

Called to Order: 5:20 PM	HYBRID	In person and Zoom meeting.
I. Roll Call and Introductions		
<p><b>Roll call:</b> Charley Martin-Berry, Ron King, Betsy Fitzgerald, Charles Rudelitch, Jonathan Thomas, Grant Lee, Dr. H. Lori Schnieders, Nicholas MacDonald, Ruth Sousa, Lisa Veazie, John Harris, Wayne Hanscom, Martha Beathem, Walter Kumiega <b>(Quorum present.)</b></p> <p><b>Staff Present:</b> Rebecca Palmer, Kate Pielmeier, Sharon Catus, Melissa Mattes, Donna Zdanis, Dale Basher, Cheryl Robbins, Rose Honders, Becky Guyton, Anne Ossanna <b>Guests:</b> None</p>		
II. Items for Board Action		
<p>1. Resolved, to approve the Board Meeting Minutes from 6/28/2022.</p> <p style="padding-left: 40px;"><b>Discussion:</b> Martha noted her name was not on the list for Roll Call but she was present. Kate will add her name and resend the minutes. <b>Action:</b> Martha Beathem put a motion on the floor to accept the minutes as amended. Wayne Hanscom seconded. <b>Motion passed.</b></p> <p>2. Resolved, to approve Rebecca Palmer to be the Administrator on our bank account since Kevin Bean is gone.</p> <p style="padding-left: 40px;"><b>Discussion:</b> N/A. <b>Action:</b> Martha Beathem made a motion to approve Rebecca as the Administrator. Nicholas seconded. <b>Motion passed.</b></p>		
III. Development Committee Report		
<p>1. Sharon Catus</p> <p>Barbara sent in her letter; thanks to those of you who already responded. We still need letters from more board members, so if you can get those back to me by the end of the month that would be great. This allows us to approach foundations for grants and additional funding. My written report is attached, but there is nothing else to add there.</p> <p>For the crowd funding and donor database... October 1 is our fifth birthday for DCP! We want to crowd fund around our anniversary. We have Razor's Edge for a donor database and we are learning how to use it. This will be for crowd funding and peer to peer funding.</p> <p><b>Motion:</b> N/A. <b>Action:</b> N/A.</p>		

**Discussion:** Congrats to Barbara for a lovely letter; it was very well done. Charley wanted to know if it was on the website; it is. She will download a copy for herself.

Lisa Veazie wanted to make sure we were charged the non-profit price for the database; we were, Sharon confirmed we received the nonprofit discount/pricing.

#### IV. Executive Director's Report

##### 1. Rebecca Palmer

We are still balancing the accounts for Emergency Rental Assistance. We had a conversation with Maine Housing last Friday and followed up today with Jenny Reese to provide some cross training for other staff. This will allow us to work through this a bit faster since our ERA staff is small. They are going to try and stretch the rest of the ERA funding into the first of the year now; last we heard they were wrapping up, now they want to try and get folks through the end of the year. We are nervous about the funding disappearing unexpectedly. We were also concerned about taking new applications when we may not be able to pay them, especially while we still owe for the current ERA participants. Maine Housing reassured us that we SHOULD still take applications and it will be funded. For now, we have one team focused on the arrears and another team processing current requests. Now that we have some newly trained staff things should get moving again and the queue will be reduced.

For LiHEAP, we want to make sure the customers we had last year are serviced again this year and that if they need a continuation of services they receive that. There is not as much funding this year as last year, though. It's also slated to be a cold winter, and as you all know, fuel costs are still very high. Funds that were used to cover 1.5 tank fill ups last year will only cover 0.5 tank fill ups this year. It's dire. It will be a stretch to continue to serve people. We have a receptionist who is taking calls, our IT department has rerouted calls and improved that. Our new receptionist has been buried in calls so we are changing the phone menu to be clearer; some people were pressing the wrong number (housing vs. heating – folks were confused about which category HEAP fell under) and getting misdirected.

I also spoke with the State CSBG Office and we will have the final full results of our site review from last summer soon. The State Office has been understaffed but they are upping their staffing currently. They used to do all of the States' CAA reviews at the same time which was too much of a crunch, so moving forward they are staggering them and doing three at a time. Also, in the past, CSBG paid 100% of the EmpowOR cost for agencies, but that will be reduced to 50% soon, so we will have to come up with the balance for that.

We are also still working on the audit process. It's been long and strenuous. It's the same audit company but a different auditor, and the new auditor had

additional/different questions of us that we didn't have to respond to in the past. Kevin is done with his piece (when he was still per diem with us) but the rest of the fiscal office is working together to pull together the rest of the pieces. We have two solid candidates for replacing Kevin/filling his vacant position, though. One of the candidates is from New Hampshire but has family in Bangor and wants to move here. Unfortunately, both will need to move here so there will still be a bit of a lag in filling the position even if one of them accepts.

Finally, with respect to the vacancies in the Supportive Services division, we offered the two key vacant positions. One was an internal promotion, Tracy Collins, who was elected to be promoted to Gabriel's position. Gabriel leaves us in two weeks. Hopefully the other position (Ida's old position) will also be filled soon too. There were potentially four resignations in housing as well following Bobbi's departure but we managed to retain them for now. We also promoted Jenny Reese to be our Senior Manager of LiHEAP, we have the new receptionist I mentioned earlier, and we have Lisa Reed who is our Administrative Assistant for ECE with Melissa.

**Action:** N/A.

**Motion:** N/A.

**Discussion:** Charley wanted to know the name of the new Supportive Services Director. Rebecca said that she has accepted the position but hasn't started yet, so we aren't disclosing that yet. She is slated to start mid-August.

Charles wanted to know if we are leaving any vacancies from the internal promotions we had; Rebecca said that for now, for the most part, we are. There was some consolidating to do though (we altered Kevin's position so it's less involved, and some of his tasks were farmed out to other folks in fiscal).

John was asking about the Organizational Structure document. Do we have older versions of the structure so we can compare and appropriately make adjustments? It could help to see the structure prior to the merge, after the merge, the current structure, etc. Rebecca said she has four versions of the document in her files, so yes.

Lisa Veazie wondered how much we had in arrears to deal with; Rebecca said she wished we knew but we actually can't quantify that right now. We just aren't sure. Maine Housing was kind enough about our worries and said they would walk alongside us, so we will figure it out either way. Charles pointed out that there are elections coming up, and although Maine Housing is somewhat insular, the culture could shift and we may not have that same grace extended to us anymore. Let's try to wrap all this up by the end of the year just in case.

V. Director Branches Reports

1. Finance Report, Rebecca Palmer

Take a look at the written report. I don't have too much to add... the report shows some of the cash flow (I only recently got access to everything to put this together). I approved some recent deposits which made our cash flow better. We are in good shape for now. The investments are still not good, though. Huge thank you to the rest of fiscal for scrambling to work on the audit!  
Charles just mentioned that the invoices for FFD are still coming in on time, so he appreciates that.

2. Human Resources, Donna

We selected a new insurance broker; we went with CGI Benefit Solutions. They're in New Hampshire which is good, they don't just cover Maine. Our previous broker had bad deals for families. The employee only cost was a great deal but that's it. This broker will provide better family insurance rates for staff with dependents. We also switched our short and long term disability carriers so they are both the same; in the past we had staff go from short term to long term disability and it was a bear to deal with because of the shift from one company to another. We are getting better options!

3. Supportive Services (Gabrien Turner not present.)

Rebecca Palmer noted that Gabrien still prepared a report for us; see your Board Packet. We also have a potential opening for another Family Coach from MeCAP which is great.

4. Transportation, Cheryl

A few months ago we worked on getting new rates and they are much better! Volunteer drivers will get us the same payout rate as our staff drivers/vehicles which is great. The new rates are from Modivcare (see Board Packet). We will be paid about \$23K more for a standard months' worth of drives.  
We are still in need of new vehicles but the market is still terrible. We got some prices on minivans but they are still \$35,000 each. The wheelchair accessible ones are \$68,000 each! We are removing two from our fleet soon that need to be retired and we have some others that are starting to break down. We will be short on vehicles soon and not be able to provide the same number of rides. We are still working on it.

5. Housing, Dale

As Rebecca said, we had a meeting with the Janets and talked about working with Maine Seacoast Mission. MSM provides the laborers (volunteers) which is great.

Habitat for Humanity in Hancock County is also excited to work with us on this. We are creating a proposal now. COA comes in with internships for analyzing the energy data from Heat Pumps so we can show how our work is improving lives/increasing energy efficiency. We don't currently have the staffing to digest all the information, so COA interns will come in for energy evaluation. We also submitted an RFP with Nicole Sawyer for a \$900,000 grant!

We also worked on getting prices for foam insulation and we are working on some of the obstacles we ran into with contractors. We are planning on having nine apprentices for the first year and eighteen for the second year. They will be paid \$18/hour.

6. Friendship Cottage, Anne Ossanna

We are hiring a new CNA and we have some extra support staff which is great. Sharon Catus reminded us to get raffle tickets for Friendship Cottage!

7. Headstart, Melissa Mattes – **TWO ACTION ITEMS**

See my written report, but there are a few things to add as well as two action items that didn't make it into the BOD Agenda in time. I will add the COR Assessment in the next BOD Packet as well as the credit card statement. The Regional Office walked us through some reports that were missing and we took care of that; but we need to write a proposal for the \$300,000 of carry-over funds that I was unaware of. We will use some of the money to enhance the playgrounds (supplies, equipment, contractors). We will also use some for travel reimbursement costs since gas is still expensive.

**John made a motion to approve this proposal, Martha seconded. Motion carries, all approved.**

The second action item is to use the \$40K for sliding scale fees to supplement the EEAF Funds which have been spent already. Grant wondered if we could use some of the \$300K for EEAF instead of the sliding scale fund; Melissa said no, the \$300K is restricted.

**Walter made a motion to approve, Ruth seconded. Motion carries, all approved.**

8. At Home, Rose Honders

The new CAN is settling in their position. There are some concerts and an ice cream truck planned for the event later this year. We have also been recruiting players for the tennis event. We are also recruiting sponsors for the players. Other than that, the members are all doing well and memberships are up. We are also still doing visits with new families to see if At Home is a good fit for them. Also,

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Northern Light used to do our home visits but they weren't able to fulfill their contract with us. They ran out of nurses for us so we don't use them anymore. We also have a contract with Mount Desert Nursing Association. We have a happy medium right now of our own CNA doing home visits and the rest are contracted out with Mount Desert, so it's working.	
VI. Adjourn business meeting and Board goes into Executive Session (no Minutes).	
VII. Business meeting adjourned at 6:25 PM	<b>Lisa Veazie</b> made the motion to adjourn and <b>Grant</b> seconded.
Respectfully submitted by Kate Pielmeier, Community Services Block Grant and Database Specialist on July 27, 2022.	