

Downeast Community Partners (DCP)  
 Meeting of the Boards of Directors, December 5, 2017

<b>Called to Order: 5:18 pm</b>		
I. Roll Call and introductions		
<p><b>Roll call:</b> Present: Angela Rackliff, Ron King, Walter Kumiega, Becky Mckenna, Betsy Fitzgerald, Martha Beatham, Michelle Beal, Barbara Clark, Johnathan Thomas, Charley Martin-Berry, Dr. H. Lori Schneiders, Charles Rutledge; On the Phone: Ruth Sousa and Elizabeth Ehrlenbach</p> <p>Not Present: John Harris, Vanessa Young, Jim Schatz</p> <p><b>Staff Present:</b> Bobbi Harris, Melissa Mattes, Mark Green</p>		
II. Items for Board Action		
<ol style="list-style-type: none"> <li>1. Approval of Board Meeting Minutes from October 31, 2017.  <b>Discussion:</b> No discussion or objections  <b>Action:</b> Walter Kumiega made the motion to approve the minutes, Ron King seconded. Motion passed.</li>   <li>2. Resolved to elect a Chair, Vice Chair, Treasurer, and Secretary for one-year terms.  <b>Discussion:</b> Mark Green stated that according to the bylaws the board is required to vote for the board officers yearly at the annual meeting.  <b>Action:</b> Ruth Sousa made the motion to elect Betsy Fitzgerald as Chair, Walter Kumiega as Vice Chair, Becky McKenna as Treasurer, and Charley Martin-Berry as Secretary for one year terms. Martha Beatham seconded. Motion passed.</li>   <li>3. Resolved, to adopt the Downeast Community Partners Conflict of Interest Policy as reviewed by the Governance Committee.  <b>Discussion:</b> Mark Green stated that under new bylaws there is a governance committee that reviews DCP policies. The committee recommends the attached policy. This policy is mandated by many of our federal and state contracts. Mark got this policy from CAPLAW. This policy is recommended for Community Action agency's (CAA's) with Head Start. Becky McKenna recommends that all references to CAA be changed to DCP and that Letter F on page 11 remove "CAA means,". Melissa Mattes suggested we send out a vendor list to board members along with the policy.  <b>Action:</b> Walter Kumiega made the motion to adopt the Downeast Community Partners Conflict of Interest Policy as amended with recommendations stated above, Becky McKenna seconded. Motion passed.</li>   <li>4. Resolved, to approve the Downeast Community Partners Confidentiality Policy, which repeals and replaces the current Confidentiality Policy as reviewed by Governance Committee.  <b>Discussion:</b> No discussion or objections.  <b>Action:</b> Walter Kumiega made the motion to approve the Downeast Community Partners Confidentiality Policy, Becky McKenna seconded. Motion passed.</li>   <li>5. Resolved, that the Board of Directors of Downeast Community Partners does hereby adopt and approve the attached process for the election of low-income members of the Board of Directors.  <b>Discussion:</b> Mark explained how the old process worked and that it was very</li> </ol>		

<p>expensive and inefficient. The new policy is more efficient and will minimize costs. New policy does meet all requirements for the election process for election of low income sector.</p> <p><b>Action:</b> Ruth Sousa made the motion to approve the process for the election of low-income sector board members, Barbara Clark seconded. Motion passed.</p> <p>6. Be It Resolved by the Board of Directors of Downeast Community Partners as follows: That Downeast Community Partners join with other participating municipal and quasi-municipal employers in a Multiple Employer Welfare Arrangement for the provision of employee health benefits, as authorized by 24-A M.R.S.A. ss6601 et seq., said Arrangement to be known as the “Maine Municipal Employees Health Trust” (Health Trust); and for that purpose and in consideration of the mutual covenants and agreements among the participating employers, to authorize the Executive Director to enter into a participation agreement on behalf of Downeast Community Partners and take whatever other actions may be necessary. The authority herein shall remain until revoked.</p> <p><b>Discussion:</b> No discussion or objections.</p> <p><b>Action:</b> Becky Mckenna motioned, Walter Kumiega seconded. Motion passed.</p> <p>7. Resolved, to approve the Downeast Community partners Zero Tolerance Drug and Alcohol Policy.</p> <p><b>Discussion:</b> Tabled to next meeting.</p> <p><b>Action:</b> Board approved by consensus.</p>
<p>IV. Reports and Presentations</p>
<p>1. Head Start Training and report – Melissa Mattes</p> <p>Training – Melissa Mattes handed out training material (see attached) that contained information about all of the programs and services and their locations. Head Start cannot suspend or expel a child. They have to find out how to keep the child in the program and ready the child for kindergarten. Barbara Clark wanted to know if the opioid epidemic was responsible for behavioral issues of children in the program. Melissa said hasn’t seen any supporting documentation of that but it would be interesting to see if that is the case. Supports that are in place are dwindling to help children with their needs. DCP has just recently hired an Education Coach/Disabilities Manager to work with Child Development Services (CDS) in addressing the children with special needs.</p> <p>Melissa talked about the Head Start Performance Standards. They came out one year ago. They had not been updated for quite a while. She will make available to all board members a link to the website or hard copy of the standards. It is the Boards responsibility to reference the standards to ensure the program is adhering to the policies and that the program is meeting the standards. Melissa said there will be a federal review this year. The reviewers will ask to speak to board members to ensure that the board is knowledgeable and trained on governance of Head Start.</p> <p>2. Development Committee Report – Barbara Clark – There was no meeting this month. Friendship Cottage is in the process of it’s annual appeal and has raised</p>

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around \$8,000.

3. Chair's Report – Betsy Fitzgerald – If you have an interest in or don't want to be on the committees that she has assigned please contact Betsy and let her know.
4. Executive Director's Report - Mark Green – The IDC rate came in at 9.85%. This will allow more money to go back into the programs. Just in the Transportation Department alone there will be an additional \$70,000 because the rate came in at 9.85%. This lower rate is due in part because of efficiencies of the merger. There have been a few difficult areas such as the installation of the Fiber optic connections at Avery Lane and a few cultural issues but they are minor.

Will be gifting staff a \$75 holiday bonus Visa Card. Transportation brokerage is out to bid. Mark explained how the brokerage works. That people call the brokerage and then the brokerage calls us to provide rides for Mainecare recipients. Cheryl and Mark have been in discussion with Waldo Community Action, Kennebec Valley Community Action, and Penquis about how they run their brokerages and about any difficulties, there are. Mark is a little hesitant about submitting the RFP for the brokerage. Penquis is looking at expanding their brokerage into Aroostook county and possibly Washington and Hancock counties. Logisticare, who presently runs our brokerage is going to compete for the RFP. If we do compete for the brokerage, we would have to run a totally separate call center from the transportation department and we do not have any experience in doing so. Mark will speak with Penquis about a possible partnership with them and after he does he will set up an Executive Committee meeting to discuss this and to make a decision as to how to move forward. Board does not need to vote on this but will have input.

5. Finance Director's Report – Kevin Bean – Kevin wasn't in attendance to present report. No discussion
6. Review of Parent Policy Committee minutes from October 25, 2017 – No discussion
7. Development and Community Services Grant Report - No discussion

<b>V. Business meeting          adjourned at 7:27 pm</b>		Ron King made the motion to adjourn.
Respectfully submitted, Bobbi Ann Harris, Special Projects Director		