

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

**Board of Directors Meeting**

**November 21, 2024**

**Location:** Zoom online meeting

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

**Attendees:** Charlene Smart, Joshua Stratton, Dennis Conn, John Penney, Katie Palmer-House, and Paul Daubman Sr.

**Excused:** Supervisor Robert McKeon, 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:**

**Meeting called to order:** Charlene Smart, President, called the meeting to order at 3:31 pm.

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

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

Paul Daubman Sr. made the motion to accept the October minutes. Katie Palmer-House 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: Dennis Conn, Josh Stratton, Charlene Smart, Liz Spira and Teresa Paino**

**November 19, 2024**

**Funding Reductions/Increases/Impact**

Dyson Foundation - $15,000 client assist fund for 1/1/25-12/31/25.

**Regular Business**

* Continued training on Fraxion Digital PO System and tweaked system to work for CAPDC purchases. Trained management and Family Resource Coordinator staff. Opened site to staff to practice before going live.
* Submitted all worker’s compensation data for the 2023-2024 audit of our policy. Awaiting results of audit.
* Assisting with the purchase of food pantry items for Thanksgiving holiday.
* Submitted application and documentation to Ulster Savings Bank for quote on CAPDC insurance policy renewals.
* Ordered five new computers to replace the remaining 2019 devices.
* Signed up for a FundEZ consultation to cover the Fixed Asset module. This module will allow depreciation to be calculated within the accounting program instead of manually by CFO.
* Prepared inventory lists for physical inventory counts. CFO will begin counts next week.
* Wrote off bad debt expense for unpaid rent owed by Dover tenant along with related costs.
* Continued to work with Paychex to resolve the reporting of CAPDC PFL and Disability deductions.
* Set up framework for audit of 2024

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

**Presidents Report**

Charlene Smart inquired if the board members filled out the survey questionnaire for the new CEO search which is due to Joshua Stratton and Carol Gordon by December 2nd.

**CEO Report: Elizabeth Spira**

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

* ACROS – collection of documents to be submitted by the end of January.
* Review of Strategic Plan, Standard reported on ACROS
* 2024 Turnover Rate to date- 4% (Social Advocacy Organization Industry Average: 3%)
  + Each year we must report to the BOD our Turnover Rate, per CSBG.

***WEATHERIZATION***

* Weatherization – Nov. voucher for 4 units, total 13.
* Audit completed for 52 unit in Beacon
* Waiting on HCR approval to begin work on the 54-unit building
* Paperwork being collected for 28-unit condo complex in Poughkeepsie.

***NEHI – Fee for Service Entity***

* Empower – 6 active projects.
* HERR – 2024/2025 program year – 18 referrals, 3 completed, 5 out for bid, and 2 approved for pre-inspection

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

* HEAP – 2024/2025 program year, 78 applications to date, 20 early outreach and processed in Sept.
* AHEHP - 15 Emergency Fuel Pickups since 11/1/24
* Financial assistance available in various funds,
  + Holiday Helping Hands – NO word yet…
  + New financial fund, from Dyson – utilities for families over income for HEAP and rental assistance.
* Thanksgiving donations – approx. 60 turkeys donated, 40 in Dover and 20 in Beacon.
* 40 plus bags of fixings.

***Dress for Success***

* Total Women served: 51
* Suitings: 45
* Interview Suitings: 41
* Employment Suitings: 4
* Supplemental Suitings: 0
* Career Center Appointments: 4
* BOSS Club Brunch:3
* Past Events
  + 10/9- SOTG at SUNY New Paltz- 34 Students styled 10/19-BOSS Club Brunch- Money Moves presented by TEGFCU

***HR***

* **P/T Red Hook FRC Position** - Interviewing 1 person this afternoon and speaking with intern this morning about this position.

**Motion to approve the CEO report:** Dennis Conn made the motion to approve the CEO report. Katie Palmer-House seconded the motion. All were in favor and the motion carried.

**Motion to approve the Building Improvement Loan for our 2 apartments in Red Hook and Dover:** Charlene Smart made the motion to approve the Building Improvement Loan for our 2 apartments in Red Hook and Dover. Katie Palmer-House seconded the motion. All were in favor and the motion carried.

**New Business:** None

**Old Business:** None

**Motion to adjourn:** Katie Palmer-House made the motion to adjourn at 3:51 pm. John Penney seconded the motion. All were in favor and the motion carried.

**Next Meeting**

**Date:** December 13, 2024

**Location**: Holiday Party

**Time:** 12:00 pm