

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

**Board of Directors Meeting**

**October 17, 2024**

**Location:** Zoom online meeting

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

**Attendees:** Charlene Smart, Joshua Stratton, John Penney, Supervisor Robert McKeon, Kathryn Palmer-House, and Paul Daubman Sr.

**Excused:** Dennis Conn, Dr. David Scott, Dylan Miyoshi and Kathleen Vacca

**Absent:** None

**Quorum Present:** Yes

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

**Guest:** Linda Eddy

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

3:39 pm.

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

**September Minutes:** The September minutes were distributed by email prior to the meeting.

Joshua Stratton made the motion to accept the September minutes. John Penney seconded the motion. All were in favor and the motion carried.

**CFO Financial Report: Teresa Paino**

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

**Finance Committee Minutes**

**Finance Committee Members: Dennis Conn, Charlene Smart, Josh Stratton, Liz Spira and Teresa Paino**

**October 16, 2024**

**Funding Reductions/Increases/Impact**

* Field Hall Foundation $30,000

**Regular Business**

* Continued training on Fraxion Digital PO System.
* Continued correspondence with realtor regarding then Washington Street property and the issue of contingencies.
* Request discussion of contingency for purchase of new property.
* Submitted all worker’s compensation data for the 2023-2024 audit of our policy.
* Completed and submitted CSBG Fiscal and Program Attestation report and MWBE report for the third quarter of 2024.
* Assisting with the purchase of food pantry items through Regional Food Bank and local grocery stores (via donations).
* Submitted 2024-2025 budgets to Dutchess County for the HEAP, HER, AHEHP and CAP programs.
* Gathered documentation for the CSBG Discretionary grant. Will submit for the $15,000 reimbursement.
* Spoke with IT consultant about the state of CAPDC systems. At this time there are not any upgrades needed.

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**Motion to approve the Finance Report:** Joshua Stratton made the motion to approve the Finance Report. John Penney seconded the motion. All were in favor and the motion carried.

**Guest:** Linda Eddy presented the Putt Fore Action program report of final amounts raised and the start of the tax season recruitment of volunteers. Flyers and posters are available for volunteer recruitment.

**CEO Report: Elizabeth Spira**

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

* Slate of Officers – 2024/2025
* President: Charlene Smart
* Vice President: Joshua Stratton
* Treasurer: Dennis Conn
* Secretary: Dr. David Scott

**Board Membership by sector:**

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| --- | --- | --- |
| **Public – Elected Official** | **Private** | **Low-Income (Consumer)** |
| John Penney | Josh Stratton | Charlene Smart |
| Supervisor Robert McKeon | Dr. David Scott | Kathleen Vacca |
| Katie Palmer -House | Paul Daubman | Dylan Miyoshi |
|  | Dennis Conn |  |

***WEATHERIZATION***

* Weatherization – voucher for 9 units submitted for September.
* Audit completed for 52 unit in Beacon
* Collecting documents for 54 units
* In process, 28-unit condo complex in Poughkeepsie. HUD housing
* Total projected units from the multis - 134
* ***NEHI – Fee for Service Entity***
* Empower – 5 open projects. NYSERDA Empower work is collaborative with Wx work.
* HERR – 2023/2024 program year – 84 completed, 6 out for bid
* 2024/2025 program year – 4 in progress

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

* HEAP – 2023/2024 program year, applications submitted, 328 applications submitted. Includes regular, emergency and early outreach applications.
* Financial assistance available in various funds,
  + Mastrioanni – updated annual allowances from $500 annual to $1,000 annual.
  + Field Hall Foundation – financial assistance for seniors 65 and older. $30,000 less % admin. $500 - $1,000.
  + Holiday Helping Hands – application submitted for $1,500. $25 gift certificates per child, 60 children 0-18, if funded at request level. Previous years funded at $1,000.

***HR***

Personnel Handbook

* Changes requiring Board vote
  + PTO - remove confusing sentence regarding paying PTO balance in final check.  Accrual method stated in policy.
  + Driving record - with new insurance carrier no longer checking DMV in anniversary month.  All staff Driver's Licenses will be run through DMV during the month that the insurance policy will renew.

**Motion to approve CEO Report:** John Penney made the motion to approve the CEO report. Kathryn Palmer-House seconded the motion. All were in favor and the motion carried.

**Motion to approve the PTO and Driving Record policies:** Charlene Smart made the motion to approve the PTO and Driving Record policies. Kathryn Palmer-House seconded the motion. All were in favor and the motion carried.

**Old Business:** None

**New Business:** None

**Motion to adjourn:** Supervisor, Robert McKeon made the motion to adjourn at 4:13 pm. John Penney seconded the motion. All were in favor and the motion carried.

**Next Meeting**

**Date:** November 21, 2024

**Location:** Online Zoom meeting

**Time:** 3:30 pm