

Downeast Community Partners (DCP)
 Meeting of the Boards of Directors, February 27, 2018

Called to Order: 5: pm		
I. Roll Call and introductions		
Roll call: Ruth Sousa, Charley Martin-Berry, Angela Rackliff, Martha Beathem, Ron King, Elizabeth Ehrlenbach, Betsy Fitzgerald, Becky McKenna, John Harris, Vanessa Young, Jonathan Thomas, Lori Schneiders, Charles Harrington, Barbara Clark, Walter Kumiega		
Not Present: Chris Huh, Charles Rudelitch, Michelle Beal, Jim Schatz		
Staff Present: Mark Green, Stacy Brown, Pat Pcolar, Melissa Mattes, Sarah Nugent, Kevin Bean		
II. Items for Board Action		
<ol style="list-style-type: none"> 1. Approval of Meeting Minutes from 12/5/17 Discussion: None Action: Walter moved to accept, Becky seconded, motion carried. 2. Resolved, to create a committee to oversee the Strategic Planning Process. Discussion: Angela, Charley, Charles, Stacy, Melissa, Betsy volunteered to be on the committee Action: committee formed 3. Resolved, to authorize the Executive Director to enter into a contract with Revision Energy for the construction of a solar array on property owned by DCP in Franklin. Discussion: Mark summarized board packet. We own undeveloped land in Franklin (2 lots). Have tried to sell lots unsuccessfully. Dale Basher is working on sustainability for DCP, solar on roof at Bucksport road facility not feasible. Blueberry land in Franklin better suited. Takes low value properties and puts them to good use, generating enough power for all of the buildings of DCP. We would get a credit on power bill. Original plan calls for a 7-year buy out, but also have 10, 12, 15-year buyout options for future decision. Environmentally sound, way to save money. Never need to buy them back if we choose not to. Questions: Martha – is the place on the road or close to the lake, thinking about our image if they are ugly installations? Mark – has seen several big installations on his travels, they don't look bad. Property is not within sight of Georges Pond. Short road, our property is at the beginning. Still need town approval, if the board votes for this to go forward. John Harris – at the end of the life span of the units, who pays to remove them? Mark – Life expectancy is 40 years, if we never buy them, we are not responsible for that. If we buy them, it is our issue. That is something the board would have to think about when deciding if we want to buy them. They pay for everything, we get a discount on power, and we provide some general liability insurance. Barbara Clark – is there any house close enough to be impacted? Mark – There is one that can see them. No idea what the reaction will be. Becky – how long are they on the property? Mark – Once we agree, we are obligated to either keep them up for twenty years or buy them out. 		

Becky – are we able to use the land for something else while the panels are there?

Mark – Probably we can still rake the berries.

We have no maintenance responsibilities until we buy the panels. Kevin thinks we might want to acquire them after 15 years or so, use the funds to pay for future panels.

Martha – what happens if the company fails?

Walter – if they failed, someone else could buy the assets, someone might buy our contract.

John Harris – can we see the numbers of what our liability is now and what we would save?

Mark – That is in the packet. Only change is that a building in Jonesport is in the mix and will be sold. Maple Street not included and perhaps should be.

Action: Walter moved and Ron seconded to proceed. Motion carried

4. Resolved, to adopt the policy entitled “DCP Purchasing and Procurement Policy”

Discussion: Mark apologized for leaving out every other page of the policy.

Trying to get ready for Head Start review coming up, a little rushed.

Stacy – need to update policies to reflect new regulations. Additionally, asking to retain WHCA’s endowment policy for WHCA’s endowment.

Everything else is a former CFO policy. The last part of the packet is the CFO policies in the DCP format.

Purchases and Procurement Policy is brand new, clearer language. Upped the limits of what various people can sign, reducing Mark’s need to sign every single invoice.

Mark: If board is uncomfortable doing this without reading ahead of time, can be tabled until Exec Committee meets mid-month.

Action: Martha moved to adopt former Child and Family Opportunities, Inc Fiscal Policies and Procedures but maintain former Washington Hancock Community Agency’s Investment Policy and Investment Spending Policy pertaining to the Crisis Endowment Fund, Barbara seconded.

Motion carried

5. Resolved, to adopt the following list of revised and updated policies: Nutrition Policy; Breast Feeding Policy; Child Record Policy and Procedure; Early Care and Education Eligibility, Recruitment, Selection and Enrollment Policy; Helmet Use Policy and Procedure; Safe Sleep Policy and Procedure; Head Lice Policy and Procedure; Temporary Exclusion of Sick Children Policy and Procedure

Discussion:

Melissa presented on these as quickly as possible, reviewed changes from CFO policies.

Head lice – no longer send child home immediately with head lice, too disrupting to the child, family and center for the benefit received. Child may stay until normal departure time.

Refer to managing infectious diseases in childcare and schools 4th edition on when child must go home, only serious things are excluded.

Safe sleep policy – only update is that now cribs are allowed to be two feet apart, and if that close, children must be head to toe.

Breast feeding policy –changed some language to provide space for mom to breast feed.

Helmet use policy and procedure – only change is that when children skate on frozen puddles, must wear helmets. Process for handling of helmets has not changed.

Child record policy and procedure is new, it is consolidating several policies into one, strengthened language around shredding.

Nutrition Policy – New policy that reflects current practice. Need to document that practice with a policy.

Eligibility recruitment selection and enrollment policy. This must be reviewed and approved each year. Biggest piece is income eligibility and categorical eligibility. All things being equal, if an applicant is experiencing certain situations, are bumped up to higher priority.

Questions:

Martha – with everything that has happened across the country, are the doors locked during the day?

Melissa – yes, in our childcare facilities. School programs have to follow school procedures.

Additionally, HIT committee is working on a very thorough policy on risk reduction.

Charlie H – do we have procedure on custody in parental disputes?

Melissa – when child is enrolled, get the information up front, including any legal authorization; have specific pick up list, no one gets the child without being on the list.

Action: Becky moved to accept policies, John seconded

Further discussion, Charley found some CFO, WHCA and DE Health Services references in the policies, need to be edited.

Melissa will remove the list of agencies from the policies and will fix the typos.

Motion amended to allow the fixing of typos and remove list from page 36.

Motion carried

6. Resolved, to approve the addendum to the 2017 Community Assessment entitled “Early Head Start and Head Start Specific Assessment”

Discussion: Mark reminded people that we asked Janice Daku to expand on earlier Community Needs Assessment and this is it.

Melissa reminded everyone of the importance of this document in future decision making.

Action: Moved by Becky, Walter second to approve. Motion Carried

7. Head Start Discussion

Discussion: Melissa – everyone got her report, enrollment is closing in on full enrollment – amazing feat. Avoiding sanctions if we get there by April. Less than ten to go. Other things in packet that may be new - Office of Head Start puts out policy memos, required to present them to the board. If we had

anyone impacted by the hurricane, they are determined to be homeless and have priority.

Class observation – has a weight in our review that some feel is too heavy based on the amount of observation. Recently Head Start opened this for conversation, Head Start directors prepared a response asking for middle ground, with room to address any issues found.

There is currently no funding for school day length programs – Head Start will not be moving to school day - school year programs. This is off the table. Melissa is unsure what that means to existing programs.

Head Start Policy Council is going to Augusta on March 29th.

Walter chimed in to say that this visit is the reason that he has served as a state representative, his trip to Augusta with the Policy Council was the first time he set foot in the State House.

Review – next time we meet, we will be mid-review. Very important. A few handouts to show what the monitors will be looking for.

1st packet – Focus Area Two monitoring protocol

Program design and management – governing body will demonstrate how they use data to administer and oversee the program to ensure quality services for children and families and progress toward school readiness.

Team leader will attend this board meeting; spend about 45 minutes in discussion with the board. Will want to know what materials have been shared, etc.

Protocol is very clear and provides road map to the evaluation.

Second packet – fiscal packet – Page 17, 18, 19 – governing and fiscal structure. Melissa feels that we are not at risk here; need to give a clear understanding of how Head Start is supported in this new larger organization. Need to understand the checks and balances in place. Will want to see everything that the board gets.

Planning – they are going to want to see what data the board gets. Data from Melissa, how do you use that information in planning and decision-making?

Melissa reviewed the schedule the reviewers will follow for their week here.

Melissa shared the two of the six protocols that relate to governing board.

Your interactions with the reviewers will be as a group here at your meeting.

Any questions call Melissa at 667-2995

Action: None

Reports and Presentations

1. Review of Parent Policy Committee minutes from December 20, 2017 and January 31, 2018
2. Development Committee Report – Barbara Clark
SEED activity is in full swing, THAW fundraising is doing well. Keep ME Warm 5K race this weekend was a success, raising nearly \$2,000, highest ever. We raffled off over \$700 of prizes donated by local businesses. Darlings Auto Mall again hosted and donated, making the event a big success. Joe met with Development Committee and presented the fundraising plan, which will kick off with the 10th anniversary party at Friendship Cottage on July 12. The goal is to raise \$45,000 by the end of the fiscal year, and an additional

\$35,000 by the end of the calendar year. More is OK.

3. Executive Directors Report - Mark Green

Added to report – been at MCAA meeting for the past two days. Starting to get involved in running programs that are statewide, such as SNAP Ed. Found it awkward because the group doesn't have the structure to do admin of a statewide program. Came to the conclusion that they need to make some changes to the organization to make it easier to apply for and administer statewide programs. Would be a major change to MCAA. Make us more competitive. Nothing definitive, but moving in that direction. Bids for demo and reconstruction for Milbridge are due March 18. Project going forward.

4. Finance Directors Report – Kevin Bean

January was good, cash good, receivables increased, highest we have seen ever, due to Maine Housing and some transportation program. \$144,000 payment from Logisticare, \$175,000 payment from ME Housing. Over \$1,000,000 in bank. Deficit last month translated to a surplus of \$10,000 in January. Transportation continued to have a good month, should continue to improve. Overall number of rides are lower, but we are providing rides for a treatment facility, allowing Transportation to get within budget projections. Good month for investments for unrestricted, decent returns for temporarily restricted childcare endowment. \$25,000 contribution for general agency support.

Even saw FC get into a surplus of \$2,000 only 103 billable hours shy of projections, 19 participants; ECE maintain \$107,000 deficit, half of that, we expect to continue. There are some possible solutions for that, but an area of concern is childcare. Saw deficit with in Childcare climb by 13,000 this month. Expenses on target with budget, but revenues are down. Have to get that corrected, cannot lose every single month. Agency wide, both revenues and expenses are 1 -2 % under budget.

Elizabeth tried to call Kevin Monday night but couldn't find a telephone number for him. Wondering if we would be interested in providing his number. Kevin's direct line is 610-5900.

5. Chair's Report – Betsy Fitzgerald

All thunder stolen, not much to say, please read Melissa's materials. Need to be on top of our game.

Walter – Americorp is looking for applicants Maine Commission for community Service places Americorp people. Walter has brochures. They were in the hall of flags today.

6. Development and Community Services Grant Report

V. Business meeting adjourned at 6:35 pm		Martha made the motion to adjourn.
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Respectfully submitted, Sarah Nugent