

Downeast Community Partners (DCP)
Meeting of the Boards of Directors, April 24, 2018

Called to Order: 5:10 pm	
I. Roll Call and introductions	
<p>Roll call: John Harris, Martha Beathem, Betsy Fitzgerald, Walter Kumiega, Charley Martin-Berry, Barbara Clark, Jonathan Thomas, Vanessa Young, Ruth Sousa, Michelle Beal, Ron King, Charles Rudelitch, Lori Schneiders, Elizabeth Ehrlenbach, Chris Huh, Angela Rackliff. Quorum present</p> <p>Staff Present: Kevin Bean, Jennifer Trowbridge, Stacy Brown, Melissa Mattis, Bobbi Harris</p>	
II. Presentations	
<ol style="list-style-type: none"> 1. CFO Audit – Gibson LeClair presented the audit for CFO for the ten months ended September 30, 2017. 2. Orientation – Mark presented an overview of DCP programs and facilities. 3. CSBG Training – Bobbi presented Module 3 of the CAPLAW CSBG Training Module, Tripartite Boards. Governing Law and CSBG duties were covered in this four (4) minute video. 	
III. Items for Board Action	
<ol style="list-style-type: none"> 1. Approval of Meeting Minutes from 3/27/18 Discussion: Clarified dose and duration for Head Start. Action: Walter made the motion to accept, Martha seconded. Motion passed. 2. Resolved to authorize the Executive Director to enter into a contract with Full Sail Construction for the construction of two units of housing for homeless veterans in an amount not to exceed \$337,327 and to also authorize the Executive Director to obtain financing for the project. Discussion: We have met with the contractor since the last meeting. They had discussed adding heat pumps, but HUD requires a back-up system so they are working on an electric back-up. Paving is now split evenly between the contracts as the contractor had mistakenly added them into just one. Action: Walter made the motion to approve the resolve as stated, John seconded. Motion passed. 3. Resolved to authorize the Executive Director to enter into a contract with Full Sail construction for the construction and remodeling of the existing Mano en Mano offices in an amount not to exceed \$_____ and to also authorize the Executive director to obtain financing for the project. Discussion: Mark has asked to table this due to negotiations with Mano en Mano. Mark will discuss with the Executive Committee and Building Committee. They are also asking the Fire Marshall whether they can forego a sprinkler system. Action: Charles made the motion to table the resolve until more details have been worked out, Charley seconded. Motion passed. 	
IV. Reports and Presentations	
<ol style="list-style-type: none"> 1. Review of Parent Policy Committee minutes from March 21, 2018 2. Development Committee Report – Barbara Clark – SEED started and doing well so far. No one has had to attend meetings yet. July 12th from 6-8 pm at Friendship Cottage is the 10th Anniversary celebration. Friendship Cottage will be sending out a newsletter on May 15th. They also discussed possible foundations to approach regarding the renovations in Milbridge. They thought of Libra, CF Adams, MCF, King. Please let them know if you think of anyone 	

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else.

3. Executive Directors Report - Mark Green – Nothing to add to the written report.
4. Finance Directors Report – Kevin Bean – Cash \$827K down from prior month; ARs still higher than he would like but with the merge entity and types of programs this is most likely going to be the norm; deficit grew \$52K, we did book accrued vacation time; Revenues and Expenses are 2% and 3% under budget, respectively; Transportation surplus \$68K due to fee for service, down about 2,000 trips for the year with the bad winter, continues to see vehicle expenses increase due to roads, wear and tear on vehicles, and gas; Kevin and Stacy are looking at ways to reallocate expenses in childcare, as well as looking at different enrollment scenarios in order to reduce the deficit in childcare.
5. Head Start Director’s Report – Melissa Mattes – Class scores were in the packet. Melissa is not concerned about these scores. All scores are below the national average, but we are well above the automatic recompet. This was a year without educational managers to support teachers in the classroom. We won’t know what the benchmarks are for 2018 until February 2019. Working on partnerships, Melissa found out today that the partnership in Milbridge and Harrington may end this year. The SAD37 board meets tomorrow. Melissa believes we may be able to have it extended to next year so that we have a year of planning. If this happens there will need to be some decisions made. There is a partnership in Trenton that is being voted on in May; there is a partnership in Milbridge with Step by Step that should be solidified this year.

Melissa stated the SAD37 Board will be voting on two items; one on the partnership with Head Start and the other on whether to end the Pre-K program within the system.

Each year we do a self-assessment, which will be done June 8th this year. All board members are invited to attend. It will be in Ellsworth at Avery Lane.

6. Chair’s Report – Betsy Fitzgerald – We are starting the strategic planning process next week. The first meeting is in Milbridge and the schedule will be set at that time. Betsy will make every effort to keep the board informed of progress. Deb Burwell and Sarah Strickland will be the facilitators of the planning process.
7. Development and Community Services Grant Report

V. Business meeting adjourned at 6:45 pm		Ron made the motion to adjourn.
Respectfully submitted, Jennifer Trowbridge, Housing Services Director		