

Downeast Community Partners (DCP)
 Meeting of the Board of Directors, April 28, 2020

Called to Order: 5:03 PM		
Roll Call and introductions – (meeting held by Zoom)		
Roll call: Betsy Fitzgerald, John Harris, Martha Beathem, Barbara Clark, Jonathan Thomas, Charley Martin-Berry, Lori Schnieders, Charlie Harrington, Lisa Veazie, Ron King, Charles Rudlitch, Walter Kumeiga, Elaine Abbott, Ruth Sousa--Quorum present Staff Present: Mark Green, Kevin Bean, Melissa Mattes, Hook Wheeler, Anne Ossanna, Dale Basher, Stacy Brown Guests:		
Presentations		
1. NONE		
III Items for Board Action		
<p>1. Resolved to approve the Board Meeting Minutes from 2/25/2020 Discussion: None</p> <p>Action: Barbara made the motion to approve the minutes, Jonathan seconded. Motion passed.</p> <p>2. Resolved, to approve the minutes of Executive Committee for 3/25/2020 and 4/7/2020 Discussion: Mark Green referred to the DCP by laws which requires the full Board of Directors to be notified of any Executive Committee actions and thought approval of their minutes would document this notification.</p> <p>Action: Lori made the motion to approve the minutes, Ron seconded. Motion passed.</p> <p>3. Resolved, to authorize the use of \$72,042.54 in CSBG for COVID 19 Relief.</p> <p>Discussion: Substantial discussion—</p> <p>Mark Green and Dale Basher offered information on where the revenue originated, the formation of the Covid 19 Emergency Relief group, and how currently DCP plans to spend the CSBG funds. Mark needs Board approval for the dollar amount above. Mark emphasized these funds have few restrictions except that funds need to go to individuals at 200% of poverty or less unlike previous CSBG funds.</p> <p>Mark spoke about the formation of the COVID 19 task force group under Dale’s and Heather Mawhinney’ s leadership, with ten other DCP employees representing all divisions. Dale has been temporarily assigned out of housing to help lead this group with support from Heather. Original funding began with \$10,000 of Housing Division funds coming from a private donor.</p> <p>With the new availability of CSBG funds, added to the 10k (original) funds, the task force identified the need was to increase food availability to area residents below 200% of poverty and in need.</p>		

The task force identified food insecurity and personal care items as a high priority for funding. Northern Washington County residents, Head Start families, and individuals working with other DCP services like Transportation, HEAP and Supportive Services were easily identifiable along with a need expressed by Seacoast Mission our on-going partner.

Food card distribution was identified as a quick way to get food to families so the task force reached out to Hannaford and Tradewinds grocery which is Affiliated with Hannaford. They agreed to begin processing food cards, led by Blue Hill Tradewinds, and those cards, amounting to \$10,000 were distributed to the Danforth area residents who had been identified early on as needing help.

The Task Force is proposing to distribute another 21 k in cards to individuals and families that have been identified by the task force, but this distribution would happen only with the approval of the CSBG funds. Another 40k to potentially distribute would be remaining

Question: Why decide to distribute food cards and not something different like supporting local food pantries.

Food Cards were viewed as an efficient way to alleviate the need for food quickly as the needs became known. We plan to do a comprehensive needs assessment if the new funds are approved.

Question: Why not create a wider access or availability of these cards, beyond Northern Washington Co. so more could benefit.

With Board approved funds, we will be doing a full assessment of the needs and the best way to address them. Mark expressed current concern that the need certainly surpassed the ability for DCP to respond to all food needs and he offered it may get worse over time.

Lori Schneiders, who is involved with a local food pantry for students talked about food distribution and funding challenges. Charlie Martin –Berry offered that there was often an imbalance in pantry funding, at least thought Washington Co. Some pantries had excess funds and others were struggling and there was no current mechanism to even out those disparities.

Discussion initiated by Charles who said he supports the concept and would vote to approve the motion, but he asked what the selection criteria being used now and perhaps being developed so it was clear to everyone how DCP chose to spend the funds for food insecurity or something else with these funds. Charles stated he was not looking to recreate a CSBG type bureaucracy, but the clear criteria would help DCP's focus and substantiate our distribution decisions.

Dale responded that the task force will begin to do this as they move ahead with newly approved funds and that to begin each recipient of any funds need to be under 200% of poverty rate and certified by self-attestation

Motion was made to approve and it carried unanimously with one abstention by Walter. He noted the reason being not a direct conflict of interest, but that his wife who works at Tradewinds was involved in the food card processing.

Action: Elaine made the motion to authorize the use of \$72,042.54 in CSBG for COVID 19 Relief. **Lori** seconded. **Motion passed with one abstention from Walter**

4. Resolved, to approve the policy entitled “Employee Referral Program”.

Discussion: None

Action: Walter made the motion to approve the policy to continue the pilot Employee Referral Program, **Martha** seconded. **Motion passed unanimously**

IV	Reports
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| 1. Executive Directors Report– Mark Green |
| 2. Finance Directors Report – Kevin Bean |
| 3. Head Start Director’s Report – Melissa Mattes |
| 4. Parent Policy Council Minutes from 4/15/20 |

5. Executive Directors report.-Mark Green

Following up on the report furnished in his written report to the Board, Mark added that DCP is currently discussing Head Start centers potentially opening up slowly The Paycheck Protection Program from the SBA has allowed us to bring all employees back to their full schedule even though many are not working their regular assignments.

Many employees are working from home. We have had about 10 drivers and 2 volunteers handling the average of 40 rides/ per day compared to the usual 275 per day and these were often for dialysis. These rides are done primarily using the large buses so clients can keep a social distance and drivers are outfitted with masks and most buses now have Plexiglas barriers for the driver.

6. Finance Directors Report—Kevin Bean

Kevin reported on the SBA/PPP program being approved that will bring back all employees for at least 8 weeks. It is total of 1.3 million for salary, benefits and infrastructure expenses.

Comment that the current investments were doing poorly and not unexpectedly. Kevin commented we will be moving all investment to one entity and that he will be putting this out to bid.

Concerns raised by Charles about where DCP might be financially going forward with revenue projections. Kevin responded that once we know the extent of the impact of the PPP loan and payback in June, we can better project our budget going forward. We also will have better understanding of our current contracts and their future for DCP. Kevin predicts given the services we provide that we will be able to maintain our funding levels,

Stacy commented that she is spending significant time right now developing budget “modeling” tools to better predict future DCP expenses and revenues.

7. Head Start Directors Report—Melissa Mattes

Melissa reported that Head Start had obtained new funding that DCP can apply for. There is current dollars for COLA and for “quality” improvements. The COLA will support DCP’s overall new Compensation Plan and the Quality funds are aimed at enhancing our classroom ability to address trauma informed care issues of children in the classroom. Melissa is looking to strengthen her family coaching staff to do this.

Melissa reported there are available Covid-19 directed Head Start funds that are coming and DCP may choose to upgrade our technology, particularly with so many employees working from home.

Head Start announced the availability of summer programing funds. These would be aimed at summer programs throughout our two counties. Melissa asked superintendents of school to express their interest and in response each said they would make their school available for programming July 6-August 14 if DCP would like to create and manage the program. This is exclusively for Head Start qualified children in various towns we currently serve for public Pre-k programming.

Question. Martha asked if there was a need for volunteers particularly for cooking meals and Melissa responded there may be opportunity at Avery Lane for her to participate.

8. Parent Policy Council Minutes from 4/25/20. No comments on minutes that were distributed

**Business meeting adjourned at
6:06 pm**

John made the motion to adjourn. **Martha** seconded

Respectfully submitted, Hook Wheeler, Human Resource Director