

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

**Board of Directors Meeting**

**November 17, 2022**

**Location:** Zoom online meeting

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

**Attendees:** Charlene Smart**,** Joshua Stratton, Peter Idema, 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, Administrative Assistant

**Guests:** Jessica Garneau, NYS Dept. of State Community Services Program Analyst 1, Division of Community Services to observe.

**Meeting called to order:** Charlene Smart, President, called the meeting to order at

3:32 pm.

**Roll Call:** Jill Harlow, Administrative Assistant, conducted the roll call.

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

**CEO Financial Report:** Teresa Paino

The Finance Committee Report was emailed to all board members prior to meeting. There were no objections to the CEO Financial Report that were brought up by board members.

**Finance Committee Minutes**

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

**Teresa Paino**

**November 15, 2022**

**Funding Reductions/Increases/Impact**

* Thomas Thompson Trust - $30,000
* Neighbor to Neighbor - $10,000
* Premier Cares Foundation - $2,500

**Regular Business**

* Preparing documentation for the CSBG TRACS.
* Updated fiscal job descriptions for 2022.
* Prepared reports of RSVP Program data for board review meeting– 2021 to 2022 budget (funding).
* Preparing documentation for the NYS Insurance Fund audit of period 8/1/21-8/1/22.
* Began review of profit made from thrift shop and apartments in preparation of the 2023 Agency budget.
* Preparing salary progression report for CAPDC through 2022.
* Completed documentation for CSBG Discretionary grant.
* Coordinated MWBE usage for three CSBG grants with the DOS.
* Scheduled the Independent Audit of 2022 for the week of March 6, 2023.
* Began inventory of Agency assets.
* Updated NYS Vendor Responsibility Questionnaire, the Grants Gateway Portal, and the federal SAM website (the System for Award Management).
* Assisted in preparation of Towns & Villages support letters for 2023.
* Preparing information for FEMA Phase 40 Local Recipient applications. There is a 5.7% reduction in funding from Phase 39.

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

**President Report:** Charlene Smart, President, wished everyone a Happy Thanksgiving holiday.

**CEO Report:** Elizabeth C. Spira

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

**PROGRAM updates**

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

Holiday resources for families:

* Red Hook – Thanksgiving Food bags donated by Ascienzo Foundation, distributed at event at Red Hook Community Center on November 12th. CAP referred 15 families to this event for the thanksgiving food and received 10 additional poultry items to take back to the office for any additional requests leading up to the holiday. CAP was on site for the event doing outreach and distributing winter coats to families in need. 50 coats were given away.
* Beacon – Expect to assist 20 families. Food was purchased by CAP using ARPA Funds
* Poughkeepsie – Expect to serve 25 - 30 families. Stifel, Nicolaus & Company is donating approximately 30 food bags of thanksgiving sides. CAP will provide a Butterball Turkey Coupons donated by Fidelis Care.
* Dover – Expect to serve 40 families. 40 turkeys donated by Lion Rock Farm. Additional Food purchased by CAP with ARPA funds.

Emergency Financial Assistance

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| **October 2022 Summary:** | | |
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| Auto | $1,822.96 | |
| Clothing | $200.00 | |
| Credit Card | $1,895.28 | |
| Food | $887.00 | |
| Fuel Oil | $1,227.50 | |
| Garbage | $53.01 | |
| Laundry | $100.00 | |
| Medical | $36.10 | |
| Prescriptions | $267.00 | |
| Rent | $20,156.00 | |
| Storage | $607.40 | |
| Summer Camp | $375.00 | |
| Telephone | $303.48 | |
| Tools | $468.29 | |
| Transportation | $280.00 | |
| Utilities | $3,687.01 | |
| Work Shoes | $144.98 | |
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| **Total** | **$32,511.01** | |
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***CASH/EITC –***

* Additional volunteers recruited
* Thank you to John Penney for the ad in the Poughkeepsie Buzz

***Dress for Success –***

* SIS Boot Camp revised schedule 10/19-11/9. 4 participants attended. Ended early due to low participation.
* Volunteers - Two meetings with potential volunteers. One new (inventory support) volunteer onboarded, with recurring weekday availability.
* Donations- Accepted this Saturday, November 19th and on Saturday, December 17th.

***AmeriCorps Seniors, RSVP –***

* RSVP preparing to make Holiday stockings for the seniors receiving meal delivery in Beacon, seniors receiving transportation services, and those who come to the site for congregate meal.

***WEATHERIZATION***

* Completed 12 units, 10 in progress
* Multi-unit buildings
* November 30th, 6:30pm, Weatherization to present at Town of Dover board meeting, requested by Katie Palmer-House, Town Clerk.

**Multi-units:**

* Po’k Senior housing on Perry Street, 51 units – Wx to do walk through and create estimate for consideration.
* Hudson River Housing, 25 units – Audit was submitted to HCR for review
* Creek Road, 71 units – connecting with owner.

***NEHI – Fee for Service Entity***

* HERR 2023 contract, 7 jobs, 4 completed, 2 awarded and 1 out for bid.
* Empower – 17 active jobs

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

* TRACS documents:
  + Business Continuity Plan
  + IT Disaster Preparedness
  + Risk Assessment
  + Strategic Plan draft v2
* Tripartite Board Composition
  + Low-income sector – currently one vacancy
  + Elected Official –
    - City Administrator – Marc Nelson to complete Mayor Rolison’s term, Dec. 31, 2023
    - Deputy County Executive – William F.X. O’Neil to complete Cnty. Exec. Molinaro’s term, Dec. 31, 2023

Elizabeth Spira, CEO continued the report to specifically mention the documents required for the TRACS, identifying the intent of each document and asking for feedback.

**Motion to approve the CEO report:** Charlene Smart made the motion to approve the CEO report. John Penney seconded the motion. All were in favor and the motion carried.

**Old Business:** Beacon office relocation ongoing search. Should we stay in Beacon?

**New Business:**

* There is now a Customer Satisfaction Survey linked to our website. Staff have asked clients that are receiving services to do the survey. It has been up for two weeks so far and we will keep it another two weeks to incorporate the results into our strategic plan.
* The holiday party / board meeting will be held on December 9, 2022.

Elizabeth Spira, CEO referred to a recent email to the Board regarding the TRACS standard 4.1 regarding the agency’s Mission Statement. Board members were asked to review the Mission Statement and consider if the statement addresses poverty and if CAP’s programs are consistent with agency’s mission statement. Board members agreed that the statement addresses poverty and the programs offered at CAP are consistent with the statement.

**Mission Statement:** *To partner with individuals and families to eliminate poverty and identify the resources and opportunities available to them to enhance their self-reliance. “Engaging Communities, Empowering Individuals*”

**Mission Statement Review:** Peter Idema made the motion to approve the mission statement. Charlene Smart seconded the motion. All were in favor and the motion carried.

**Motion to adjourn**: Peter Idema made the motion to adjourn at 3:54pm. Charlene Smart seconded the motion. All were in favor and the motion carried.

**Next Meeting**

**Date:** December 9, 2022

**Location:** TBD, location Holiday Lunch

**Time**: 12:30pm