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

**Board of Directors Meeting**

**February 17, 2022**

**Location:** Zoom online meeting

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

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

**Excused:** Dr. David Scott,

**Absent:** None

**Quorum Present**: Yes

**Agency Staff:** Elizabeth C. Spira and Teresa Paino

**Guest:** Dress for Success Program Director Robin Blue-Brown

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

3:33 pm.

**Roll Call:** Elizabeth C. Spira conducted the roll call.

**January Minutes:** The January minutes were distributed by e-mail prior to meeting. Peter Idema made the motion to accept the January minutes. John Penney 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 CEO Financial 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\_**

**February 8, 2022 - noon**

**Funding Reductions/Increases/Impact**

**Regular Business**

* Contracted with Iron Mountain for storage of records. Storage includes up to 250 boxes and 2 Shred Containers serviced monthly. CAP will organize boxes according to Iron Mountain standards.
* Continued work with FEMA Regional Manager to ensure that advertisement and applications represent requirements for funding. Dutchess County has been awarded $103,064 for Phase 39 and $318,548 for ARPA-R (American Recovery Plan Act – Regular). Placed advertisements in the Poughkeepsie Journal and sent applications to previously funded organizations. Scheduled Local Board meeting for March 3, 2022, at 2pm.
* Continued work on 2021 independent audit. Audit will be conducted remotely. CFO will begin sending documentation in the coming weeks. Entrance interview scheduled for March 14th, if acceptable to committee.
* Purchased bulk N95 and KN95 masks for staff and clients.
* Recreated Time and Attendance labor levels to enable new payroll system to function properly. Staff have begun to use temporary time tracking program. The next payroll will be completed in Paychex Flex.
* Completed the fiscal portion of the Dress for Success 2022 Survey and SOA.
* Developed job requirements and description for new fiscal staff person. Current Senior AP/Payroll Bookkeeper intends to go to PT immediately. CFO and AR Bookkeeper will take over additional responsibilities until another staff person is added.
* Current policy does not entitle PT staff (under 30 hours) to obtain health insurance coverage through CAPDC. In conversation with HR contact at Paychex, we can institute a policy to allow long term employees to retain coverage. Request a change to current personnel policy to add this addition. Consultation with Paychex HR rep to obtain verbiage for a policy – to include years of service and board approval based on circumstances.
* Scheduled for AmeriCorps (RSVP) webinar – detail of multiyear budget periods and unexpended funds.
* Consulted with Friendly Ford on status of new Transit van for RSVP program. The build is scheduled to begin 2/24/22 and will take about one month.
* Continued conversation with Dutchess County finance staff. Review of vouchers by County staff is time consuming and leading to delayed payment to CAP. AR currently totals $168,000 not including January vouchers. CAP will request a meeting with the County to discuss these delays in payment.
* Renewed Fuel Tank policy for Emergency Fuel Program. Tank is located at the East Fishkill Police Department.
* Contacted benefits company – Two of the three CAPDC health plans have gone down in cost for renewal April 1, 2022.

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

**Policy Changes for insurance benefits:** A copy of the policy change was distributed to the Board Members prior to the meeting.

Employees requesting a change from full time to part time are required to be in good standing and provide two weeks’ notice. Prior accrued PTO time from full time status will be carried over to part time status, up to the part time PTO celling. Any remaining PTO that is over the allowed PTO celling will be lost upon the approval of part time status. There is a minimum of 15 years tenure. Medicare benefits will remain in place upon approval of the CEO, CFO, and Board of Directors.

Peter Idema stated that the Finance Committee has no objection to this policy change policy as it does not increase expenses to the agency and will serve as safety net for someone who has been a valuable employee and will continue to work as a valuable employee part- time.

**Motion to approve the Policy Change for Insurance Benefits:** Charlene Smart made the motion to approve the Policy Change for Insurance Benefits. Peter Idema seconded the motion. All were in favor and the motion carried.

**Presidents Report:** Charlene Smart welcomed back board member Kathleen Vacca. Kathleen thanked Charlene and the rest of board and stated she has received all the correspondence for the Board and was waiting for approval from her new employer, to avoid any conflicts.

**Program Report:** Robin Blue-Brown, Program Director Dress for Success

A power point presentation for the Dress for Success 2021 yearly report was presented to the board and Robin provided full explanation of all slides and answered questions from Board Members. A copy of the power point presentation will be saved as part of the board meeting record.

**Motion to approve** two items for the Dress for Success Standards of Accountability (SOA) report.

1. 2021 Performance Evaluation for Dress for Success.
2. 2022 Goals and Objectives for Dress for Success.

John Penney made the motion to approve the 2021 Performance Evaluation for DFS and the 2022 Goals and Objectives for DFS. Peter Idema seconded the motion. All were in favor and the motion carried.

**CEO Report: Elizabeth C. Spira**

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

* APR, Annual Program Report Due by March 8th.
* Narrative component of the report due Feb. 15th.
* Continuing to address questions from Program Analyst regarding ACROS submission.

**PROGRAM updates**

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

* Financial assists for January

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| **January 2022 Summary:** | |  |  |
| Auto | $2,206.89 |  |  |
| Clothing | $200.00 |  |  |
| Heating | $825.68 |  |  |
| HERR Assist | $1,000.00 |  |  |
| Insurance | $1,102.30 |  |  |
| Personal Exp | $800.00 |  |  |
| Prescriptions | $606.68 |  |  |
| Rent | $14,735.50 |  |  |
| Storage | $390.00 |  |  |
| Telephone | $288.20 |  |  |
| Utilities | $516.72 |  |  |
|  |  |  |  |
| Total | $22,671.97 |  |  |
|  |  |  |  |

* Innovation Process Design sessions produced an action plan. CEO, Program Director, and case workers will meet Tuesday 2/22 to discuss how to proceed.

***Dress for Success***

* Robin Blue-Brown, Program Director, presented at BOD meeting.

***AmeriCorps Seniors, RSVP –***

* Beacon Home Delivered Meals and Transportation
* New component, assistant in the kitchen
* Updating continuation grant for year 3 of 3, due March 10
* AmeriCorps week is March 13 - March 19
* will be doing a daily Facebook post and two email blasts to volunteers, sponsors, County officials, towns, libraries, and government officials
* Seeking new Advisory Council members.
* Invited to attend Castle Point's Volunteer Services Zoom meeting on March 8th

***WEATHERIZATION***

* Weatherization – 33 completed units.
* 87 units to complete contract.
* ARPA, American Recovery Program Act – submitted budget for electrification of home with oil heat and oil hot water.

***NEHI – Fee for Service Entity***

* HERR – Heating Equipment Repair/Replacement Total: 37
* Referrals to program: 40, 1 denied by LDSS for non-compliance, 1 is accessing homeowners’ insurance, and 1 Wx will access ARPA funds to electrify the home, 2 heating systems to be changed out for heat pumps.
* Vendors having difficulty obtaining materials and cold weather has put some work on hold, i.e. concrete slabs for oil tanks
  + 21 completed
  + 9 awarded, 2 being completed 2/17
* 7 out for bid and 1 just received and pre inspection is scheduled.

***HR***

* Update to Hero’s Act.

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

**Old Business:** The inspections for the appraisals of 77 & 84 Cannon St. have been completed. We are now just waiting on the appraisal.

**New Business:** Agency signed a new lease for the space in Beacon, 10 Eliza Street. In speaking with the current landlord, CEO learned building is being sold to a NYC property owner. The rent was raised slightly and is a one-year lease.

CAP is engaging our state association, NYSCA, to conduct a regional needs assessment, specific to Beacon and the community’s demographics. The goal is to determine the density of the population we serve in Southern Dutchess County. We will also be doing one for the Northeast corridor with a focus on social determinants of health.

Peter Idema asked if we got the grant from Dutchess County to fix our Dover site. Elizabeth C. Spira said that yes, we did get the grant that will begin in March and will need to end by August.

**Motion to adjourn**: Peter Idema made the motion to adjourn at 4:15pm. Charlene Smart seconded the motion. All were in favor and the motion carried.

**Next Meeting**

**Date:** March 17, 2022

**Location:** Online Zoom meeting

**Time**: 3:30pm