

Downeast Community Partners (DCP)  
 Meeting of the Boards of Directors, August 28, 2018

<b>Called to Order: 5:20 pm</b>		
I. Roll Call and introductions		
<p><b>Roll call:</b> John Harris, Martha Beathem, Betsy Fitzgerald, Becky McKenna, Jonathan Thomas, Ruth Sousa, Michelle Beal, Ron King, Walter Kumiega, Charles Rudelitch. Elizabeth Ehrlenbach, Lori Schneiders. Quorum present</p> <p><b>Staff Present:</b> Mark Green, Kevin Bean, Melissa Mattes, Sarah Nugent, Cheryl Robbins, Stacy Brown</p> <p><b>Guest:</b> Jane Thomas, Dortehea Crowley, Katie Clough</p>		
II. Presentations		
<p>1. Housing Report – Bobbi Harris – Postponed as Bobbi has had travel delays.</p> <p>2. Machiasport – Betsy Fitzgerald – Betsy took us on a PowerPoint tour of the building in Machiasport that we are considering acquiring. If anyone wants to see the building in person, Betsy has a key, just give her a call and she will walk you through it.</p> <p>Question: Do we have a plan for the building? Donor wants to give it to someone to use, not sell.          Answer: Our plan that we started with – Adult Day services, no place in Washington County. Betsy has been doing informal market studies and finding that there is a demand for such a service.</p> <p>Betsy didn't show us the kitchen and bathroom, they are garden variety. But it would be easy to build a bathroom backing up to the kitchen and existing bathroom</p> <p>Question: Do we have any sense of how detailed the commitment would have to be for use?          Answer: No. They are more concerned that it goes to a non-profit.</p> <p>Question: Would obviously need to staff it if we go down this road. Are you thinking of getting some grants to cover staffing?          Answer: We would have to figure out how we would use it or pay for it before we accepted the building. I have not done any work on calculating the costs of using this building.</p> <p>Thought about selling the VIP Drive building and using this building for our Machias office. Haven't explored this with staff.</p> <p>There is grant money out there for seed money, and initiatives through the UMAINE system, for adult day programs. It has piqued my interest, but going to have some cash to get it operational.</p> <p>Likely have 6 months before they know if they are giving it away.</p> <p>Question: What purpose was it originally designed and most recently used?          Answer: Hospice training, solicit donations and send out information – largely administrative offices.</p> <p>Comment: With 6 months to plan, not only can we figure out costs, but can we have Anne look at it; begin to really put together a feasibility study/needs assessment – what is the minimum expense, how many people will we need to serve to cover the needs. Scares me to do a “if you build it they will come”</p> <p>Please look at this building, explore the ideas, their viability.</p> <p>Question: Made reference that there is a large tract of land. What are the zoning limitations on the use of that land, is it usable to provide funds?</p>		

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Answer: There are 42 acres of unlogged land. Road frontage and water view but no waterfront. Same vicinity of town office, fire department, and post office. 5 miles from Machias. Assuming whole tract will transfer with building but don't know that for sure.

Mark will take Anne up there before next meeting to walk through.

Unused for three years – always heated, power on, water works. Well maintained.

Important to learn about the land and availability of it. Might want to carefully consider if land is developable.

Machiasport is an active community, fishery, more people than expected. Housing good, plenty nearby, in good shape.

III. Items for Board Action

1. Approval of Meeting Minutes from 7/31/18

**Discussion: None**

**Action:** Walter made the motion to approve the minutes, Martha seconded. **Motion passed.**

2. Resolved, that the Board of Directors of Downeast Community Partners does hereby adopt and approve a policy regarding Board Member Attendance at regular meetings.

**Discussion:** Governance Committee met a few times to talk about a variety of things. This committee is in charge of things related to board, training, attendance, etc. Tackled board attendance policy. New DCP by-laws are flexible, moving things like this out of by-laws, into policy. Proposing that if any board member has three unexcused absences, the Executive Director advise the committee, committee reviews, decides on action.

Question: What constitutes an excused absence?

Answer: Calling in ahead of time.

**Action:** Walter made the motion to approve, John seconded. **Motion passed.**

3. Resolved, to nominate individuals as low income, elected members of the Board of Directors in accordance with Board policy

**Discussion:** Governance Committee also has responsibility of organizing election as required for CAPs. Elected Sector is to be made up of low-income people or those representing them. Current members who fall in this category agreed to continue. Betsy recruited Dorthea Crowley to join. The 6th elected sector member is a Parent Policy Council member, Katie is here checking it out. Thank you to all who volunteered.

**Action:** Becky made the motion to approve, Walter seconded. **Motion passed.**

4. Resolved, to establish date for the election of low income, elected members of the Board of Directors.

**Discussion:** By-laws specify procedure: board establish election date, advertise the opportunity to join the board. If no competition, no election held, those nominated are seated. If there is competition, we will hold election.

**Action:** Walter made the motion to recommend the date be October 16, but allow

Executive Director to delay that if time requirements don't allow this date. Becky seconded. **Motion passed.**

5. Resolve, to authorize the Executive Director to enter into a Memorandum of Understanding with Healthy Acadia to fund a recovery coach.

**Discussion:** Some time ago, Healthy Acadia put together a proposal to begin funding Recovery Coaches. Applied for Americorp volunteers for coaches. We provided a letter of support back when they applied for it. They got the grant, Ida and Mark have been to some of the trainings. It's a new program, need to ask for board support to go forward. Our work so far is around the edges of addiction recovery work. Thinking that participating in this and hiring a coach would be a good way to get our feet wet. Ida manages our programs with supportive services and case management, and is willing to take it on. Costs as outlined in Board packet.

If the board wants to go ahead, it will be included in the budget that the board will consider in September. Another possibility, did talk to Kenney Miller at Health Equity Alliance. He floated the idea of sharing a coach, split costs half and half, housed in Machias. This is a new idea in the last few days, might allow us to get into it with a partner with more experience with this. Curious what the board thinks.

Question: This is a wonderful idea. Who would be supervising and what are their qualifications, and what is insurance liability? Would person be alone in the building when doing the work?

Answer: Insurance – our current policies would cover this work. Ida would be direct supervisor, she is a licensed social worker, not much experience with recovery specifically, but Healthy Acadia would be a strong support in this, with training provided from them. Not sure I want to do it without them.

Protocol now for case management services is that employee uses their discretion, knowing that if they feel unsafe in any way, they are to ask for someone to accompany them. That has worked for us thus far. Mark has accompanied staff on visits a number of times when asked. Would use this same process with Recovery Coaches.

Question: What is the purpose of doing this?

Answer: It is our contribution to solving the problem, or making the problem less bad.

Question: there is a place in Town Hill and some place in Ellsworth. Does anyone know anything about those programs, how successful are those? Think about it before we get into it.

Answer: Lori is aware of the programs, is in favor of it. Concern when Healthy Acadia spoke to her department about it involved training and qualifications of the people doing the work and supervising the coaches. Person can turn on a dime, have some misgivings. Need to see more about training received and qualifications of coaches.

Initial training said they are looking for someone in recovery for at least a year, or

very close to someone who is struggling with addiction.

This funding is for one year.

Stacy has some experience working with an organization that had Americorp volunteers, typically students wanting to work in the field, very good, very committed.

Cheryl took the recovery coach training, there is a lot involved in the training and the process. Can continue to go and earn CEUs, beyond the week-long training.

Sounds very similar to sponsor-based programs, with lots of history in the program.

**Action:** Becky made the motion to approve, John seconded.

**More Discussion:**

Question: What would recovery coach be doing on a day to day basis.

Answer: Mark not sure, thinks they will have a case load, and work with those folks, that won't happen quickly, will develop over time. It is a three year grant, can re-up for two years, hope our Americorp will be around for a few years.

Question: Also an option for part time coaches, have you thought about that?

Answer: Did think of it – but it didn't feel like as much of a contribution to the problem. That is why working with HEAL would work, help us get into it.

HEAL could help develop a case-load quickly.

Will work with Lori as it is developed.

Healthy Acadia seems very well organized and has a plan which Mark will share with Lori. He thinks it will allay many of her concerns

**Motion passed.**

6. Resolved, to approve the Community Services Block Grant Budget for contract year 18/19.

**Discussion:** Not that different from last year – looking to fund the loan officer a little bit, funding Development/Marketing/Education. Receptionist is not in CSBG this year, allocated across programs. Data Management and training is listed, dealing with Empower, central data intake which will allow us to better serve and better count what we do. Case management – nurse home visiting, supportive services, and admin for CAN Council, and the Americorp Recovery Services, and Elder Services, Friendship Cottage and At Home. Looking at Friendship Cottage budget very closely this year to minimize the deficit.

Comment – spent more time talking about 10,000 than 317,000.

**Action:** Ron made the motion to approve, Becky seconded. **Motion passed.**

7. Resolved, to approve the Head Start Budget for the contract year

18/19.

**Discussion:** Head Start Budget has to be approved by Board of Directors and the Parent Policy Council. A few changes this year. Federal funding increased \$51,000 to cover COLA, this is an ongoing increase. School contracts increased slightly. New collaboration with Trenton to get our foot in the door on Mount Desert Island, the school pays part of the teacher's salaries. Also have a new collaboration in Deer Isle-Stonington, bringing in some revenue to help program costs. Budgeted school expenses conservatively. Built in a 10% vacancy factor. This year ran about 20%. This year put extra money into advertising for teachers and students. Hook will be working with Melissa to do some recruiting of teachers. Melissa's new Operations Director will be working to recruit children. Investing in new technology, tablets in the classrooms. Stacy budgeted lower utilities costs assuming last winter was the worst. Avery Lane building has some other programs in it, which will reduce the space costs for Head Start. HR costs will go up a bit due to hiring HR Director and one fulltime assistant. Food costs forecast a hike. Budgeting 9.8% IDC, based on current rate. Don't anticipate a change in IDC rate.

**Action:** Ron made the motion to approve, Becky seconded. **Motion passed.**

Need to approve the narrative grant separately. 40 pages of narrative. Not changing scope of services, will meet in September to consider options; maintaining current number of slots, converting some to EHS slots, or reducing slots. May have to shift but not in this grant application.

Updated objectives to include continued work on increasing attendance, strengthening family financial literacy, increasing shared understanding of school readiness with kindergarten teachers, increasing our CLASS scores to exceed the national average, continued work on internal systems post merge to best support programs, and through our current strategic planning and internal systems increase our brand recognition and become more of a leader in our communities for early childhood.

We are increasing use of technology in our classrooms with the use of tablets. We have built some additional program aides into the budget to support classrooms due to increase in challenging behaviors with children.

Training plan – budget didn't go up, but revamped our training plan to be more flexible to meet the needs of staff and to ensure professional development is closely linked to supervision. Instead of meeting one time per month as a group we will be offering internal training throughout the year and staff may choose external training based on their professional development plans. Supervisors will work closely with staff to ensure training is reflected in practice.

**Action:** Walter moves that we add to the agency agenda that we approve the grant, and move that we approve the grant Martha seconded. **Motion passed.**

8. To discuss the Transportation Brokerage RFP, which was recently released by the State.

**Discussion:** State released RFP, extremely tight turnaround time. Mark has been talking with Waldo and Penquis about some sort of partnership; in the end, is working with Penquis as they bid on our Region. Will come back to us if this develops into a

partnership more than a contractual relationship.

Suggestion: Downeast Horizons has spoken to Elizabeth about joining with us on Transportation. We currently provide transportation to them.

**Action:** no action needed at this time

#### IV. Reports and Presentations

1. Development Committee Report – Ron King  
Reviewed Development minutes and highlighted the fundraising activities. SEED as PR – opportunity to talk about what we do in every town. It's as big a PR program as it is fundraising.
2. Strategic Plan Update – Committee Members  
Employee survey out, 46 responses. Hoping Head Start employees will fill it out soon. Met with some of our funders, about 2/3 through client interviews, World Café is on track, October 17 at 4, Ellsworth City Hall.
3. Executive Directors Report - Mark Green  
website almost ready, possibly will go live at the end of the week.
4. Finance Directors Report – Kevin Bean –  
A good month – transportation had a good month, billing catching up. Gave us better than average month. Wintertime is a tough time for us. Also had a good SEED month. It had been going slower, but it is picking up now, dropping straight to fund balance. Deficit is down to 15,000. Includes \$50,000 from last year's Head Start Grant. Possibility that it wipes out deficit. By end of September, we could show a 50,000 surplus. Cash is doing well, AR shot up because of a lot of activity in Housing, as Kevin wants to see. Work in Progress balance was too high. Bobbi doing a good job getting things moving forward, funds coming in from Maine Housing as a result. Revenues and Expenses under budget at this time, no concerns. Friendship Cottage still showing sizeable deficit this month, \$71,000. Changes made in July haven't shown up yet, think we will see that impact in August and September. Same for At Home, able to shift salaries and fringe over to CSBG.

For Charles – Kevin thought about your questions last month about allocation methods – reached out to Chris Felton in Boston, and he confirmed that there is no approval process for allocation methods, but he would be happy to review it with us. Not expecting any problems, expect that the conversation to strengthen the working relationship.

5. Head Start Director's Report – Melissa Mattes  
Staffing challenges – zero staff for Trenton, Ellsworth Elementary Middle program. Trenton will not open Monday. Cost of family plan of insurance too high, causing some to refuse the position. Send referrals! Concerned that we can't match salary requirements with public schools, will be back to talk about this.
6. Chair's Report – Betsy Fitzgerald

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Governance committee wants to have two board members introduce themselves to the board. Michelle and Betsy are going first.

Michelle has been on the board for 2 years, previously worked for the City of Ellsworth for 20 years, last 8 as City Manager, now work for Rudman Winchell. Same job description, but now she manages lawyers. Lived in Ellsworth all of her life, except for college years in Portland. She and her husband have been a couple since she was 16. They have two children, one in Washington DC and one in Portland.

Betsy was born in Blue Hill, but found her way to Washington County. She was a high school teacher for 35 years, currently is the Washington County Manager, also is a Code Enforcement Officer and a licensed Plumbing Inspector. She was the town manager in Machias prior to the job with the county. Been on the board since 2008.

Who will go next (September)? Walter and John volunteered.

Last Friday Betsy spent the day at the Aging Initiative Workshop in Belfast. There were groups from Natural Resources, HR, Arts and Humanities, Technology – panel of the AAA, federal innovation and renovation (better care means lower costs due to better health), and UM campuses reported out on what they are doing.

Lot of exciting things going on that we could piggy back on, tap into, Lori is on the committee at the University, send her your ideas if you have them for aging innovations.

7. Development and Community Services Grant Report
8. Minutes of Parent Policy Council for 8/15/2018

<b>V. Business meeting adjourned at 6:50pm</b>		Becky made the motion to adjourn.
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Respectfully submitted, Sarah Nugent, Development Assistant