

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

**Board of Directors Meeting**

**June 20, 2024**

**Location:** Zoom online meeting

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

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

**Excused:**  Dylan Miyoshi and Dr. David Scott.

**Absent:** None

**Quorum Present**: Yes

**Agency Staff:** Elizabeth C. Spira and Jill Harlow (Exec. Administrative Assistant)

**Guest:** Victor Carrera, Program Analyst, NYS Department of State, Division of Community Services will observe the meeting.

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

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

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

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

**Linda Eddy,** Program Director CASH Coalition and lead on the Putt Fore Action fundraiser joined the meeting. Linda reported the final numbers for the 2023 tax season and went over this year’s 2024 Putt Fore Action fundraiser.

**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 Report**

**Finance Committee Members: Charlene Smart, Josh Stratton, Liz Spira & Teresa Paino**

**June 11, 2024**

**Funding Reductions/Increases/Impact**

**Regular Business**

* Mailed nineteen copies of the 2023 audit to funders and vendors.
* Continued work with IT vendor to consolidate IT inventory lists. CAPDC computer inventory updated. We will begin to assess the computers to determine future upgrades. Plan to purchase four to five computers to replace computers that require upgrades.
* Scheduled Weatherization fiscal field visit. No findings or issues because of that visit.
* Submitted documents for 2024 CSBG Discretionary grant.
* Mailed Towns and Villages letters – these have generated $27,366 this year.
* Filed tax return 5500 on May 23, 2024.
* Provided the tax information for the 2023 990 organizational return.
* Preparation for the CSBG Discretionary grant. Coordinating the purchase of Staples and milk gift cards. Organizing spreadsheets to track data and client information.
* Request updated property appraisals for 77 and 84 Cannon Street.

**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.

**CEO Report: Elizabeth Spira**

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

* CSBG – Board composition
	+ One elected official position open
		- Meeting the end of June with Katie Palmer House, Dover Town Clerk
* Robert McKeon, Supervisor Town of Dover has accepted a seat on the Board
	+ Official vote at September’s meeting

**PROGRAM updates**

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

Financial assistance -

***DRESS for SUCCESS***

Events

* Shopping for a Cause – Successful and well attended, full details to follow.
* Complete program update presented at September Board meeting

***WEATHERIZATION***

* Weatherization – Work has started on the 82 unit multifamily in Staatsburg.
* Six (6) single family units completed will be submitted under the BIL contract. Ready to schedule audit of two multifamily buildings in Beacon, 52 units & 54 units.

***NEHI – Fee for Service Entity***

* Empower - 13 active jobs
* Cooling - 144 ACs  -  2 cancelled, 107 completed.
* HERR - 81 total, 4 denied, 3 out for bid, 74 completed.

***Other – Staff Development***

* NYSCAA Professional Development Conference in Lake Placid, Sept. 17-20 attendance offered to all Family Resource Coordinators
	+ 2 Family Resource Coordinators attending.
* Joint conference with NYSWDA, NYS Weatherization Director’s Association
	+ All Wx staff will be attending.
* Continue to post position for Weatherization Crew

**Motion to approve the CEO report:** Paul Daubman Sr. made the motion to approve the CEO report. Kathleen Vacca seconded the motion. All were in favor and the motion carried.

**Motion to move meeting into Executive session at 3:56 pm**

**Charlene Smart** made the motion to move into an Executive Session to discuss the CEO evaluation and compensation package. Josh Stratton seconded the motion. All were in favor.

**The regular meeting resumed at 4:02 pm.**

**Old Business:** None

**New Business:** Supervisor for Red Hook Robert McKeon has accepted a seat on the board.

**Motion to adjourn:** Charlene Smart made the motion to adjourn the meeting at 4:05 pm. Paul Daubman Sr. seconded the motion. All were in favor and the motion carried.

**Next Meeting**

**Date:** September 26, 2024

**Location**: Online Zoom meeting

**Time:** 3:30pm