

Called to Order: 5:10 PM	HYBRID	In person (Cherryfield)/Zoom meeting.
I. Roll Call and Introductions		
Roll call: Charley Martin-Berry, Barbara Clark, Ron King, Betsy Fitzgerald, Charles Rudelitch, Jonathan Thomas, Dr. H. Lori Schnieders, Nicholas MacDonald, Ruth Sousa, John Harris, Johnathon Thomas, Martha Beathem, Walter Kumiega, Grant Lee		
Staff Present: Rebecca Palmer, Sharon Catus, Donna Zdanis, Dale Basher, Anne Ossanna, Tawney Jacobs, Rose Honders		
II. Items for Board Action		
1. Resolved, to approve the Board Meeting Minutes from 8/30/2022.		
Discussion: N/A		
Action: Charles Rudelitch put a motion on the floor to accept the minutes as amended. Grant seconded. Motion passed.		
2. Resolved, to approve the DCP Bonus Policy – Donna Zdanis		
Discussion: The current compensation policy had no mention of bonuses and we edited the current longevity bonus plan. There were some questions about where the money comes from for bonuses – the most recent “Thank You” bonus came from a workmen’s compensation payout/reimbursement that was almost 50K. Future bonuses are at the discretion of the Executive Director and the money must be available from some fund or unexpected payout; the ED will decide what to do with the money in those cases.		
Action: Barbara made a motion, Martha seconded. Motion passed.		
3. Resolved, Board of Directors to approve the Time Off and Leaves of Absence Policy – Donna Zdanis		
Discussion: We calculated a way to consider a rehire’s previous time with DCP and bring them into that tier of vacation time within seven years (our record-keeping policy only retains records for seven years, then they are destroyed – we may not always be able to confirm a rehire’s time at DCP beyond seven years). We also changed the policy to note that anyone hired at the Executive Director level or equivalent will automatically be in the highest tier of vacation compensation. Charles wondered if there was a minimum amount of vacation time required to be taken by employees to ensure their wellness; currently there is not, but the PTO buyout policy only allows for up to one week to be paid out, so they must use the rest. We are working with an insurance broker to improve DCP’s benefits structure.		
Action: This policy needs some work; Donna will work on it and bring it back the following month.		

III. Review of Board of Director's Terms

1. **Governance Committee Chair**, Charley Martin-Berry, Rebecca Palmer

Lisa Veazie has resigned from the board. Her job has changed and she became too busy to dedicate time to the BOD. She found someone else at the bank whom Betsy has met. He seems like a good fit. His name is Will Hat, and he would be her replacement if we approve him. We would have to write to the town to have him elected as Lisa Veazie was, though. We must also follow the democratic process.

Charley is also new to her role as the Chair of Governance and trying to come into the role more. She wants to be in touch with Betsy to see how the process used to go and start there.

Motion: N/A.

Action: N/A.

Discussion: N/A.

IV. Organizational Standards (CSBG) Review

1. Rebecca Palmer and Kate Pielmeier

Kate provided a summary of the standards we are due to review. There are many standards, and we are in good standing for about 2/3 of the standards. Currently we are due to provide proof for the other 1/3 of the standards. Most of them are self-explanatory, and some of them are being addressed tonight (BOD terms must be reviewed once they expire – we addressed Lisa's term as hers was expired anyway when she resigned). Kate spoke with Rebecca about what we have due currently for these CSBG Organizational Standards; due to time constraints, we will address half of them in the October meeting and the other half in November. Many of them are due for September or October, so we will be a bit behind, but given everything going on, The State should be understanding. Jaimi Clifford knows DCP has a lot on its plate. Kate will also send out the list of 1) Standards that are expired/we are due to review and complete as well as 2) the entire list of Standards and our standing as well as the due dates and frequency of each.

Action: N/A.

Motion: N/A.

Discussion: N/A.

V. Executive Director's Report

1. Rebecca Palmer

Per the request of the Board, I wrote an appeal for the 39K that we owed Maine Housing due to a case of ERA fraud by a landlord. They initially rejected the appeal, but then reversed the decision. DCP does NOT have to pay back the 39K, thankfully. There were also some questions around how we can support folks who now no longer have ERA assistance, now that a lot of folks have used their 12 months of eligibility. Currently, the best we can do is make sure those people have been contacted about HEAP benefits so that we can at least aid in that way.

On that note, there is something called HEAP Plus now. Is this something we have the capacity to do, or should DCP outsource some of this work to another partner? Whole Family Coaching is meant to be a single point of entry that 1) prevents wires from getting crossed between programs and 2) ensures that each family is made aware of ALL the assistance they are eligible for (Whole Family Coaching acts as a concierge to put each family in contact with the program(s) they are eligible for). If a family is eligible for HEAP, they are most likely income qualified for housing repair assistance as well as other programs, and WFC makes sure families are aware of that. One way we can try to boost assistance for these ERA-eligible-expired folks is by boosting THAW funds. Development does have plans for fundraising for THAW. The theory behind this is "no wrong door" to contact DCP for support.

We are still working on the audit, but we are down to the wire. We hit a bit of an obstacle locating some of the files needed for certain portions of the audit. We may need to tap into our line of credit, but we are not there yet. We have not lost any of our existing contracts and we have extensions for contracts that are due.

Everybody Eats has always been somewhat of a satellite program for DCP. DCP acted as the fiscal agent, but the program was not officially adopted by DCP; it was lost in the merger shuffle. Kate chimed in that yes, the way we report out for CSBG currently does NOT include *Everybody Eats*. Charles noted that regardless, the fiscal agent is always "on the hook" legally. Walter put a motion on the table to adopt *Everybody Eats* into DCP as an official program. Grant seconded the motion, and all voted to approve *Everybody Eats* (EE) as an official DCP program. This means we will have to start reporting out on the services and outcomes from EE to CSBG; Kate will connect with Ron King to ensure that happens.

Action: N/A.

Motion: N/A.

Discussion: N/A

VI. Director Branches Reports

1. Finance Report, Rebecca Palmer

See attachments.

2. Head Start and ECE, Melissa Mattes

Not present, out with COVID. See attachments.

3. Supportive Services, Tawney

Tawney met with Blanche on a winter home visit. It was great to see how Elder Navigation works and to see how much our participants love Blanche. Elder Navigation is a great program. Nothing else to add; see the written report.

4. Transportation, Cheryl

Cheryl is not present; see the written report.

5. Housing, Dale

The oil supply for this part of the country could change things significantly. I also made contact with someone who wants to develop some land in Winter Harbor. He mentioned that we do not have to be subject matter experts; we can leverage with the subject matter experts. There's also another gentleman in the Ellsworth area interested in land development.

6. Friendship Cottage, Anne

Nothing to add – see my written report.

7. At Home, Rose

All good news! Maine Charity Grant had a grant open that we applied for on September 15. We are still waiting to hear back. Thanks to Development for the help in applying! Tennis was also a huge success, and we raised \$17,000 more than we did last year! The silent auction went great. The in-kind donation total was about \$9,000 (auction items, food, lobster, crab).

8. Development, Sharon

I sent a grant report out on Monday to the Development Committee and will resend to the whole Board.

Downeast Community Partners (DCP)
Meeting of the Board of Directors, September 27, 2022

VII. Adjourn business meeting and Board goes into Executive Session (no Minutes).	
VIII. Business meeting adjourned at 6:55 PM	Charles made the motion to adjourn, and Grant seconded.
Respectfully submitted by Kate Pielmeier, Community Services Block Grant and Database Specialist on October 4, 2022.	