

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

Monthly:

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Called to Order: 5:15 pm		
I. Roll Call and introductions		
Roll call: Betsy Fitzgerald, John Harris, Martha Beathem, Jonathan Thomas, Walter Kumiega, Becky McKenna, Ron King, Barbara Clark, Lisa Veazie, Ruth Sousa, Dorteia Crowley Quorum present Staff Present: Mark Green, Kevin Bean, Sarah Nugent, Hook Wheeler, Melissa Mattes, Stacy Brown, Bobbi Harris, Sue Unger, Nick Petroulis, Dale Basher, Randy Look, David Mague Guests: Jane Thomas, David Sousa, Christa Elwell via ZOOM		
<ol style="list-style-type: none">1. Certificate of Appreciation from Maine Housing, Manufactured Home Training June 2019 presented to David Mague, Randy Look, Dale Basher for their help in delivering a mobile home repair training.2. Community Services Block Grant Training – Stacy Brown Stacy introduced video https://communityactionpartnership.com/webinar/standards-for-boards-introduction/ (Had to disconnect from ZOOM to get video to play.) IM 82 talks about roles and responsibilities of board. IM 138 is the memo that was reviewed in this video. Organizational standards for boards are covered under 138. Role on the board has not changed. Same level of high-level oversight, staff reports to you. Maintain governance role, leave operational role to staff. For more information, check out community action partnership website www.communityactionpartnership.com3. Community Resource and Development Report – Sarah Nugent introduced purpose of the Communications and Resource Development office, to educate the community about the work we do, support ongoing fundraising and development, including searching out new opportunities; and provided a handout to the board listing the tasks that she and Sue Unger do. Sue Unger was introduced to the board, and handed out the up-to-date, current brochures she has developed this summer.		
III Items for Board Action		
<ol style="list-style-type: none">1. Approval of Meeting Minutes from 6/25/2019 Discussion: None Action: John made the motion to approve the minutes as written, Dorteia		

seconded. **Motion passed.**

2. Resolved, to authorize the Executive Director to rent the Milbridge apartments to qualified non-veterans.

Discussion: having a difficult time renting the two apartments because we are limited to veterans. One rented to a veteran, but no prospects for the other one. Authorization from Maine Housing, as long as person is low income it is OK with them. It was the board that put the veterans restriction on it. We expanded to veterans widows. Just not getting candidates for other unit. Financially best to open it up, lots of need for other housing.

How long advertising? Three months.

Veterans pension might put them over the limit.

Like the idea it is veterans preference.

Action: **Walter** made the motion to accept the resolution **Becky** seconded. Amended to give preference to veterans if two or more applicants are qualified.

Motion Passed.

3. Resolved, to approve the policy entitled Employee Referral Pilot Program - 2019

Discussion: Sorry for the short notice, really wanted to get this before you. Proposal was just finalized this morning. We are having a real problem getting qualified applicants for some jobs.

If a DCP employee (any status) refers someone who winds up getting hired and stays for 3 months, the employee gets a \$300 payment. Drawing every three months for anyone who gives a referral, regardless of the outcome of the referral, goes in a drawing for a \$50 prize. This is meant to incentivize employees to help with recruiting.

Question: what type of controls will you have for the program, so should you choose not to hire, or the person doesn't meet your needs?

HR office needs to stay in contact with referring employee.

Question: How short are we on drivers?

Never have enough, hiring all part time is difficult, run ads, have some applications, hope to interview next week in Ellsworth and Machias. We are turning trips away because of vehicle shortages and driver shortages.

Melissa – we had to close a classroom in Ellsworth due to the lack of staff, turn children away.

Question: ineligible position – is that all the directors?

Action: Ruth made the motion to approve the policy. **Martha** seconded. **Motion passed.**

IV Reports

1. Executive Directors Report and Strategic Plan Implementation – Mark Green/Hook Wheeler
Few quick things – we are making progress on recovery home in Machias (Elm Street shelter) Healthy Acadia has stepped forward and will supervise the position. Our role would be landlord and support. Should know more in the next few weeks. Yesterday Gordon Smith and Ronald Springuel came down, spent the day in Washington County, visited the house, encouraged us to keep going. Gave us a lot of advice on how to go forward. Only three homes for women in the state. Will be tough to make a go of it financially, but there is money allocated in the state.

Also, interesting grant proposal related to solar power that Bobbi has been working on. Presented a proposal to buy 6 electric cars for Ellsworth, Milbridge, and Machias, separate grant to Efficiency Maine for charging stations.

Questions: How big a car? What range? How long to charge?

Looking at Bolt, which goes about 238 miles on a full charge, takes about 8 hours from totally depleted to full charge using the type of chargers we have applied for.

How often do buses run full?

Morning and afternoon. Mid-day, they run less than full.

Note: We do have excess production from solar that will help this be affordable.

Bigger proposal the funder expressed interest in – solar array to distribute power to folks we serve at a lower rate. Law didn't allow it when we built the Franklin array. That changed this year. Removed cap on number of meters tied to a solar field. We put together a proposal that will cost about 12.5 million, allows 1000 meters. Revision Energy will put together the feasibility plan, funder will support this as well. Need 35 acres near a phase three line.

Check dates in Executive Director report – some shifting of meetings. Jared Golden will speak at our annual meeting.

Stacy is working with directors to get budgets together, will need to have these reviewed at meeting this summer, prior to 10/1.

Strategic plan update:

Put together a summary of the plan in a format that I can keep track of things. I provided that to the board, and will provide an update each quarter. We are working on a lot of stuff, don't anticipate ten more things, but will have made progress on these.

A-1 Really excited at ME Housing changing guidelines, they heard from CAPs.

A-4 CHODO proposal submitted and funder has asked for more information.

A-10 Housing Development – Cherryfield Tiny House project under construction, still hoping for an opening in November on that.

A-11 Some preliminary work on Machias, Senior Housing, 25 units.

A-16 – advocating by us and other CAPS has helped to change rules to make it easier to apply for HEAP.

Question – in what way would those levels or standards be published? Sarah and Lee are working on a marketing plan to let people know the new limits.

A-19 Melissa is working to expand Bucksport to full day school year program

A-24 Board did approve use of endowment to cover fees for childcare.

A-26 Working on a joint program in Baileyville (Melissa)

A-29 Did expand Blanche's hours to 25 in May, hope to do more with next budget.

A-36 Employees responded to this by forming a committee to work on this.

B-2 Melissa and Ida working on whole family pilot program, meeting next week, will come up with recommendations.

C-4 Creating centralized system to look at client surveys. We do a lot of

surveys, but they are not coordinated. Stacy is looking to coordinate surveys.

D-16 Hook and Compensation Committee have been meeting working diligently on the Compensation Plan, hope to have it complete by fall.

D-21 Stacy has created a CSBG compliance committee consisting of a board member, Melissa, Bobbi, and Sarah.

D-22 Retained Steve Martin to do some leadership training with top 20 managers and supervisors to participate it in a year-long program. See it as a way to continue the work of merging the cultures of the two organizations into one.

E-1 Jared Golden speaking at annual meeting – Cheryl made contact with one of his field staff, we met with her, and from that we were able to secure him as a speaker.

E-2 Mark was appointed to Rural Health Commission, see what we can do in terms of improving rural health delivery.

Call attention to the certificate that Housing got tonight – very big deal that we were recognized by ME Housing for the quality of her work.

E-5 Sue Unger is calling all the towns to update processes, really nice effort moving us forward with relationship with towns.

E-8 Anne has been doing real well with fundraising, building relationships.

Bobbi and Mark met with Leslie Goode at MCF and Hancock County advisory committee.

Bobbi, Dale and I are working on solar farm proposal with an anonymous foundation.

Question: When you are talking to towns, brochures might be useful to help get the word out about what we do.

2. Finance Director's Report – Kevin Bean Month of June was certainly better than May. Cash grew substantially, over 360,000 added to our bank account, Accounts Receivable went down by a little bit more than that, deficit shrunk about 40,000 due to investments doing well. However, some programs are still losing. A couple of things coming up, opportunity for Transportation to have a strong summer is there, started new DHHS low income contract, now can get back up to normal for

those rides. Hope to generate another \$20,000 revenue over the next few months. Hope to see a surplus (\$40,000) within our grasp, bring us down to a \$100,000 deficit over all. Won't sell any more property in the next two months.

Agency wide, revenues on budget, expenses under budget. Disparity is whether or not the funds are restricted. Good ending to our contract with Head Start, projection shows us right about break even. Remember that 100,000 of the deficit is from last year's Head Start contract.

Finance is getting ready to close out the year and prepare for the audit.

3. Head Start Director's Report – Melissa Mattes

Nothing to add to report.

No questions.

4. Minutes of Parent Policy Council for 7/17/2019

5. Member Introductions - Martha Beathem and Ruth Sousa

Martha Beathem – I am pretty boring after Jonathan! I grew up in Ellsworth, and married my high school sweetheart. He joined the service, we went away but came back to Ellsworth. When my youngest went to school I went to work. It was always ingrained in me by my parents to be active in the community. My girls joined Rainbows. 35 years later, I am still involved, on their board. Then I was on Board of Big Brothers Big Sisters. After that, I spent 5 years on United Way campaign, and in that way, learned a lot about what is around in the community. I was doing this when I first met Ron King. Then, my husband knew Tim King from his work with the city, and Tim asked me to be on the board. As I looked at the programs offered, I saw that there was a need to serve elders.

I have two girls who are involved in their community, one a teacher at Cave Hill, the other on the board of a homeless shelter near her house – and she just opened a restaurant.

One more thing I have to share - at one point I had lunch with a couple of girlfriends from school, one was Executive Director at Spruce Run, We talked that day about the need, and then we worked solid 2 years to get The Next Step up and running.

Ruth Sousa –

My husband wants to offer a class in writing your own obituary, so this is mine.

I was born in Massachusetts, graduated from University of New Hampshire, did my masters work in Reno. We chose it because it was a good school near a lot of good skiing. I married the love of my life,

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David. David was on the CFO board. We raised 2 sons, Dave is in FLA and China, youngest is EMT, and company nurse at the mill in Baileyville. We have 7 grandchildren and 2 great-grandchildren.

I went to Europe after high school with a singing group, it was an opportunity completely wasted on a 17 year old. I have done some acting in musicals, make origami fish mobiles and earrings, love to quilt, and play guitar.

I taught everything from pre-K to college, retired in 2012. Retirement is a better job.

David and I became Florida residents this year, but still coming to Maine every summer. This is why I participate by phone most of the time, but glad to be here in person in the summer. When it is too cold here and too hot there, we travel the world. Our time in Florida is vacation time, when we are in Maine there is always work to do on our camps.

When I retired, Marianne Moore, then board president, recruited me to this board and I have learned so much.

Next Month: Lisa Veazie and Ron King

**V. Business meeting
adjourned at 6:45 pm**

Walter made the motion to adjourn.

Respectfully submitted, Sarah Nugent, Manager, Communications and Resource Development