

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

**Board of Directors Meeting**

**February 15, 2024**

**Location:** Zoom online meeting

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

**Attendees:** Charlene Smart, Joshua Stratton, Paul Daubman Sr., Dylan Miyoshi,

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:** Dennis Conn

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

3:31 pm.

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

**President’s Report:** Charlene Smart

Charlene Smart presented Dennis Conn’s nomination to the Board for a vote of approval.

**Motion to approve Dennis Conn to the board as a private sector** **representative:** Dylan Miyoshi made the motion to approve Dennis Conn to the board as a private sector representative. Paul Daubman Sr. seconded the motion. All were in favor and the motion carried.

**January Minutes:** The January minutes were distributed by e-mail prior to the meeting.

Paul Daubman Sr. made the motion to accept the January minutes. John Penney seconded the motion. All were in favor and the motion carried.

**CFO Financial Report: Teresa Paino**

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

**Finance Committee Agenda**

**In Attendance: Meeting canceled due to weather.**

**February 13. 2024**

**Funding Reductions/Increases/Impact**

**Regular Business**

* Paid out Longevity payment to staff.
* Updated CAPDC Finance Policies and Procedure Manual - added Longevity plan, added
* finance staff position and basic corrections. Request approval of the policy by the BOD
* Sent all audit documents electronically. Audit work will be conducted remotely by EFPR Group. Official start date is February 19, 2024.
* Audit of 2023 is the final year on the current contract with EFPR Group. CAPDC can opt to include two additional years (audits of 2024 and 2025) - CSBG requires a bid process after five consecutive years of a contract.
* Completed work on the CSBG Annual Program Report (APR).
* Completed work on the CSBG ACROS.
* Organized the purchase of TREAT software for the Weatherization program to complete audits on multi-family buildings.
* CAPDC is the FEMA Administrator for Dutchess County. Sent Phase 41 FEMA applications to Dutchess County Local Recipient Organizations. Advertised Dutchess County allocation in the Poughkeepsie Journal for three consecutive days.
* Completed CAPDC's FEMA Phase 41 application.
* Helped other Dutchess County organizations with application questions.
* Organized Dutchess County FEMA Local Board meeting for fund allocation. The amount received for Phase 41 is 2% less than Phase 40. Completed the 2023 Dress for Success Survey and SOA report, providing finance info, 2022 Financia! Statements and 2022 Tax Return 990.
* Renewed CAPDC's Fuel Tank and Officer's policy as of February 9, 2024.
* Registered for two webinars: FEMA Phase 41 Question & Answer session and paying Davis Bacon wages (Weatherization).
* Scheduled network password update with the help of the HR Department.

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

**Motion to approve the Finance Policy:**  Paul Daubman Sr. made the motion to approve the Finance Policy. Dylan Miyoshi seconded the motion. All were in favor and the motion carried.

**CEO Report: Elizabeth Spira**

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

* CSBG Periodic Program Report, PPR 1, was submitted. Meeting scheduled early in March with contract analyst to review data.
* ACROS – Due March 31st (Apr. 1st)

**PROGRAM updates**

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

* HEAP applications completed to date: 139
* Emergency HEAP opened Jan. 1st,
* Emergency Fuel Depot –
* Financial assistance -



***CASH/EITC –***

**CASH Coalition AARP Foundation Tax-Aide Program**

Appointment Calls Started 1/17/24 All tax sites opened starting 2/1/24

**Tax Sites**

* Dutchess – 14 Locations
* Putnam – 3 Locations
* Oranges – 15 Locations

**Program Promotion**

Working on program promotion in parts of Orange County & Northern Dutchess.  Tivoli Library, a new location. Continuing to ensure the public knows there is not age restrictions or membership.

**Site Bookings**

Sites are fully booked into March. Appointments made to date, 4,208 compared to last year appointments to date 3449 (759 more)

Anticipate the usual slowdown at some locations in March then another surge in April. Three sites closed on Tuesday due to snow, all appointments moved to snow days.

**Oversight**

United Way site visit will take place on 2/21 at 10am at the Poughkeepsie Plaza. Board members are always encouraged to stop by one of the tax sites to say Hi and thank the many volunteers.   If interested contact Linda. Anticipate some surprise site visits from the IRS within the next 3 weeks.

Service is available to those who speak Spanish, request sign language interpretation, and have multiyear returns. For those who need service, appointments can be made through the United Way 211 Help Line Mon-Fri 9am – 4pm

***Dress for Success –***

* January-Total Women Served 13
* Suitings – 6, women served - 6
	+ Interview Suitings - 1
	+ Employment Suitings - 5
* Career Center Appointments - 9
	+ Women Served - 7
* SUNY New Paltz SOTG - March 7th

***WEATHERIZATION***

* Weatherization – 5 jobs submitted for January
* Multi-unit building: Staatsburg, waiting on the results of the audit

***NEHI – Fee for Service Entity***

* Empower – 27 active jobs
* HERR – 49 Total, 30 completed, 4 awarded, 14 out for bid

***Other***

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

**Old Business:** none

**New Business:** none

**Motion to adjourn:** Dylan Miyoshi made the motion to adjourn at 3:45 pm. Joshua Stratton seconded the motion. All were in favor and the motion carried.

**Next Meeting**

**Date:** March 21, 2024

**Location**: Online Zoom meeting

**Time:** 3:30pm