

Downeast Community Partners (DCP)
Meeting of the Boards of Directors, June, 26, 2018

Called to Order: 5:19 pm		
I. Roll Call and introductions		
<p>Roll call: John Harris, Martha Beathem, Betsy Fitzgerald, Jonathan Thomas, Charles Rudelitch, Elizabeth Ehrlenbach, Ruth Sousa, Charley Martin-Berry, Charlie Harrington, Michelle Beal, Barbara Clark, Angela Rackliff. Quorum present</p> <p>Staff Present: Kevin Bean, Jennifer Trowbridge, Stacy Brown, Melissa Mattes, Barbara Patten, Cheryl Robbins</p> <p>Guest: Jamie Clifford with CSBG</p>		
II. Presentations		
<ol style="list-style-type: none"> 1. Transportation Program – Cheryl Robbins – Cheryl handed out statistics for FY18 and discussed programs. We have 35 agency drivers and 25 volunteers, 16 of whom are in Washington County. Our general public ridership is up, which should help increase 5311 funds that go to help pay for drivers. Funding through the Lift bill has not been released yet. 2. Report from the Executive Committee regarding the 6/13/18 Meeting – Betsy Fitzgerald – After serious consideration and discussion the EC voted to approve a 2.6% increase in wages across the board, effective retroactively to May 1, 2018. 3. Presentation of FY 2017 Annual Report – Sarah Nugent – This is the WHCA report due under the CSBG program. Sarah handed out a one page double sided document that a message from Mark, a list of accomplishments, and the Statement of Financial Condition (unaudited numbers because audit is not complete yet). 4. Presentation on 2018 Income Tax Program - Sarah Nugent – This was our 13th year being involved in the free tax program in partnership with AARP and United Way. Our big partner is Machias Savings, who provides a grant that allows for a part-time assistant, Irving, for Sarah. Hancock County is covered fairly well, but there are no volunteers in Washington County. Sarah, Irving, and a volunteer come to Milbridge for a full 10-hour day to do taxes. Volunteers are required to spend a week in Bangor for training, regardless of the weather. 		
III. Items for Board Action		
<ol style="list-style-type: none"> 1. Approval of Meeting Minutes from 5/29/18 Discussion: Correction to Deer-Isle partnership is 4 public school slots Action: Martha made the motion to approve the minutes as amended by Melissa, John seconded. Motion passed. 2. Approval of Executive Committee Minutes from 6/13/18 Discussion: Action: John made the motion to approve, Charles seconded. Motion passed. 		
IV. Reports and Presentations		
<ol style="list-style-type: none"> 1. Development Committee Report – Barbara Clark – Ruth went to Alexander and they had put it on the agenda to approve our ask. Ruth gave them information on the merger. SEED is going very well. \$85,000 from Sewall to fund Family Futures and \$9,000 from Sweall for Community Compass. The Friendship Cottage 10th anniversary party is July 12 from 6-8 pm. At Home Downeast is going to start their fundraising season now. They want to do a family regatta in row boats from Northeast Harbor to Southwest Harbor. Please keep an eye open for details. They discussed the development plan and are perking that up. Mark is looking in to more housing grants for the old office building, and Joe is going to quietly start raising more funds for Friendship Cottage. A couple of years ago we had discussed documenting that each Board Member donated to the agency so that we can show funders that 		

our Board is behind us. Kevin believes we are at 80-90% giving. Donating mileage to the meetings counts as giving. Question: How do we keep track of grants? Each Director who receives a grant is responsible for that grant. It is in the work plan to have a system to track this more formally. It is unusual for us to miss a report on a grant under the current system. Gouldsboro is missing from the SEED report? Last year they did not appropriate us any money. They got a letter this year and Sarah will follow up with them.

2. Strategic Plan Update – Committee Members – See Chair’s Report
3. Executive Directors Report - Mark Green – Childcare rates have come out from the State. This is something that comes out every couple of years. We will be reviewing these and will make a recommendation to the Board, giving parents 60 days notice. Mark would like to have this approved through the Executive Committee. Jessica did bring the paperwork for us to raise our rates; the rates are not for TANF or ASPIRE until they decided to raise their rates, probably in a couple of months.

Jonesport Nursing Home recently closed. Anne Ossanna went to the meeting and listened; she has spoken with Dr. London about the possibility of Adult Day in Jonesport, who is interested in this but right now they are working to keep the nursing home.

The Milbridge project is underway. The front of the building has been demolished.

4. Finance Directors Report – Kevin Bean – Our deficit from last month took a big hit, it is now at \$147K. A couple of items are expected to reverse this in the next month or two. One was a contract we were expecting to pay out with another CAP ran into some issues, but Kevin has that figured out for resolution. Cash and ARs are down.

Childcare revenues are down, Stacy and Kevin have been working on ideas, including looking at allocations again. They met with Penquis last week to discuss their allocations to get some ideas about what may work better. Penquis has a weighted system to allocate expenses between HS and Childcare that takes into account the increased requirements from HS over Childcare. Rough estimates are that childcare expenses will be reduced by about \$100K. Kevin is looking at an under-expenditure in HS because we may not be taking advantage of allocation of the expenses. With the mix of slots we have right now, the majority is being charged to childcare, but Kevin and Stacy believe they can be charging more to the State and Federal HS contracts. Our revenues for childcare are way down in comparison to the expenses. The plan is to come to the July meeting with this reallocation being completed, as well as utilizing funds from the endowment to put towards the deficit from last year’s HS programs. Kevin’s estimate is \$40K at this point.

Friendship Cottage is still losing every months with billable hours short last month compared to budget. We do now have 19 participants. The revision of

the CSBG contract has added \$10K to be available July 1, to go to Elder Services for both Friendship Cottage and At Home Downeast. There is still a group working on Friendship Cottage fundraising efforts. Stacy and Anne have applied for two grants unsuccessfully, and are working on a third while Anne is reaching out to doctor's offices for referrals. At Home was also unsuccessful for a \$30K grant and are looking to see where they can pick that up.

Summer doesn't really see a big shift in childcare numbers because these are not school age children. They will see their 4 year olds leave towards the end of the summer as they transition to school.

Questions regarding Jonesport Adult Day planning and ideas for coverage of costs for all Adult Day programs, as well as Anne's role in supervision of all programs. Mark and the management team have been discussing this. Has a population study been done for the Jonesport area? The information is available through our needs assessment. A rigorous analysis has not begun yet, but it will be done prior to moving forward. Thriving in Place (TIP) in Washington County is in its second year, funded by Maine Health Access Foundation. DCP is the grantee agency. The work plan for TIP is to work on Adult Day in Washington County in their third year of the grant. Discussions are occurring around this subject.

5. Head Start Director's Report – Melissa Mattes – The recommendation is to not close the Schoodic program at this point. We are getting a lot of staff applications.
6. Chair's Report – Betsy Fitzgerald – Strategic Plan – The committee has met with Deb and Sarah and have discussed who to ask and what to ask in order to get everyone's perspective. This will be a bigger picture of where the organization is, how people see the organization now, where they would like to see it go, and how they would like to see it grow. There was a lot of work on the committee on getting to the right balance for clients, partners, funders, and staff. The main focus is on the clients.
7. Development and Community Services Grant Report
8. Monthly Division Report

V. Business meeting adjourned at 6:28 pm		John made the motion to adjourn.
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Respectfully submitted, Jennifer Trowbridge, Housing Services Director