

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

Called to Order: 5:15 pm		
I. Roll Call and introductions		
<p>Roll call: Betsy Fitzgerald, John Harris, Martha Beathem, Jonathan Thomas, Walter Kumiega, Katie Clough, Becky McKenna, Ron King, Charles Rudelitch, Barbara Clark, Lori Schnieders, Elaine Abbott, Lisa Veazie, Ruth Sousa, Charley Martin-Berry, Charles Harrington Quorum present</p> <p>Staff Present: Mark Green, Kevin Bean, Sarah Nugent, Cheryl Robbins, Hook Wheeler, Melissa Mattes</p> <p>Guests: Jane Thomas Sarah Strickland, Deb Burwell</p>		
II. Presentations		
Strategic Plan – Sarah Strickland and Deb Burwell		
Sarah and Mark described process: involving board and staff; focus on client input.		
<p>Reviewed the definitions that we used for</p> <p>Mission – why we exist</p> <p>Vision – value and benefit that DCP strives for</p> <p>Values – guideposts for direction and decisions</p>		
<p>Components:</p> <p>Planning Assumptions</p> <p>Five years Goals</p> <p>Five year Outcomes</p> <p>Five Year Strategies</p> <p>Metrics</p>		
Mission: to improve the quality of life and reduce the impact of poverty in Downeast communities		
Vision: DCP is a catalyst for improving life in Downeast Maine		
<p>Values:</p> <p>Dignity.</p> <p>Compassion.</p> <p>Possibility.</p>		
Reviewed assumptions made at start of the process.		
<p>Five Year Goals:</p> <ul style="list-style-type: none"> A. Ensure that people can access resources to meet basic needs. B. That DCP will improve the economic well-being for vulnerable individuals and families. C. Enhance DCP’s organizational culture so all communications, interactions, and service delivery promote dignity and well-being. D. Build sustainable internal capacity to increase DCP’s impact. E. Build external capacity to increase DCP’s impact. 		

Strategies to support the goals:

A snapshot of what is contained in the plan

Goal A – worked very hard with management team and committee to make sure the strategies really supported this goal, and gave ownership to the management team of this one.

Goal B – theme here is more like workforce development – no real division, but myriad of programs that support workforce development across the organization. What are we already offering in ways of support, how we can work together to better serve people we already support. Take models we already have working with other orgs, and think how these models could be amplified to expand service. Seems like Financial Literacy should be in this section.

Goal C – make sure that there is a core effort to understand client issues, and coordinate efforts to look at client satisfaction across whole organization. Also key here is employee training to better serve clients.

Goal D – strategies include Board involvement; financial stability; employee satisfaction and retention; staff innovation and collaboration; client satisfaction and service; communications and public relations

Goal E – building relationships at state and federal level, understanding how and where DCP wants to be the hub, where are we the spoke?

The role of collaboration needs to be framed here. No objection to anything in here, but it needs to have more emphasis. There is a commitment to collaboration in this organization that is not reflected here. Perhaps in the intro?

Parent Policy Council meeting didn't have a quorum, will review it next month.

Board will review plan and discuss implementation more in coming months.

III Items for Board Action

1. Approval of Meeting Minutes from 2/26/2019

Discussion: None

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

2. Resolved, To approve the Strategic Plan

Discussion: Does this allow staff to do rewording? Major rewording would come back to the board. Mark will rework the intro.

Action: **Becky** made the motion to approve the strategic plan, **Katie** seconded.

Motion passed.

3. Resolved, to approve the policy entitled “Code of Conduct”

Discussion: None

Action: **Walter** made the motion to approve both this policy and the Blood Spill policy to follow, **Katie** seconded. **Motion passed.**

4. Resolved, to approve the policy entitled “Blood Spill and Other Potential Infectious Materials Clean-up Policy and Procedure”

Discussion: None

Action: See Item 3.

IV Reports

1. Development Committee – Barbara Clark

You have a report in your packet – highlights, Keep Warm 5 K raised \$1,000, Pam at Darling’s has volunteered to work with us to make it bigger and better. SEED is active; Mark, Scott Shaw, Ian Yaffe went to Boston to meet with two funders. Three applications to United Way, running ad for Development Associate position, have a lead with MCF that may be wonderful for ECE, Mark and Sarah will pursue, Friendship Cottage is ticking along, fundraising push will start when summer people return, FC worked out transportation issue for a patient who will come daily.

Ron brought up a question about whether our investments match our goals. Are we investing in housing, education, loaning money to poor families, investing in agriculture? Are we leaving it totally up to the bank to decide, or are we deciding how we want to invest?

Kevin is planning to combine two banks holding endowment funds into one, something to consider when that decision is considered.

More than socially responsible investing, bring investing closer to home. Socially responsible investing should be our minimum standard.

2. Executive Directors Report - Mark Green

One of two CAPS who got funding for Washington County for elder housing mods. Hope to expand into Hancock county next year.

Joe Connors will be working for us part time starting April 1.

Went to ACAP to meet with them to see how they combine services to help families change their lives. Melissa, Ellen S, and Ida went with Mark, great meeting.

Struggling with staffing at Ellsworth CE, closing one of two classroom

there, which will mean leaving 7 kids without childcare, working to have some of Ida's folks and family resource advocate work with these families, giving them one month's notice. Meet with parents on Thursday evening.

Question: Do we do exit interviews to see why people are leaving? Apparently part of the trouble is children with behavioral challenges, 17 out of 22 have issues. We are struggling to get staff with credentials and experience.

Mark will get more info to the board by memo.

Melissa – this is something that has been going on for over two years (staffing shortage) worked hard to hire to get them hired and trained and open classroom, don't; end up building team to full capacity, but we are not providing the quality program that we should and want to. We will not reopen until we have three people that can be built into a team. Feels drastic, but has to be done.

Question: Is it boiling down to money?

Don't think it is totally, but it might be part of it.

Hook – our wage is sometimes not competitive with public education, but training too quickly, into classroom too soon – slow down, consolidate resources, make sure that we have the right people.

As we do compensation plan, want to build in capacity for compensation, benefits for future competition.

Question: Do you ever consider removing a child from the classroom?

Head Start has a very strong policy against expulsion, and we comply carefully with that, in the past years, has happened twice. Currently, the children's needs should not be beyond our ability, if we had adequate staffing.

Question: do we want to get together a committee to really look at this problem, see if we get more ideas?

Question: Have we ever recruited ed techs at various schools? They are hard to find in public schools, not always a good fit.

Early childhood staff had a great meeting a few weeks ago, talked at length about this, came up with some creative ideas on dealing with some of the special needs.

Question: Has there been any thought about collaborating with colleges who have ECE programs? Currently have an intern/volunteer in the classroom, could some volunteers help work with special needs kids?

Do some of this already, all WCCC students work with HS, there are only three programs in the state, don't get a lot of students from Farmington here, otherwise, we are working with what exists.

Lori, and Charley Martin-Berry, Charlie Harrington, Ruth want to help on the committee or work with Staff

EMCC does have an early childhood education program, Melissa will learn more about it.

3. Finance Directors Report – Kevin Bean

This past month, fairly stagnant, slight decrease in cash and AR's, deficit went down a bit due to settlement mentioned last month. SEED funds are still coming in, as we get into springtime and summertime months. February had some snow, and Logisticare closed a few days. Housing had a big month. Cash is looking great for this month, last week we got over 260K from ME Housing. They are working on a new program, that has caused problem, but getting it sorted out.

Still 2-3% underspent, and under predicted revenue.

My areas of concern are Friendship Cottage, ongoing, participation level is 14, rates went up a bit, should help.

Does FC deficit include CSBG funds allocated to them? No, it is operational. Does include CACFP. But even with CSBG there is a deficit. Transportation is also an issue.

4. Head Start Director's Report – Melissa Mattes

In packet, no questions

5. Minutes of Parent Policy Council for March 2019

6. Member Introductions (Charlie Harrington)

Grew up in Arlington Massachusetts, went to college in Kansas, majored in Football. Drafted by Steelers, but that didn't work out very well, went back to Kansas. Then wanted to go to Minnesota to coach football, but instead went in the Peace Corp with Wendy and daughter went to the Philippines. Then moved back to Mass, taught school, coached football at Harvard, and worked in an alternative high school, 80% kids went to jail. Also coached hockey. Came to Maine in 1990, Kiev Leadership

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School, 215 kids the first year, 13,000 by the time we left in 2002 to start EdGE, see about 800 kids, have 80 staff.

Married, 3 kids, 6 grandkids.

Next Month, Dorthea Crowley and Jonathan Thomas will introduce themselves.

**V. Business meeting
adjourned at 7:20 pm**

Katie made the motion to adjourn.

Respectfully submitted, Sarah Nugent, Manager, Communications and Resource Development