

Downeast Community Partners (DCP)  
 Meeting of the Boards of Directors, April 30, 2019

<b>Called to Order: 5:15 pm</b>		
I. Roll Call and introductions		
<p><b>Roll call:</b> Betsy Fitzgerald, John Harris, Martha Beathem, Jonathan Thomas, Walter Kumiega, Katie Clough, Becky McKenna, Ron King, Charles Rudelitch, Barbara Clark, Lisa Veazie, Charley Martin-Berry, Quorum present</p> <p><b>Staff Present:</b> Kevin Bean, Sarah Nugent, Hook Wheeler, Melissa Mattes, Stacy Brown, Bobbi Harris</p> <p><b>Guests:</b> Jane Thomas</p>		
<p>II. Presentations</p> <p>Head Start training and Presentation – Melissa Mattes</p> <p>    Melissa prepared a handout outlining the Early Childhood Education programming.</p> <p>    Traditional Part-Day Part Year, mix of Head Start and school children, 3-4 years old in 4 locations.</p> <p>    Double session – two 3.5 hour sessions in same classroom four days a week, mix of head start and school children, 3-4 years old in Calais.</p> <p>    School day-school year follows school day and calendar; 16 children per classroom, mix of Head Start and Public School 3 and 4 year old children in seven locations.</p> <p>    Full-day/Full-year Head Start, Early Head Start, and Child Care: Year round 10+ hours/day, Monday – Friday; 18 children per PS classroom, 8 children per IT classroom, mix of Head Start, Early Head Start and Child Care children in three locations.</p> <p>    Question: having to close classrooms in Ellsworth because of lack of staff, is this affecting other sites?</p> <p>    That’s a good segue to other chart, which shows positions in ECE, what is filled and what is open.</p> <p>    Ellsworth is where the critical need is, but there are other openings.</p> <p>    Question: Why are we closing Milbridge and Harrington?</p> <p>    It has been a hard partnership to align philosophies with grants, Head Start, school board. The school board grant is ending, and they opted to continue on their own. We have known this for a year. We will miss having a presence in the area. We have a building in Harrington, would like to continue using it, but not sure how right now.</p>		
III Items for Board Action		
<p>1. Approval of Meeting Minutes from 3/26/2019</p> <p><b>Discussion:</b> None</p> <p><b>Action:</b> <b>Katie</b> made the motion to approve the minutes as written, <b>John</b> seconded.</p> <p><b>Motion passed.</b></p>		

**2. Resolved, To approve the closure of two idle bank accounts**

**Discussion:** These are two old accounts for RMAP business loans, passed the funds over to NMDC, have been a zero balance for years.

**Action:** **Katie** made the motion to approve allowing the accounts to be closed, **Martha** seconded. **Motion passed.**

IV Reports

1. Strategic Plan Implementation Update – Hook Wheeler

Update on compensation planning committee as part of the strategic plan. In the Strategic Plan is the work of bringing together the compensation plans of WHCA and CFO, have a committee made up of Hook, Stacy, Kevin, Melissa, Ida, and Sarah. Looking at becoming market and performance based in compensation. Working on updating job descriptions, unified formatting and method of determining skills, knowledge abilities needed. Have to identify benchmark jobs, do some market valuation, find way to create a structure, slot all the jobs in there, work to build career ladders so people see where they can grow. Goal is to have a plan to share with you about two months from now, may not have full details but will have good idea of what it will look like.

Question: How many “steps” will we have?

Haven’t gotten there yet, but Hook’s view is that there are not so much steps, but ranges, perhaps brackets for a job, then move along based on skills.

Question: How are we handling difference in wages between different geographic areas in service?

We decided that we would not treat geographic areas differently in-house, but we don’t know if the differential between MDI and rest of the area will impact the plan at this time.

We will do the best we can to determine the market, and we want to be AT the market, not lagging the market. It is tricky with child care, it is hard work, long days, and we pay at market or better for this work. But that is not better than mice tenders or Dunkin.

Question: What are the resources we will use to determine market?

We will be digging into this more on Friday, there are free and paid sources. You don’t get as finely detailed info from free, we will be looking at some paid services Friday. Some other things we will take into account, a study we paid for last March, also, Maine Association of Non-profits has info available; as a member we can access it.

Comment: taking right approach, people not just looking for pay, but also career advancement.

2. Development Committee – Betsy Fitzgerald  
SEED continues at full speed, all directors have helped out. Still waiting for three United Way grants. Full steam ahead on the At Home Rowing Regatta on June 15. Two of Anne’s letters have been turned down. There will be a smaller FC party on July 11, not catered, staff cooking, board bringing the wine.
3. Finance Director’s Report – Kevin Bean Finance committee met today, updated them on report narrative, cash is slightly up and at a decent balance, ARs a little bit high, addressed with contract officers. Deficit climbed 42k this month. Found some current HS program income in last year, moved it, which affected bottom line. That was about \$20,000.; \$10,000 deficit child care, \$5,000 FC, a few other programs. We did see an increase in transportation this month, a little more than \$30,000 over prior month. Magic number is \$80,000 every two weeks, \$90,000 every two weeks should get us to their surplus. Currently at an \$11,000 deficit from winter activity. Still concerned with staffing issue in ECE, Melissa and crew working on it. There is a child care desert, with staff, we should be able to open and fill slots.  
At Home still OK, three fundraisers coming up to help keep cash flow going forward. Kara is very motivated to do more for seniors, always thinking of new ideas of how we can raise funds and keep program growing.

Friendship Cottage – Anne was able to update us that her participation level was down to 11 but now up to 15, means an increase of about 100 billable hours per week, currently we are 3-4 hundred below projections per month right now. Can revisit CSBG contract to help Anne and Kara out, but it isn’t looking as positive as it has in past years. That contract is pretty well on target.

Question: Have we gotten our new vans yet?

Not yet, it seems like they are dragging their feet – the 8 from the VW money still not finalized.

Question: Do we still need drivers?

Cheryl always needs more vehicles and more drivers. Has one van that will be getting a used engine to replace the current one, frame is good.

Question: Have we rented two apartments yet?

Not yet.

The deferred forgivable loan came with requirements that ME Housing review all applicants and decide if people are approved, also approve advertising.

While we thought final approval came when we got the street numbers, things changed. Might have to redo some paperwork.

Ida is in charge of filling them, overseeing the program, she is working on the advertisements, working with Maine Housing.

4. Head Start Director's Report – Melissa Mattes  
Report was in the packet, any questions?  
None asked
5. Minutes of Parent Policy Council for March 2019  
Meeting postponed.
6. Member Introductions - Jonathon Thomas  
Wonderful large format photos he brought for attention getters, Baxter State Park, Newbury Neck.  
I am from an Ohio family, born in Akron. Dad was a rubber chemist, BF Goodrich during the war. Later moved around a little bit, wound up in suburban Boston (Needham) and I had mixed interests in school. Thought I might follow father, started at Cornell in chemical engineering, but not for me, transferred to BU, got a degree in political science/government. Had a side interest in photography. Dad had a dark room; summer jobs while at BU were in the newsroom of the Christian Science Monitor as a copy boy, hung out in dark rooms. Following graduation; got a call for a job in the dark room. Timing was 1964, Goldwater and Johnson campaigns. Boss was out on the road, I was in the dark room processing his negatives. Eventually, got to be out a bit, and got some shots of Goldwater and Johnson; promoted to staff photographer in New England states. Transferred to NYC. Covered 1965 march in Boston – MLK. Had credentials and a desk in UN. Met Princess Margaret, and other notable figures.

Played the trumpet years ago, enjoyed covering Arthur Fiedler and the Boston Symphony.

I became a little disenchanted with living and working in NYC, parents had a farm in Birch Harbor. Got interested in pottery, spent a semester at UNH, and moved to Birch Harbor, where parents ran a pottery for ten years.

During that time, I went back to my government activities, and was an active lobbyist against the master plan in Acadia National Park. Became a member of the planning board in Gouldsboro. Town managers were in

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a revolving door mode, I thought I could do that job. At the time I was the longest tenured manager there (late 70's). Ended unexpectedly, Board of Selectmen acted illegally; the case went to trial but was settled out of court, in my favor. Supposedly made whole, but you can never really be made whole after something like that. Uncomfortable staying on after that, so when the job in Surry opened up I applied. I worked there for 20 years as administrative assistant to Board of Selectmen. I was active in the town manager association, became president of that. An honor also held by Betsy and Mark at different points.

Decided to leave after 20 years, did some free lance work, got back into photography, worked freelance at the Ellsworth American, writing and photography. Owner editor of the Penobscot Bay Press invited me to join staff there, three papers. Primary assignment was planning boards in all five towns. More or less retired now, but doing some pro bono writing and research for a friend and working here.

Next Month, Dorthea Crowley and Martha Beathem will introduce themselves.

Other: update around work on Elm Street Property becoming a recovery residence/Sober House. Small sub group made up of DCP, Community Caring Collaborative, Healthy Acadia, Aroostook Mental Health Peer Recovery Center, and Eastport Healthcare are working to identify a model that would work there. Mark wanted us to know work is moving forward.

<b>V. Business meeting adjourned at 6:36 pm</b>		<b>Ron</b> made the motion to adjourn.
Respectfully submitted, Sarah Nugent, Manager, Communications and Resource Development		