

Community Action Partnership for Dutchess County, Inc.

Board of Directors Meeting January 19, 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, Teresa Paino, and Jill Harlow (Administrative Assistant)

**Guest:** JoAnn Hickman, RSVP AmeriCorps Seniors Final Report to Board.

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

3:32 pm.

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

**December Minutes:** The December minutes were distributed by e-mail prior to meeting. Kathleen Vacca made the motion to accept the December minutes. John Penney seconded the motion. All were in favor and the motion carried.

**CEO Financial Report: Teresa Paino**

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

**Finance Committee Minutes**

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

**January 12, 2023**

**Funding Reductions/Increases/Impact**

* Global Partners donation for fuel assistance for households that heat with oil. Grant is $19,918.84.

**Regular Business**

* Competed inventory of Agency assets. With assistance from Jill Harlow, arranged for recycling of old monitors, computers, and telephones. Conducted Weatherization tool inventory with Randy Magee.
* Completed CSBG 4th quarter Utilization, MWBE and Attestation reports.
* Continued preparation of CSBG Annual Program Report’s fiscal data.
* Completed Miles of Hope, Premier Cares and Von der Linden 4th quarter reports.
* Calculated and implemented 4% COLA for staff.
* Continued review of time sheets and processing of payroll.
* Prepared financial information for the RSVP spend down to end grant.
* Continued preparation of audit documentation and wrap up of financial statements for March 6, 2023, audit date.
* Continued updates of FEMA Phase 40 status with all Local Area Organizations. Prepping applications and ad to be placed to advertise funds.
* Purchased 60 gift cards ($1,500) for the Holiday Helping Hands Program – United Way.
* Completed renewal of fuel tank and management insurance policy for 2023.
* Began preparations for the Cost Allocation Plan update.
* Update to Village of Red Hook: charges for hook up to septic – $513 per quarter (for 30 years) plus usage.
* Completed all Agency Property Tax Exemption forms for 2023.
* Preparation of 1099’s for 2022 – there are 7 vendors.

**Motion to approve the Finance Report:** Peter Idema made the motion to approve the Finance Report. Kathleen Vacca seconded the motion. All were in favor and the motion carried.

**Vice President Report**

Joshua Stratton discussed conferences he attended that went over financial obligations and other finance topics.

**Guest:** JoAnn Hickman, RSVP AmeriCorps Seniors director, on the relinquishment of the program at the end of January with CAPDC, as she is retiring. JoAnn thanked the BOD for their support of the program throughout the years and CAP for the wonderful years working for a great organization.

**CEO Report: Elizabeth Spira**

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

* Annual Program Report – Due Feb. 14
* CSBG regular Periodic Program Report (PPR) end of year, 4th quarter, to be submitted by the end of January.
* TRACS – have not received the results.
* Tripartite Board Composition
  + Elected Officials
    - Marc Nelson Mayor City of Poughkeepsie
    - William F.X. O’Neil County Executive

**PROGRAM updates**

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

* HEAP applications completed to date: 178
* Emergency HEAP opened Jan. 1st,
* Emergency Fuel Depot – 107 pick-ups, 1,070 gallons

***CASH/EITC –***

* 2-1-1 began scheduling appointments on Jan. 18th.
* Application packets for the volunteers have been prepared/delivered.

***Dress for Success –***

Quarterly statistics – Oct., Nov., Dec. 2022

* Women Served: 63

Women reporting being hired: 13

* Suitings: 57

Interview: 46

Employment: 11

* Career Center Clients: 4

Career Center Appointments: 11

Career Center Appt. Types: Resume, Job Search, Cover/Thank You Letters, Coaching

SIS Boot Camp Participants: 4

SIS Boot Camp Modules: 4

* Business Etiquette Lunch & Learn: 1 New Hope Manor 12/7/22, 6 Attendees
* Volunteers providing service: 14

Volunteer Hours: 94

Virtual Volunteers: 1

SIS Boot Camp Volunteers: 5

***AmeriCorps Seniors, RSVP –***

* Received template letters to notify stations and volunteers.

***WEATHERIZATION***

* Weatherization - 20 units completed.
* Multi-unit building - application completed and approved, bids for the audit opened Wed.

***NEHI – Fee for Service Entity***

* Empower – 22
* HERR - 32 total, 19 completed, 4 awarded and 5 out for bid.

***HR***

* Employee Handbook policies
* Required by law and implemented when CAP became aware of them.
* Best practices recommended but not required.

**Updated CAP HR Policies required by law:**

1. Best Practice - Employment classifications.
2. Best Practice 2023 – Personal Data Changes
3. Risk Management Policy
4. Required – COVID-19 Vaccination Leave
5. Required – COVID-19 Sick Leave Policy
6. Required – NYS Paid Family Leave – only change is to include siblings beginning

1-1-2023

1. Required – Sexual Harassment – New and separate from EEOC Statement and Non-Harassment Policy
2. Required 2023 – EEO Statement and Non-Harassment Policy
3. Optional – Availability of Required Postings
   1. Previous Policy Language
   2. Proposed Policy Language

**Motion to approve the Updated Best Practices Policies required by law:** Peter Idema made the motion to approve the UpdatedBest Practices Policies required by law. John Penney seconded the motion. All were in favor and the motion carried.

**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.

**Old Business:** **Elizabeth Spira**

On February 1st, 2023, we will be starting the transition to our new site at 31 Eliza St. in Beacon. We will be vacating the site at 10 Eliza St. by February 15th, 2023.

**New Business:** None

**Motion to adjourn:** Peter Idema made the motion to adjourn at 4:00 pm. Paul Daubman Sr. seconded the motion. All were in favor and the motion carried.

**Next Meeting**

**Date:** February 16, 2023

**Location**: Online Zoom meeting

**Time:** 3:30pm