

Downeast Community Partners (DCP)
 Meeting of the Boards of Directors, May 29, 2018

Called to Order: 5:12 pm		
I. Roll Call and introductions		
<p>Roll call: John Harris, Martha Beathem, Betsy Fitzgerald, Walter Kumiega, Jonathan Thomas, Charles Rudelitch, Lori Schnieders, Elizabeth Ehrlenbach, Charles Harrington, Jim Schatz. Quorum present Staff Present: Kevin Bean, Jennifer Trowbridge, Stacy Brown, Melissa Mattis, Lee Hardison, Cheryl Robbins</p>		
II. Presentations		
<ol style="list-style-type: none"> 1. LiHEAP Program, Lee Hardison – Mark recognized Lee for our agency being one of two CAPs in the state to have increased LIHEAP applications. Lee credited her staff for a job well done. Lee explained the LIHEAP program, and all that the Division has done to work towards making the process easier for people to apply. Lee was asked if the application requirements have become more onerous, and they have. The LIHEAP application is the eligibility document for Weatherization and CHIP services. Difficulties are in gathering the information, understanding what is needed, and some people just need a little extra help. Other agency programs will also help clients get their applications done, and other agencies will ask if they can help their clients as well. It is a long process. 2. Head Start Training – Melissa Mattes - 		
III. Items for Board Action		
<ol style="list-style-type: none"> 1. Approval of Meeting Minutes from 4/24/18 Discussion: Action: John made the motion to approve, Becky seconded. Motion passed. 2. Resolved to approve a revised lease with Mano en Mano. Discussion: The project came in higher than anticipated, and Mano en Mano wasn't sure they could pay the rent needed at that point. Over the course of about two months they discovered an error in where the parking lot was charged, and found savings in two other areas. This reduced the project by about \$30,000. We are not required to have a performance bond for the part of the project not funded by MaineHousing. Mark recommends that we pay every two weeks for work completed. Doing this will save us about \$9,600. Initially we were going to lose about \$1,600 a year, we are now at losing about \$9,600 a year. The contribution from DCP is around \$169K per year. This loss is only on the apartment side. Part of the per year loss is \$2,700 in capitalization for future repairs, and \$1,500 in taxes. Mark is looking into possible funding to help with the loss. <p>One item removed from the office section was the sprinkler system. What was the reasoning and what is our liability? The sprinkler system was not a requirement, and the insurance will be a little higher without this system. The apartments will have a sprinkler system. Accessibility into the building will be significantly better than it is now, and will include the addition of an accessible bathroom.</p> <p>For the lease, Mano en Mano asked for a couple of things. The lease went from a 20 year to a straight 10 year lease, and the office for DCP's use no longer has to be on the second floor, but if it is on the first floor it must be shared. The lease amount was reduced from \$31K to \$25 per year.</p> 		

There is a termination clause in the lease for non-payment, located on the first page.

Action: **Walter** made the motion to approve the revised lease with Mano en Mano, and 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 the amount of \$256,700 and to also authorize the Executive Director to obtain financing for the project, Becky seconded. Motion passed.

IV. Reports and Presentations

1. Development Committee Report – Barbara Clark – There was no meeting this past month.
2. Executive Directors Report - Mark Green – We’re in a dispute with Discovery House in Calais. They owe us \$94K. Cheryl and Stacy are working on this. They have refused to pay so today Mark decided to contact our attorney. Stacy is leading that dispute. Their dispute is the method of charging for Transportation. When we do a ride we charge a base rate, and then \$1.50 a mile. We charge per person, but Discovery House says we should charge per trip. Per person is the usual and customary charge for all Transportation contracts. We didn’t shut the rides off because we still wanted people to get where they needed to go. They cancelled the contract mid-April.

Bobbi and Becky Willough are working to implement the EmpowOR program for the ECE programs. This software was purchased by the State for use by all CAPs to track data for the CSBG program. We can use this system as a “central intake” system, which will help us navigate people towards the programs for which they are eligible. It has the potential to create a central database for the CAPs. The challenge is the various State programs allowing use of the data.

The Executive Committee discussed the COLA. Federal Head Start funds a COLA almost every year. We have the option to make the increase retroactive to the beginning of the contract. We can use HS funds for that program only, but have the option to do it agency wide with program funds. Mark recommends that we implement the COLA of 2.6% agency wide, effective June 1. This will leave \$17K in the HS grant that is earmarked for the COLA, so Mark, Stacy, and Melissa will meet later this week to discuss how to utilize these additional funds.

Action: Martha made the motion to authorize the Executive Committee to approve the COLA detailed plan agency-wide , coming up in June, Jim seconded. Motion passed.

3. Finance Directors Report – Kevin Bean – Cash went down and ARs went up in April. We have already seen threefold increases in payments from LogistiCare in May. ARs for Housing should be coming shortly. Revenues and Expenses are 3% and 2% under budget. This is expected this time of year. This time of year it is expected that more projects will begin for Housing. It has been difficult to find projects for the Ellsworth CDBG programs, which affects the budgeted surplus for the year. HHG saw standard expenses for the month. Friendship Cottage decreased their deficit this past month. The agency currently has a deficit of \$86K. With the summer months coming Kevin expects this to decrease. Of the \$86K, we have about \$40K from the endowment for childcare. SEED is around \$40K, but this is the time when the funds start to come in; budget was for around \$85K. At Home Downeast is showing a \$25K deficit. They are getting to the time of the year for their fundraisers, they did not get a grant that was anticipated at budget time, but Joe has stated he believes he can get the funds to cover the losses. Kevin expects to be at \$0 or better for year-end. Stacy handed out the credit card statements from ECE for Board review.

Steve Pal, IT Director, has been working to get systems connected. With the departure of Ian, IT from the former CFO, Steve has had to learn the inventory and processes of the Centers for shut down. We have finally gotten fiber available at Avery Lane and Steve is working on getting a new phone system there. The old system was the same system Bucksport Rd used to have, so the transition to the new system should run smoothly. We have spent about \$15-\$18K updating servers. Inventory shows we have some outdated IT, which they have started to address. Any excess funds will be used to replace PCs and Laptops. Printers should be fine at this point. We have an individual looking at the older equipment to ensure that it is compatible with the operating software, and can handle our system.

4. Head Start Director's Report – Melissa Mattes – The self-assessment day is June 6 in Ellsworth at Avery Lane. Any member of the Board is welcome to attend. They will be looking at data for childcare throughout the year, trends, and areas of improvement.

The dissolution of the partnership in Harrington/Milbridge was due to fundamental differences in providing service. While HS does have many rules that differ from public schools, they are able to be more flexible now. Melissa continues to work with the school district to potentially continue the collaboration.

We have a new program starting in Trenton next year, and will have a partnership in Deer-Isle next year as well. They will have 4 slots available for public school. The goal for the Trenton partnership is to also get growth onto MDI because there are many underserved areas there. Concern was raised for the decrease of partnerships and HS representation in Washington County. Melissa is working on a partnership in Princeton and is working with a

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preschool in Milbridge.		
5. Chair's Report – Betsy Fitzgerald – The next Strategic Plan Committee meeting will be held on June 4 in Harrington. Betsy asks that the Board continue to read through everything that is sent in the Board packet each month.		
6. Development and Community Services Grant Report		
V.	Business meeting adjourned at 6:28 pm	Becky made the motion to adjourn.
Respectfully submitted, Jennifer Trowbridge, Housing Services Director		