

<b>Called to Order: 5:00 PM</b>	<b>Via Zoom</b>	
I. Roll Call and Introductions		
<p><b>Roll call:</b> Charley Martin-Berry, Martha Beathem, Ron King, Betsy Fitzgerald, Charles Rudelitch, John Harris, Jonathan Thomas, Lisa Veazie, Barbara Clark, Walter Kumiega, Dr. H. Lori Schnieders, Grant Lee, Wayne Hanscom, Nicholas MacDonald (<b>Quorum Present</b>)</p> <p><b>Staff Present:</b> Rebecca Palmer, Kevin Bean, Kate Pielmeier, Anne Ossanna, Donna Zdanis, Cheryl Robbins, Rose Honders, Bobbi Harris, Lee Hardison</p> <p><b>Guests:</b> None</p>		
II. Items for Board Action		
<p>1. Resolved, to approve the Board Meeting Minutes from 3/29/2022.</p> <p><b>Discussion:</b> There were a few errors that needed to be fixed, such as a few incorrect dates or numbers. Kate will fix these and resend.</p> <p><b>Action:</b> Johnathan Thomas moved to approve last month’s minutes as amended, and Ron King seconded. <b>Motion passed.</b></p>		
III. Finance Committee Report		
<p>1. Kevin Bean</p> <p>This will serve as my usual fiscal report as well as the Finance Committee Report.</p> <p>We had a discussion with the investment team recently. We had an \$8,000 gain in March but the deficits are still at around \$110,000. The investments haven’t done that well recently but we are hoping they will climb and erase the deficit by the end of the year. This might involve CARES funding as well. For the last month, there was a decrease in cash to \$266,000. However, we also paid out around \$60,000 in emergency rent relief funds through the ERA Program. We also had some new cash come in that was temporarily restricted. The AR’s did increase by \$127,000 to 1.8 million and the deficit dropped by \$11,000 which was nice to see. We expect it will continue to get a little better.</p> <p>We are between 6–7% under budget mostly for rental assistance. Folks with ERA benefits were allotted up to 18 months of rent relief, and more of those families are hitting their 18-month mark. As such, ERA activity is starting to drop off. Transportation has a \$5,000 surplus, revenues were 3% under budget, and expenses were 6% under budget. There are also new rates for transportation and they are better than what we anticipated. We could increase the hourly wages for drivers soon. There is a new compensation process in place as well. We want to increase the wages and sign on bonuses for Transportation. We need more drivers so we can increase revenue. In addition, gas prices have been bad lately. We are already at 2/3 of our budget for FY22. Luckily, we are 20% under budget for repairs for Transportation. This is providing a cushion for gas costs. We have mostly only been doing routine maintenance such as oil changes lately.</p>		

The Early Childhood Education Division is 4% under budget for both revenue and expenses. This is primarily due to the additional COVID-19 payments we have received from the State. Friendship Cottage and At Home both have deficits. Friendship Cottage decreased their deficit while At Home increased their deficit. Memberships are currently a bit low for At Home so their revenue is low currently as well.

However, we did make up some ground in Supportive Services with Maternal Child Health. Their \$5,000 deficit went down to only \$1,500 because there were more billable units last month. We could be back and forth here for the rest of the year. For seed money, we received another \$15,000 and are close to our \$80,000 goal. We are at around \$55,000 currently, but we usually sit right around 80K each year.

Lastly, Housing has a \$30,000 deficit. This has to do with the properties. There are more expenses going into them lately. Calais has some property damage. We have a tenant about to move out and then we will assess the situation. The deductible is low though, so we are going to do a claim for the damage through insurance.

**Action:** N/A

**Motion:** N/A

**Discussion:** No questions.

#### IV. Development Committee Report

##### 1. Rebecca Palmer

We did finally hire a new Development Director! Her name is Sharon Catus and she starts on May 4, 2022. She has met Rachel (Development Associate) already. We will start to make a Development Plan soon. Sharon has a lot of experience and she is aware that we have a lot to do. For example, we need a good donor database. Lastly, Rachel's Grant Report is in the Board Packet.

Rebecca Palmer will be in Machias tomorrow night for their town meeting.

**Action:** N/A.

**Motion:** N/A.

**Discussion:** Johnathan Thomas reported that the town meeting he attended last night in Surry went well. We received the full amount (\$5,709) that we requested. It was approved by a show of hands, and there were no questions or discussion.

V. Executive Director's Report

1. Rebecca Palmer

See my written report for more details, but we continued the MeCAP meetings and addressed some legislative opportunities recently. There have been several meetings about a new RFP. FedCAP originally had the RFP but MeCAP may apply. Equius is helping the CAPs to see what piece each agency will subcontract out particularly with TANF. We do already have a contract with TANF through Whole Family Coaching. We aren't sure if we will land the RFP. We also do not want to duplicate services, so we are coordinating to avoid that. There is some mixed review from the CAPs about where we stand but it IS in our wheelhouse. In addition, there are some funds from the governor that apply to us.

The Property Committee will need to start with a comprehensive list of all of our properties so we can determine how to start developing housing. Grant Lee met with a non-profit developer who used to be a CAP Director. He is with Augusta Housing Authority currently but he will be retiring soon. He has a lot of experience with developing housing. He suggested that we be careful because there is always more involved than what folks expect. For example, do we want to continue to manage the properties ourselves once they are developed, or do we want to farm that out? We will set up a call with him so we can ask more questions.

Dale also said that Steve Riley could be an asset for this. Steve is interested in some housing development. He wants to replicate what we did at Safe Harbor in Ellsworth; there may be a hotel up for sale there. This doesn't relate to substance recovery like Safe Harbor, but the goal is affordable housing. The need is there. However, we do have a recovery house for women, so we would like to set up one for men too. There is overflow at the jail according to the police chief in Machias. There is a need for temporary housing too; when folks are arrested and have nowhere else to go, they are kept at the jail. Unfortunately, they have run out of space recently.

The Rotaries saw how we align and they are willing to help us. There are some projects in the offices, spring cleaning, painting, etc. that we need volunteers for. One of them is a developer as well and he said he could consult around housing development too. Program review meetings with Maine Housing are happening; they are doing reviews in each of the CAPs beginning with the ERA program. Millions of dollars have been pushed through agencies in the last several months through ERA, so they are auditing. We also discussed barriers, and it looks like we will be moving to year round. We discussed the potential to do some cross training of employees for temporary help. They will also make a customer portal online. Finally, we are 3% above last year's ERA performance which is great.

Betsy asked for an update with respect to the work we discussed back when I first

interviewed for the Executive Director position. One goal was blending of the culture of the two former agencies to a sole DCP culture. I started with getting to know everyone and saw where the gaps in cohesion and communication were. Then we had our fall retreat. We discussed what our common goals and values are. What are the barriers to us working more collaboratively? We worked on identifying the issues and acknowledging them as well as finding ways we can work beyond them.

There were a lot of separate practices and policies as well as disagreements as we developed new joint policies. In response, we created a Culture Committee with representation from each division with the intent to meet then report back to Senior Leadership. The group met three times and things were dicey at times. However, they worked through it and identified that we need to improve communication. There was a bit of a divide in Senior Leadership and some of them did not get along. Senior Leadership took that information and asked the Culture Committee to transition from finding the problems to finding solutions.

They came back with suggestions to do more customer service training, job shadowing, better access to resources (DCP Documents in Outlook), mentorship opportunities, and more orientation for new staff such as education around ALL of DCP's services, not just those pertaining to each staff person's job title. The hope is this will create more well-rounded staff members. We also need to work on balancing transparency and confidentiality, improve policies and procedures, and implement them consistently (that's where we are still at right now). We started with Human Resources and Finance. We are trying to see the overlap between the two and how we can improve. We are trying to press into the problems to solve them rather than isolating.

We are working on getting back to the mission and values. Standards are not the same for each department. The departments are not the same and that is fine, but why are they different? This comes back to transparency with staff as well as contractual obligations. Finally, we acknowledged that the pandemic makes it harder for employees to come into work as their best selves all the time. We also need to learn how we can better celebrate and value our employees. The work is challenging and demanding. We have also been short staffed and it's difficult. It's not sustainable and we need to breath.

**Action:** N/A.

**Motion:** N/A.

**Discussion:** Grant wondered how we can do both internal and external work. Have we considered restructuring the internal management so we can focus on the external work that actually helps people enrolled in our programs? Rebecca replied that DCP needs both internal and external work. There is no plan to restructure yet, but we may bring in an organizational consultant.

VI. Division Directors Reports

1. Finance Report, Kevin Bean

See Finance Committee Report above.

2. HR Report, Donna Zdanis

Nothing to add. See written report.

3. Transportation, Cheryl Robbins

The woman that Transportation took shopping the other day passed away. However, she had a wonderful day. The driver did everything she asked for.

4. Supportive Services

Ida Bagley not present. See written report.

5. Housing, Bobbi Harris

We had a nice donation from a long-time donor for team morale! We planned a little party and some time off for the housing staff.

6. Energy Services, Lee Hardison

We are looking to move ahead with the online portal for clients. This will allow them to submit requests for services. It is NOT an online APPLICATION. We are not calling it an application. This is just a way for customers to initiate the process easier. We also received the numbers from HEAP for last year, and we are ahead this year! In addition, HEAP is now year round. July 15 is when the FY22 will end, and FY23 will start on July 18. We will have three days to break and recoup. We still have to close out FY22, so there will be an overlap of FY22 and FY23 running simultaneously, but we have always done that.

7. Friendship Cottage, Anne Ossanna

Nothing to add. See written report.

8. At Home, Rose Honders

We are applying for a grant in September and we are still waiting to hear back about the last grant we applied for. The weather has not been cooperating, but we had a new member sign on yesterday! They have been a longtime volunteer and on the Steering Committee. It's nice to know that the community that you serve trusts you and relies on you. It feels nice.

9. Head Start Compliance

Melissa Mattes not present. See written report.

10. Parent Policy Council, Rebecca Palmer on behalf of Melissa Mattes

Regarding the Masking Policy, we voted to stop masking in centers. The DCP COVID-19 Team still meets, so we will continue to monitor. There is no action needed here, I am just required to let you know about this change. The ECE Masking Policy is suspended for now; it's parent choice now.

11. Grant Report

VII. Business meeting  
adjourned at 6:00 PM

**Johnathan** made the motion to adjourn and **Martha** seconded.

Respectfully submitted by Kate Pielmeier, Community Services Block Grant and Database Specialist on May 16, 2022.