

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

**Board of Directors Meeting**

**September 26, 2024**

**Location:** Zoom online meeting

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

**Attendees:** Charlene Smart, Joshua Stratton, Dennis Conn, Paul Daubman Sr., Dylan Miyoshi, Supervisor Robert McKeon, Katie Palmer House, 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 (Exec. Administrative Assistant)

**Guest:** None

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

3:31 pm.

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

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

Paul Daubman Sr. made the motion to accept the June minutes. Dylan Miyoshi seconded the motion. All were in favor and the motion carried.

**Josh Stratton, Vice President:** Robert McKeon, Supervisor Robert McKeon and Katie Palmer-Hose, Town of Dover Clerk were approved for seats on the Board the end of June, after the June Board meeting. The September Board Meeting is the first opportunity to officially vote them to board, for the record.

**Motion to approve:** Town of Red Hook Supervisor, Robert McKeon. Dylan Miyoshi made the motion to approve Town of Red Hook Supervisor, Robert McKeon to be seated on the Board of Directors, Public Representative. Dennis Conn seconded the motion. All were in favor and the motion carried.

**Motion to approve:** Katie Palmer-House, Town of Dover Clerk. Dylan Miyoshi made the motion to approve Katie Palmer-House, Town of Dover Clerk to be seated on the Board of Directors, Public Representative. Dennis Conn seconded the motion. All were in favor and the motion carried.

**Motion to approve:** Paul Daubman Sr. to a second term on the board. Dennis Conn made the motion to approve Paul Daubman Sr. to a second term on the board. Dylan Miyoshi 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 Minutes**

**Finance Committee Members: Josh Stratton, Dennis Conn, Liz Spira & Teresa Paino**

**September 24, 2024**

**Funding Reductions/Increases/Impact**

* Miles of Hope Fund $22,000
* Premier Cares Fund $2,500

**Regular Business**

* Continued training on Fraxion Digital PO System.
* Continued preparation of Putt Fore Action Raffle baskets.
* Prepared HEAP, AHEHP, ECP and CAP budgets for 2024-2025.
* Purchased food for Community Services Block Grant Discretionary grant. This grant funded the purchase of 96 Staples gift cards for students, 120 Stewart’s milk cards, camp/day care payments for four children, $3,000+ of food to stock pantries.
* Set up NYS Statewide Financial System with updated information for CAPDC. This includes legal info, tax returns, audit, etc.
* Updated Vendor Responsibility Questionnaire.
* Updated SAM website.
* Continued correspondence with realtor in regard to Washington Street property and the issue of contingencies.
* Continued to gather worker’s compensation data for 2024 audit of policy.
* Awaiting final NYS 45 and 941 for Q3 of 2024.
* Assisted various Local Recipient Organizations with FEMA Phase 41 allocations.

**Motion to approve the Finance Report:** Dylan Miyoshi made the motion to approve the Finance Report. Supervisor, Robert McKeon 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 – Board Katie Palmer House, Dover Town Clerk
	+ Robert McKeon, Supervisor Town of Dover has accepted a seat on the Board
	+ Katie Palmer House, Dover Town Clerk
	+ Paul Daubman has agreed to a second term
* PPR 4 (Periodic Program Report) – July, Aug, & Sept. to be completed by the end of October.
* APR (Annual Program Report) – Oct. 1, 2023 – Sept. 30, 2024, will begin preparing data

***WEATHERIZATION***

* Weatherization – 12 units in progress, 9 complete (waiting for invoices and post inspections).
* 82 unit multifamily in Staatsburg completed in June.
	+ Exceeded unit count for 2023 Weatherization contract (July 1, 2023 – June 30, 2024)
* Multi-unit housing – audit for 52 unit in Beacon scheduled for Thursday. Working with owner of second 54 unit in Beacon to schedule audit

***NEHI – Fee for Service Entity***

* Empower – 5 open projects. 23 units completed and submitted in ‘24
* HERR – 95 referrals, 83 completed, 7 out for bid, and 5 cancelled (client choice or denied by DSS).
* Cooling – 278 referrals, 264 installations completed, and 15 cancelled or denied.

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

* HEAP, HERR and Emergency Fuel – 2025 contract begins Oct. 1st.
	+ HEAP funding release is usually early Nov.
* Financial assistance available in various funds,
	+ Neighbor to Neighbor (N2N), serving specific communities in NE Dutchess County
	+ Foundation for Community Health – prescription assistance in same NE communities
	+ Miles of Hope
	+ Premier Cares
	+ United Way – Crisis Intervention & Case Management
	+ Von der Linden
	+ Mastrioanni
* Regional Food Bank – food pantries
	+ Change in amount of food to be distributed in the food package.

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

**Motion to approve these handbook policies:**

1. Accommodations for Nursing Mothers.
2. NYS DOL Rights of employees to express breast milk in the workplace.
3. Best Practices – Performance Reviews.

Joshua Stratton made the motion to approve the handbook policies; Accommodations for Nursing Mothers, NYS DOL Rights of employees to express breast milk in the workplace, and Best Practices – Performance Reviews. John Penney seconded the motion. All were in favor and the motion carried.

**Old Business:** Elizabeth Spira shared information regarding the property on Washington Street. Having learned the seller has a cash offer, CAPDC will not be making an offer at this time.

**New Business:** None

**Motion to adjourn:** Katie Palmer-House made the motion to adjourn at 4:01 pm. Dylan Myoshi seconded the motion. All were in favor and the motion carried.

**Next Meeting**

**Date:** October 17, 2024

**Location**: Online Zoom meeting

**Time:** 3:30pm