

Downeast Community Partners (DCP)
 Meeting of the Boards of Directors, October 31, 2017

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| Called to Order: 5:22 pm | | |
| I. Business Meeting | | |
| <p>Roll call: Present: Charley Martin-Berry, Angela Rackliff, Martha Beathem, Elizabeth Ehrlenbach, Betsy Fitzgerald, Charles Rudelitch, John Harris, Vanessa Young, Jonathan Thomas, Michelle Beal, Barbara Clark, Walter Kumiega Not Present: Ruth Sousa, Ron King, Chris Huh, Becky McKenna, Brent Hartford, Dr. H. Lori Schnieders, Charles Harrington, Jim Schatz Staff Present: Bobbi Harris, Stacy Brown, Kevin Bean, Melissa Mattes, Pat Pcolar</p> | | |
| II. Approval of Meeting Minutes | | |
| <p>1. Approval of combined WHCA and CFO Board Meeting Minutes from September 26, 2017, Executive Committee Meeting October 2, 2017, and Executive Committee Meeting of October 10, 2017. Recommended vote for all three minutes with one vote. Discussion: Recommend vote for all three minutes with one vote. Action: John Harris moved to accept approval of minutes, Barbara Clark seconded.</p> | | |
| III. Items for Board Action | | |
| <p>1. Resolved to adopt the Downeast Community Partners 2017 Needs Assessment – Janice Daku presenter.</p> <p>Discussion: Janice introduced herself and gave a brief bio. Presented power point of DCP Needs Assessment. (attached) Why do we do a needs assessment? We are required by the CSBG Act to do so. Explained how the board will need to use this to make decisions on how to meet the needs of the community in spending CSBG funds. Think of the document as a living document that will help us in the future.</p> <p>There are 9 recommendations in the Needs Assessment for the boards consideration in planning how to meet the needs of the community:</p> <ol style="list-style-type: none"> 1. Consider strengthening agency weatherization and home repair services, and working with partners to attract new affordable housing development to both counties. 2. Continue to work with partners to strengthen and enhance existing transportation opportunities, as this shows up as a perennial priority issue. 3. Establish effective strategies and opportunities to fully integrate the new Head Start/Early Head Start program services with other existing services, and take advantage of the momentum that will exist during the “honeymoon period” to think about new ways to maximize those services throughout both counties. 4. Consider developing a thorough community awareness campaign to market services, integrated with announcing WHCA’s merger with Child and Family Opportunities, rebranding Downeast Community Partners. 5. With both counties served experiencing higher rates of aging, continue to focus on elders as a target population to be served and look for ways to expand existing | | |

services including Adult Day Care, and aging-in-place services.

6. Consider strengthening connections and services focused on improving the overall health of the community, including access to care and improving attainment of public health priorities such as reducing substance use and providing supports to recovering substance users. These supports include affordable housing.

7. Consider ways to streamline intake/eligibility paperwork for consumers of services, perhaps in conjunction with phasing in Empower data software, to make it easier for your consumers to access services. Difficult paperwork was ranked as a barrier to accessing services by a high percentage of consumers surveyed in 2017.

8. Consider reviewing agency partnership agreements, and evaluating strategically where best to expand, enhance, and strengthen to best serve all consumers. Be thoughtful in defining anticipated outcomes within the agreements and relationship.

9. Consider the appropriateness of leading or initiating a community-wide collective impact strategy to address high ranking priorities, working with key partners and stakeholders.

Action: Martha Beatham made the motion to adopt the 2017 Needs Assessment, Vanessa Young seconded. Motion passed.

2. Resolved to approve the Downeast Community Partners Budget for FY 2018 – Kevin Bean and Stacy Brown presenters

Discussion: Projecting surplus of \$231, 032. Some benefits of the merger - health insurance was budgeted at a 10% increase but we were just notified by the Health Trust there will be only an 8% increase; retirement costs will be at a higher rate due to increased staff participation due to the merger; slight increase in STD/LTD; IDC was brought down to 10%. There will be savings in insurance and cost centers, IT, HR, and auditing.

Charles Rudelitch asked if the budget has any wage increase built in Mark Green said no, but we are planning to look at that in the spring. Charles is concerned that wages are a factor, at least in SCEC, in retention.

Action: Martha Beatham made the motion to adopt the 2018 Budget, John Harris seconded. Motion passed.

Kevin Bean needs separate authority to draw down \$50,000 from the WHCA Endowment. No discussions or objections.

Action: Barbara Clark made the motion for authority to draw down \$50,000 in

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funds from the endowment, Vanessa Young seconded the motion. Motion passed.

3. Resolved to approve the following Downeast Community Partners Personnel Policies – Pat Pcolar presenter

4.

| Policy | Effective Date |
|---|-----------------------|
| Access to Personnel Policy | 11/1/17 |
| Anti-Discrimination and Harassment Policy | 11/1/17 |
| At Will Employment Policy | 11/1/17 |
| Bereavement Leave Policy | 1/1/18 |
| Communicable Disease Policy for Employees | 11/1/17 |
| Confidentiality Policy | 11/1/17 |
| Diversity Policy | 11/1/17 |
| Driving Policy | 11/1/17 |
| Drug Free Workplace Policy | 11/1/17 |
| Employee Attendance Policy | 11/1/17 |
| Employee Dress and Grooming Policy | 11/1/17 |
| Employee Personal Information | 11/1/17 |
| Employment Classifications | 1/1/18 |
| Equal Employment Opportunity | 11/1/17 |
| Family and Medical Leave | 11/1/17 |
| Hiring Policy | 11/1/17 |
| Inclement Weather Policy | 11/1/17 |
| Internal Conflict Resolution Policy | 11/1/17 |
| Job Description Policy | 11/1/17 |
| Mealtimes and Breaks | 11/1/17 |
| Paid Time Off (PTO) | 1/1/18 |
| Separation From Employment Policy | 11/1/17 |
| Social Media Policy | 11/1/17 |
| Technology and Electronic Communications Policy | 11/1/17 |
| Theft Policy | 11/1/17 |
| Tobacco-Free Workplace Policy | 11/1/17 |
| Travel Expenses | 1/1/18 |
| Whistle Blower Policy | 11/1/17 |
| Workplace Violence Prevention Policy | 11/1/17 |
| Workspace Appearance Policy | 11/1/17 |

Discussion: These were the 31 priority policies that we needed to keep the new agency running. Remaining policies of CFO and WHCA will remain in effect until the new DCP policies are written and approved. These policies will be incorporated into an employee handbook. These 31 new policies will take affect tomorrow. All benefit policies will be in effect 1 January 2018.

Action: Charles Rudelitch made the motion to adopt the DCP policies as presented, John Harris seconded. Motion passed.

5. Resolved to approve the 990 for Child and Family Opportunities – Stacy Brown

Discussion: No discussion or objections.

Action: Elizabeth Ehrlenbach made the motion to approve the 990 for Child and Family Opportunities, Martha Beatham seconded. Motion passed.

IV. Reports and Presentations (Betsy Fitzgerald will Chair)

1. Development Committee Report – Barbara Clark- Very pleased with Seed Campaign which has raised \$115,000 this past year. Friendship Cottage is preparing to send out an appeal letter.
2. Chair’s Report – Betsy Fitzgerald – Betsy and Walter both attended the All Staff Day that was attended by 150 DCP employees. She also attended Sunrise Community Economic Council’s Annual Meeting – DCP’s Family Futures Downeast was awarded as Partners of the Year. Congratulations!
3. Executive Director’s Report - Mark Green – Merger work continues but we are moving forward. Maternal and Child Health Program received verbal from state that DCP will receive the funding. There will be additional hours for staff in Washington and Hancock counties. This contract will go to June 30, 2018 and then go out to RFP. We have received the verbal okay on the Milbridge Homeless Veteran Housing Project. Just awaiting on email confirmation from Maine State Housing. Staff Day – thanks to Chris Huh, Walter Kumeiga, Betsy Fitzgerald, and Angela Rackliff for attending. Annual meeting – not planning on having a large meeting this year. Will do regular meeting tentatively December 5, 2017 with no November meeting. A priority for the new DCP board is a Strategic Planning meeting that will happen in the spring.
4. Finance Director’s Report – Stacy Brown – This is the last monthly report of CFO. Cash is the same as last year; AR’s are lower; paid all payables on the books; paid down \$100,000 line of credit; \$16,500 brought forward to DCP; cash decreased; investment returns greater at 12.4%; deficit of \$109,393; preparing for audit.

Kevin – \$200,000 line of credit was not touched; asking Machias Savings to review the line of credit and increase to \$300,000; receivables down from August; surplus at \$166,000 up from last month; Transportation purchased two mini vans this month; also purchased a used vehicle for use by the Executive Director; Friendship Cottage is running a deficit of \$69,000; At Home Downeast is running a \$6500 deficit; Seed to date has raised \$115,000 the most we have ever achieved.

5. Head Start Report – Melissa Mattes – Mark and Melissa attended the regional meeting in Massachusetts; enrollment is down regionally and not unique to us only; need to get to full enrollment by April 2018; there will be a Federal Review this year and they will be interviewing the board about their involvement.
6. Review of Parent Policy Committee minutes from September 27, 2017 – no action required

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| 7. Development and Community Services Grant Report - no action required. | | |
| V. Business meeting adjourned at 7pm | | John Harris made the motion to adjourn. |
| Respectfully submitted, Bobbi Ann Harris, Special Projects Director | | |