everyone a Happy and Safe New Year.

**CEO Report:** Elizabeth C. Spira

The CEO Report was emailed to all board member prior to meeting.

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

* ACROS document has been received, to be completed and submitted by January 31, 2022
* Periodic Program Report (PPR) for the first quarter of CSBG ’22 is being prepared for submission by the end of the month.
* PPR for CARES funds will also being prepared.

**PROGRAM updates**

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

* Financial assists for December
* 
* Upcoming facilitated Innovation Process Design – Prescription Assistance Program. Two half day sessions scheduled for next week.

***Dress for Success***

* The annual Standards of Accountability (SOA) is being prepared, due mid-February.
* Report covers all aspects of program deliverables for the past year.
* Request DFS Program Director to report at the Feb. BOD meeting.
* 2021
	+ Total Women Served: 185
	+ Total Suitings: 178
	+ Interview Suitings: 137
	+ Employment Suitings: 40
	+ Supplemental Suitings: 1
* Donation Hiatus-Jan. and Feb.
* SIS Boot Camp Spring Dates: TBD March/April/May 2022

***AmeriCorps Seniors, RSVP –***

* Numbers to be reported in CSBG PPR, Oct. – Dec. ‘21
* Beacon Home Delivered Meals

October - # of Clients 30, # of Meals - 974

November - # of Clients 31, # of Meals - 977

December - # of Clients 32, # of Meals – 1,037

* Volunteer Stations Total – October thru December, 37 Stations
* Total # of Volunteers – October – December

184 volunteers served hours out of 274 active volunteers (90 had no hours during this quarter.) # of Hours – 5,086

***WEATHERIZATION***

* Weatherization – 30 completed units, 4 in progress, 10 audits completed and 6 scheduled for audits.
	+ 87 units to complete contract.
	+ Possible 32-unit multi and 8 units a month for the Jan., Feb., and Mar and we could complete.
* ARPA, American Recovery Program Act, being released through HCR. Considering potential property(s) in Dutchess County. Focus on Electrification, such as heat pumps. Funds must be spent by Sept. 30, 2022

***NEHI – Fee for Service Entity***

* 11 Empower jobs
* **HERR** – 32 furnaces to date, 18 completed, 6 in progress, 5 awarded, 7 out for bid, one on hold as per LDSS and one new and being inspected.

***HR***

* 2nd vacant position in Dover has been filled, start date the end of January

***EITC*** –

* 2-1-1 started scheduling appointments on Wed. 1/19
* With funding from Community Foundation, CAP has rented a store front in the Galleria for tax preparation.
* Site at Catholic Charities will be closed, as they are working remotely

CEO shared concerns regarding HEAP’s allowed costs for furnace repairs or replacements. The furnace repairs or replacements bids vendors are higher than what OTDA allows; repairs $3,000 and repairs $6,000. The supply chain issues and vendors understaffing are impacting the costs. CAP has been able to provide financial assistance to pay the cost not covered by OTDA. CAP’s capacity to provide this assistance will be exhausted at some point. Where does the conversation start with regards to OTDA/HEAP increasing the allowable costs? John Penney suggested starting the conversation with Senator Serino as OTDA is a state entity.

**Motion to approve the CEO report:** Peter Idema made the motion to approve the CEO report. Joshua Stratton seconded the motion. All were in favor and the motion carried.

**Old Business**: None

**New Business**: None

**Motion to adjourn:** Charlene Smart made the motion to adjourn at 3:58pm. John Penney seconded the motion. All were in favor and the motion carried.

**Next Meeting**

**Date:** February 17, 2022

**Location:** Online Zoom meeting

**Time**: 3:30pm