

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

<b>Called to Order: 5:15 pm</b>		
I. Roll Call and introductions		
<b>Roll call:</b> John Harris, Martha Beathem, Michelle Beal, Becky McKenna, Betsy Fitzgerald, Walter Kumiega, Charley Martin-Berry, Barbara Clark, Jonathan Thomas, Charles Rudelitch, Vanessa Young, Ruth Sousa, Chris Huh, Elizabeth Ehrlenbach, Angela Rackliff, Dr. Lori Schnieders, Charles Harrington. Quorum present		
<b>Staff Present:</b> Kevin Bean, Jennifer Trowbridge, Stacy Brown, Melissa Mattis, Pat Pcolar		
II. Items for Board Action		
1. Approval of Meeting Minutes from 2/27/18 <b>Discussion:</b> <b>Action:</b> Walter made the motion to accept, Becky seconded. Motion passed, 14 aye, 2 abstain.	2. Head Start Discussion <b>Discussion:</b> We have three reviewers on site at administrative/finance offices this week for our review, with another two visiting classrooms for observations. John is in attendance tonight to speak with the Board. This is a new process this year, which is conversational to see how HS programs are implementing components of the HS Act within local communities. As they are able the classroom reviewers speak with parents, John will speak with Policy Council parents as well.	-How does the Board get involved with the HS budgeting process? Kevin does a good job working with BOD members, teaching financial basics in order that the members understand better what is going on. He is very good about answering questions the members may have. In addition there are very financially capable members who assist other members with questions. Each month the BOD members get financial reports ahead of the meeting for review. There is always an opportunity to ask questions, which are answered successfully by staff. Melissa will bring additional information that may impact budgets, such as enrollment. -How does the Board feel about enrollment? We are close to 95% by the end of March. One member is very excited. They have an action plan and are working with Bruce, the Program Sepcialist, in Boston. -What have you done to increase enrollment? We have been able to re-open a classroom due to finding staffing. Advertising has been done in many forms in order to increase community awareness of our programs. A year ago we were two separate organizations; with the larger organization we have greater opportunities to recruit families. There have been discussions about increasing I/T classrooms, but cost per child makes it a difficult decision. Local school districts are opening up pre-K programs, making the market more for 0-3 year-olds. We are looking to partner in Trenton and with a childcare provider in Milbridge, as well as Princeton schools. One of the best things we can do is partnerships with schools due to the large need in our service area. This helps small school districts as well by being able to keep children local and parents engaged in education, both for the children and the parents. DCP is also working with Family Futures Downeast in a night program for workforce training, which has led parents to enroll their children in the daytime slots due to the trust built. Board members come here with a lot of hats. When members

are made aware of openings, they can go back into their professional roles and support outreach and communication as community partners.

-Anything in particular the Board wants to tell him about the program? It's been a long time since one member has been a HS parent, but he recalls that his children learned a lot in the center. The help it gave his children, and continues to give other children is really amazing. He has seen the effect it has had on parents as well. Getting the reports from Melissa makes him think back to those days, noting that much has changed but much as also stayed the same. Listening to parents and valuing their voices is good for the program and the parents. It is important. HS Directors organize HS goes to Augusta. This is a powerful tool for parents as well. A new member realizes that there are a lot of moving parts, and a lot that we don't always see. She has a much deeper appreciation for what HS does, just sitting and listening to people describe the program and reading the Policy Council minutes. Speaking to community partnerships and collaboration, as a training organization a member states that the commitment of DCP, and when they were CFO, to staff training is impressive. They have always seen, and still see many attendees from HS. The data is very powerful as well and is part of the culture and impact of the organization. One member teaches for Family Futures Downeast, and one of the things she does in the spring is teach a parenting class. She has started incorporating the HS tenets into the parenting class. There are two students from the first cohort who will present at her next class about the impact Family Futures Downeast has had on their lives, as well as their experience with HS.

Melissa - The Director's report and school readiness reports are in the packet. We are up to 57 children school ready. What does it mean for a low score on science and technology in such young children? It is very basic and applies to more and less, stacking one blocks, etc. There are seven indicators that teachers observe while children are in play and through their interactions with other children and adults. It could be something such as observing a child stack a number of blocks successfully, whereas the stacked less the week prior. Enrollment won't be at 97% as hoped. Melissa has spoken with Bruce who will speak with DC. He is confident that our correction plan in place, as well as our upcoming partnerships will leave us in a good position. We do have to hit the ground running in September and get to full enrollment. Dose and duration is back on the table for school-year, school-day. We had a very strong grant application for EHS but it was competitive. There is more money on the table so Melissa will be coming back with a strategy.

3. Resolved, to accept a bid for the construction and demolition associated with the construction of two units of housing for homeless veterans and to authorize the Executive Director on behalf of DCP to enter into a contract with the successful bidder.

**Discussion:** Noticed that Coastal Maine's bid was complete and professional looking. Full Sail's is stripped down to a few points. How did you compare? Tom, the architect, went back to Full Sail and told them what further

information we needed and they provided it. We did pre-qualify to a degree by making sure those who bid were qualified for the job. One bid shows an \$18K allowance for paving, whereas the other seems to be included. Both bids do include the paving. Any idea what is driving Coastal Maine's pricing for the office? In renovating a building there can be many unknown factors, especially when cutting a building in half. The building is being cut at exactly the meeting point. There may have been a misunderstanding of this point, as well as the decent condition of the office part of the building. What generally drives the price of a bid such as this? We are working with a budget that is two years old. There is inflation, natural disasters since then that have increased materials pricing, the labor market has increased, and profit margins also play a factor. The difference in our original estimates is about \$50K, \$24K of that is the propane tanks that were not anticipated and \$12K of bonding that was not included in the estimate.

The Executive Committee decided that they would recommend to the board to accept the resolves, and either authorize the Executive Director or Executive Committee to enter into a contract with the approved bidder.

**Action:** Becky made the motion to accept the resolve as stated, Michelle seconded. Becky amended her motion to accept the resolve as stated, along with the provision that should the contract be ready before the next board meeting that the board authorize the Executive Committee to give the approval to the Executive Director, under the advisement of the Building Committee, Michelle seconded. Motion passed.

4. Resolved, to accept a bid for the construction and remodeling of the existing Mano en Mano offices and to authorize the Executive Director on behalf of DCP to enter into a contract with the successful bidder.

**Discussion:**

**Action:** Walter made the motion to accept the resolve as stated, with the provision that should the contract be ready before the next board meeting that the board authorize the Executive Committee to give the approval to the Executive Director, under the advisement of the Building Committee, to accept Full Sail's bid and enter into a contract, John seconded. Walter withdrew his bid, John seconded.

Charles made the motion to authorize the Executive Committee to negotiate a contract with Full Sail construction for the renovation of the Mano en Mano office building in consultation with the Building Committee, and authorize the Executive Committee to authorize the Executive Director to enter into a contract with Full Sail, Becky seconded. Motion passed 15 aye, 1 abstain (Lori).

We are currently \$100K over budget for this part of the project. Mark, Tom, and Ian are meeting tomorrow afternoon to discuss this portion of the bid because Mano en Mano will be paying for the bulk of the renovation. There may be some design changes, and additional funds from both organizations

may be needed. The hope is to have a solution to this back to the Executive Committee in the next couple of weeks. If we change the design of this portion of the project, how does that work with a bid? The accepted contractor would need to rework their price for the changes. The design has all new windows, siding, roof, ceiling tiles, which could possibly be taken out of the plan. Mano en Mano will have a 20 year lease, and Ian has stated that they really like this location and have no plans to leave.

We need to be cognizant of the timing of communication to the community so that they are not surprised by the demolition. Mark did speak with the Planning Committee in Milbridge and they seem excited about the project.

5. Resolved, to authorize the strategic plan sub-committee to select a consultant for the development of an agency strategic plan in accordance with the recent Strategic Plan RFP.

**Discussion:** We got three bids in, but will not be able to do the interviews until next week. Rather than wait until April's meeting Mark proposed this resolve. The three are Deb Burwell and Sarah Strickland, Jeff Whalstrom, and Janice Daku.

**Action:** Becky made the motion to accept the resolve as stated, Martha seconded. Motion passed.

#### IV. Reports and Presentations

1. Review of Parent Policy Committee minutes from February 21, 2018
2. Development Committee Report – Barbara Clark – SEED is moving along and everyone who can attend a local meeting is encouraged to do so, and contact Joe and Sarah. We didn't send an appeal for THAW, which has a current balance of \$87,500 with several large donors. Sarah and Joe felt it didn't make sense to do an appeal. FC has \$21,500 in donations this year; the goal is \$40K. We are meeting this week with caterers for the 10<sup>th</sup> anniversary celebration at FC. The date is July 17<sup>th</sup>. We haven't been including Everybody Eats and the Backpack program in our development report. We should be starting this next month. Everybody Eats is in good financial standing; the Backpack program is not. The Backpack program serves about 30 children in Ellsworth.
3. Executive Directors Report - Mark Green – This week we are going through the HS review. He has been very impressed with how well everyone is pulling together. It is a good testament to the new organization. He is confident that we will get a good report. Thank you all for your participation and comments tonight. We need a Loan Committee member. The committee doesn't meet often. We have funds available to loan and Kevin is anxious to get those back out so that FAME doesn't potentially take the funds back. There are two loans ready for review right now. The meetings are ad hoc. The Loan Officer pulls the application together and then sets up a meeting for the committee. There are three people on the committee. Jonathan is interested in being considered. Betsy appointed Jonathan to the committee.
4. Finance Directors Report – Kevin Bean – Cash went up to over \$1M for the first time in a number of months. We received good payments from

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MaineHousing, but they do still owe us a bundle. Part of that is due to the size of the projects. WIP is higher than he would like to see. We are getting those projects completed. The weather in the past month hindered production and inspection but we are getting back on track. AR's are high but he feels that this may be the norm going forward due to the size of contracts. We did dip into a deficit due to the investments, which have not been good in March either. We continue to see a \$15K deficit to the childcare program; revenues are down and expenses are right on. The HS monitoring has taken up time, so after this we can get back on the childcare issue. We had overstated ARs due to an internal communication issue, which has been corrected. The difference is about a \$20K drop, which he doesn't see happening again. It did give an opportunity for discussion and prevention. Agency-wide expenses are 2% under budget. Personnel costs are still slightly under budget, as well as vehicle operations. This is good on both fronts. We are looking at \$63K surplus for Transportation. We would expect that to be higher but the weather has hindered trips. Providing rides on a contracted basis has been the saving grace. The ongoing deficit for the old HS contract still lingers. Hopefully at the end of the Fiscal Year this can be offset by what we can replenish from the Endowment.

-Are people accessing the subsidized funds for vehicles? We have only written one loan, with two in process. Sarah's focus of late has been on the CAN Council.

5. Head Start Director's Report – Melissa Mattes
6. Chair's Report – Betsy Fitzgerald – One thing that she and Mark have talked about is the strategic plan. There are three strong proposals. Is there anything that members are looking for from the strategic plan? Happy to see that all three had deadlines for no later than November, giving us an opportunity to start the new calendar year with the new plan.
7. Development and Community Services Grant Report

<b>V. Business meeting adjourned at 6:57 pm</b>		Becky made the motion to adjourn.
Respectfully submitted,		