

Downeast Community Partners (DCP)  
Meeting of the Boards of Directors, February 26, 2019

<b>Called to Order: 5:15 pm</b>		
I. Roll Call and introductions		
<b>Roll call:</b> Betsy Fitzgerald, John Harris, Martha Beathem, Jonathan Thomas, Walter Kumiega, Katie Clough, Dorthea Crowley, Becky McKenna, Ron King, Charles Rudelitch, Barbara Clark, Lori Schnieders, Elaine Abbott, Lisa Veazie Quorum present <b>Staff Present:</b> Mark Green, Kevin Bean, Bobbi Harris, Sarah Nugent, Cheryl Robbins, Stacy Brown, Melissa Mattes, Anne Ossanna; Hook Wheeler <b>Guests:</b> Jane Thomas		
II. Presentations		
Welcome Lisa, introductions		
1. Friendship Cottage, Anne Ossanna		
<p>Since opening our doors in July 2008, Friendship Cottage has enrolled 175 participants and provided over 131,331 hours of respite to their caregivers. During that same timeframe, the Caregiver Resource Center has provided 196 caregivers with over 3,310 hours of free support by a licensed social worker. Support includes caregiver education; information on community services; support groups; long-term care planning; and a lending library. We currently have 14 individuals enrolled in our program, 85% of them are living in poverty.</p> <p>I would like to share with you the stories of three of our current participants.</p> <p>Sara is a 55-year-old woman who began attending Friendship Cottage in April of 2016 with much resistance. She was married, served in the Army and worked as a dental hygienist until the late 1990's when she developed a significant mental health disorder that left her divorced, jobless, and homeless.</p> <p>About 15 years ago, Sara began living with her elderly mother. Sara's mom heard about the Behavioral Health Support Group we offer at Friendship Cottage and decided to attend. She was really at a loss about what to do for Sara, who was just 53 at the time. After the support group, I gave Sara's mother a tour of our program and invited her to bring Sara by for a visit. The next morning, Sara and her mother were at our door shortly after I arrived. Sara's mom was very enthusiastic. Sara however, was not.</p> <p>Reluctantly, Sara agreed to attend Friendship Cottage 2 days a week, during the first month she frequently cancelled. Most of her time at Friendship Cottage was spent sleeping. She would eat her meals alone in the Quiet Room and she refused any assistance with her personal care.</p> <p>After a few months, Sara started eating her meals with the other participants and would occasionally watch TV. Within 6 months, she agreed to have a shower once a week at Friendship Cottage and asked if she could attend another day.</p> <p>Sara now attends Friendship Cottage 5 days a week. She is fully engaged with staff, volunteers and the other participants. Our CNA assists Sara with her shower three times a week. Sara can often be found playing a game of Sorry, working on coloring pages, reading the newspaper or chatting with others. Her mother, who is in her 80's and no longer drives, has respite each day knowing her daughter is among caring people that keep Sara engaged.</p> <p>John is a 77-year-old former truck driver. He was living independently until he had a major stroke in the summer of 2015. After months of rehabilitation, he was happy to be finally going back to his home. He was however not happy that his daughter, son in law and their twin teenage</p>		

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sons would be moving into his trailer with him. John could no longer live independently and he needed care during the day while his daughter and son in law worked. John started our program in November 2015, attending 5 days a week under Section 61. He really did not want to attend Friendship Cottage and let everyone know how much he resented being at our program. In December 2015, John became quite sick and was hospitalized for a week. He returned to Friendship Cottage with a new appreciation of our program.

John was ambulating with a walker and was quite unsteady on his feet. There were two steps that he needed to navigate from/to his trailer. His son-in-law had the skills to build a ramp, but the family did not have money for the material to build the ramp. We were able to find some funding from our then "Crisis" fund to purchase the material and by the spring of 2016, John had a safe way to exit and enter into his home.

John loves to joke with the staff and other participants. He is very mindful when someone needs help. He entertains us all with his truck driving stories and is a wiz in history, geography and music. John is a highly competitive cribbage player as well.

John realizes that his daily attendance at Friendship Cottage is what is keeping him in his home.

I first met Tina when she started attending our Caregiver Support group in January 2009. She was caring for her husband Robert, who was living with dementia. In March of 2009, Robert was admitted to our program under Section 61 and Tina was able to receive 30 hours of respite each week at no expense. Tina was very attentive to Robert and provided excellent care to him; In April 2010, Robert was admitted to a long-term care facility where he remained until his death in January 2013.

In September 2017, I received a phone call from Tina's daughter. Tina had just been diagnosed with Alzheimer's disease and the family wanted to enroll Tina in our program. Tina, who was 85 at the time, started attending our program 2 days a week. When she first started our program, she remembered Lucy and myself and knew that her husband had been attending our program. She enjoyed playing Sorry and bridge and was still quite independent with her activities of daily living. Her disease has progressed rapidly over the past 6 months and Tina is now on Hospice. She still attends Friendship Cottage 2 times a week, and now requires assistance with most of her activities of daily living. While Sorry and Bridge are no longer activities she can manage, she enjoys knitting, working on jigsaw puzzles and reminiscing about her marriage to Robert and their five children. Tina and Robert's children are grateful for the care and support their parents have received at Friendship Cottage through the years.

I know there is concern about the ongoing deficit of Friendship Cottage. I would like to share with you some ways we are actively trying to reduce the deficit.

Last August we eliminated the part-time Activities Coordinator position.

Reimbursement rates for state funded contracts increased last summer, and there will be a slight increase in the reimbursement rate again this summer. Additionally, we did receive an increase this month with our VA contract, \$1.50 an hour. While the rate increases will help reduce the deficit, they still do not reflect the true cost of the excellent care we provide.

I have applied for a 3-year grant from United Way for 25K/year

I have applied for 10 small grants for a total of \$8,750.00

Friendship Cottage and At Home are applying for several larger grants to support Aging in Place.

The Advisory Committee at Friendship Cottage is committed to increasing their fundraising efforts. In late spring and throughout the summer they will meet with donors individually to explain our funding challenges and ask for a larger financial commitment to Friendship Cottage from key donors.

Thank you for your continued support as Friendship Cottage continues to fulfill our promise “*to gently tend to the needs of dependent adults in a welcoming setting, while guiding and assisting the family and friends that care for them*”.

Do you have any questions?

Question – sad to hear that Sonogee is closing, but does that help us increase our numbers?

Answer – no, probably would use Island services.

## 2. Head Start Training – Melissa Mattes

Two HS aspects – self assessment – every year we are required to do a self-assessment, which means that we look at data gathered throughout the year, to see if we are making a difference in the large picture. In the handout, there is a diagram that shows how self-assessment fits into our cycle. Ongoing cycle of looking at information and data. Love to have board members participate, next Wednesday from 9-3.

The other handout is a diagram of how the management of Head Start works. Board, Policy Council each have a role. Handout gives out specifics.

Question: Do we partner with tribal HS?

Answer – we have tried, and continue to reach out, but it has been difficult due to turn over and slight differences in performance standards between the two organizations.

How does the community needs assessment fit? Is it the same as the one required for CSBG?

Yes, very similar, and we worked them together the last time we did an agency wide CSBG Community Needs Assessment.

Last month Melissa handed out child outcomes, tonight showing us a video that walks us through this (Connecticut Office of Early Childhood, Bakery)

Second video demonstrates intentional playing. (“Eating snakes”)

Every teacher does 4 observations per child per week.

We customize our lessons to the children, not a formula to follow.

Comment: I remember being told the educational value of setting the table when my daughter was in Head Start. There is so much to what looks like simple acts of living.

**1. Approval of Meeting Minutes from 1/29/2019**

**Discussion:** None

**Action:** **Walter** made the motion to approve the minutes as amended, **Katie** seconded. **Motion passed.** Lisa abstained.

**2. Resolved, To approve the Early Care and Education Eligibility, Recruitment, Selection and Enrollment Policy dated 2/12/19**

**Discussion:** Head Start Act passed out last month listed this as a requirement. No recommended changes this year. Does not change HS rules for eligibility. Is the 35% a firm number, an aggregate number? Based on our cumulative enrollment over enrollment period.

**Action:** **Barbara** made the motion to approve this policy, **Katie** seconded. **Motion passed.**

**3. Resolved, to approve the Funding Proposal to the Office of Head Start as outlined above for the purpose of a Cost of Living Adjustment of 1.77% to all Head Start and Early Head Start employees, effective March 1, 2019.**

**Discussion:** None

**Action:** **Walter** made the motion to approve the application, **Martha** seconded.

**Motion passed.**

**4. Resolved, to approve a Cost of Living Adjustment (COLA) to all active employees of DCP in the amount of 1.77% of current wage rate, effective March 1, 2019.**

**Discussion:** Majority of contracts should be able to handle the increases, but some programs don't have contracts, will have to see how to work these in. Don't see a problem working this small cost into existing budgets.

Though we are running a deficit, things have improved a lot this quarter, and expect this to continue to improve over the rest of the year, anticipate that we will have a surplus by the end of the year.

Haven't checked the investments today, they contributed a great deal to the deficit. SEED is anticipated to increase in activity over next few months, a few other things that were one time events, plenty of time to decrease the deficit.

Charles is concerned that our COLAs are not making up the difference with competitors, but we need to think about how we will make up the ground we have lost over the years.

Will be beginning work on a compensation plan to figure out where we are compared to market. Goal is to have the done around the first of July.

**Action:** **Katie** made the motion to approve the COLA, **Martha** seconded. **Motion passed.**

**5. Update on Machias Senior Housing Project**

**Discussion:** 15 million dollar bond issue passed for Senior Housing, about 5 years ago, Gov. Le Page refused to authorize the bonds. Governor Mills authorized the bonds. WC has a special place in regards to this, because Senator Burns (WC) was

a prime mover in writing this legislation, it was written so that smaller counties had a special set aside. \$10,000,000 for 5 projects in counties with less than 100,000.

WHCA bought a subdivision in Machias, always have talked about it as potential for senior housing. But the town would like it as a buffer for a runway expansion. Selectmen are considering purchasing land behind the Dollar Tree; direct swap for our land. Have had appraisal done on it. Probably a better spot for what we want, we are ready and willing to work with the town on this, if development costs are about the same. Think the Dollar Tree location will be cheaper to develop.

Looks like total project will be 4.4 million, with 10% contingency. About \$180,000 a unit, which is about average. The units in Milbridge are about \$180,000 each, 700 square feet.

Available \$100,000 per unit from bond issue, rest has to be raised. Will be working with 4 % incremental tax credit financing, working with Jason Bird at Penquis, who will help us with it, and build capacity for the future.

Expect to come back to the board with a full proposal, but looking for feedback now.

Question: Are these low-income seniors?

There is a formula we have to follow, Mark will send it out. It looks more generous than expected, won't need to be as low income as other programs.

Should be able to get decent bids on the project.

Question for Walter: Would there be significant savings on doing quads instead of duplexes?

There would be a savings, but a loss of windows, etc. Do spray foam insulation on common wall, no transfer of noise.

Question: Are there restrictions on rents, or subsidies?

Deferred forgivable loan, lower rent is the subsidy, no vouchers, etc. Need to make sure that the development will be sustainable over time.

#### IV Reports

##### 1. Strategic Plan Update – Committee

We are meeting tomorrow at 1:00, consultant has provided us with the final round of documents. Nearing completion. Plan is to come to the board in March with the presentation

##### 2. Development Committee – Barbara Clark

Received an extra \$31,000 for THAW from the Boston Foundation  
Anne, Stacy, Gerry Bryan are putting together to the plan to reach out to  
long term donors, informal goal of \$200,000.

Anne applied for United Way, and other grants.

Need to refresh the board for FC, tried to attract friends, all getting too  
old, need help identifying people who are little younger and would like  
to join the committee. Need new ideas.

Lot of activity going around At Home. Stanley Scooter has donated a  
scooter to raffle off; in the midst of forming the Rowing Regatta to be  
held June 15 in Manset, First has donated \$5,000 to that. SEED is  
underway, Tiny House project moving forward; need to send THAW  
letters out next year, have missed the last few years; Keep Me Warm 5 K  
was Sunday, good turnout, good weather; Mark is looking for a  
Development Assistant, Sarah is now the manager of Communication  
and Resource Development

Question: are we looking to develop an endowment fund for FC?

Starting with a sustaining fund, but hope to work toward an endowment  
fund.

3. Executive Directors Report - Mark Green  
Nothing more to add
4. Finance Directors Report – Kevin Bean  
Cash increase last month, looking about the same as the end of January,  
about \$600,000 in the bank. ARs are high, Bobbi has been helping to get  
money from Maine Housing, did not send out an advance this year, they  
are behind about 3-4 months, but getting caught up. Temporarily  
restricted funds grew significantly this month due to discussion with  
auditors, changing away from deferred revenue, prefer to see temp  
restricted. Doesn't do anything to us, just means I have to track them  
more, remember that it is there from year to year.

Agency wide revenue and expenses are 2 and 3 % under budget.  
Revenues should climb, expenses – housing projects should increase, but  
space costs related to winter should go down.

Everything else already covered.

5. Head Start Director's Report – Melissa Mattes  
We were under-enrolled in 2017, had to submit enrollment plan, did that  
last April (17), number of action steps. We worked on that, in March of  
18, now on 6 month watch. We made it through the 6 month watch, we

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did get letter recognizing full enrollment.

We are required to investigate if a child falls below 85% attendance, no real trends there.

6. Minutes of Parent Policy Council for February 2019
7. Member Introductions (Katie Clough)

Born and raised in Down East Maine, married 7 years, met husband when I was 9, lost touch until college. Two really great kids, daughter former Head Start student, son there now. I stay at home, my son was recently diagnosed special needs, run a little side business out of house, make soap, bath products. Very active in Parent Policy Council, and parent group at Mountain View School.

Next Month, Charlie Harrington and Jonathan Thomas will introduce themselves.

OTHER: Lori spoke about a project a young woman is doing, Goodwill for good homes. Doing a Good Will, ReStore bus trip. Get a seat on the bus and lunch, go along Route One to Goodwills and ReStores, proceeds go to next Habitat build. She would be good on the FC board.

<b>V. Business meeting adjourned at 6:40 pm</b>		<b>Ron</b> made the motion to adjourn.
Respectfully submitted, Sarah Nugent, Manager, Communications and Resource Development		