

Called to Order: 5:10 PM	Hybrid meeting
I. Roll Call and Introductions	
<p>Roll Call: Charley Martin-Berry, Betsy Fitzgerald, Barbara Clark, Charles Rudelitch, Jonathan Thomas, Dr. H. Lori Schnieders, Nicholas MacDonald, Walter Kumiega, Wayne Hanscom, Grant Lee, Ron King, John Wombacher, Christina Brewer, Ruth Sousa, Martha Beathem</p> <p>Staff Present: Rebecca Palmer, Donna Zdanis, Anne Ossanna, Tawney Jacobs, Kate Pielmeier, Melissa Mattes, Kris Franklin, Cheryl Robbins, James Nealey</p>	
II. Items for Board Action	
<p>1. Resolved, BOD to approve the Board Meeting Minutes from 2/28/2023.</p> <p>Discussion: N/A. Motion: Johnathan Thomas made a motion and Wayne seconded. Action: Motion passed.</p> <p>2. Resolution, authorization for Finance Director to withdraw up to 5% of the Endowment Fund for the CARE fund for 2023 (Kris Franklin).</p> <p>Discussion: N/A. Motion: Martha made a motion and Grant seconded. Action: Motion passed.</p> <p>3. Resolution, authorization for Finance Director to withdraw, per policy, ECE Childcare and Transportation Subsidies (Kris Franklin).</p> <p>Discussion: N/A. Motion: Martha made a motion and Ron seconded. Action: Motion passed.</p> <p>4. DCP Succession Plan for Board of Approval (Rebecca Palmer).</p> <p>Discussion: Concerns were expressed around program directors needing to take on an entire second department in the event of another program director's absence. Are there other people within the same department that would be better suited to step up? This document was tabled pending the suggested edits. We will bring this back next month for approval. Motion: Johnathan Thomas made a motion to table this document and Walter seconded. Action: Motion passed.</p>	

5. Policy for employee use of DCP provided communication devices (Donna Zdanis).

Discussion: The policy was amended to state that staff also should not access DCP data on their personal devices. This is a security concern for the agency.

Motion: Charles made a motion and Grant seconded.

Action: Motion passed.

6. Conflict of Interest and Confidentiality Policy (Donna Zdanis).

Discussion: The policy was updated to be more clear and less vague. The document also includes some examples of potential conflicts of interest. There were concerns raised about the definition of a “friendship” because it is not a legally defined relationship. The board decided to trial run this policy for a period of six months. We will re-evaluate the efficacy of the policy in September.

Motion: Ruth made a motion to approve the policy for a trial period of six months, and Walter seconded.

Action: Motion passed.

III. Development Committee Report

1. Sharon Catus

The Development Committee met last week. The focus was on the annual report which must be completed and posted on our website no later than June 30. We’ve started working on it but need some help from the board. We want to issue a press release about our new board members, and we want to include photos and biographies of each board member in the report. Please submit headshots and biographies to Sharon within the next week and let us know if you need help getting a headshot taken. We are also hoping to take a group photo of the entire board next month in April.

Discussion: N/A.

Motion: N/A.

Action: N/A.

IV. CSBG Update

1. Rebecca Palmer

Attached are the slides and documents from last month's CSBG 101 training session. Please review them as the CSBG Organizational Standards guide our work as an agency. Next month, Kate and Melissa will update us on our progress towards our Strategic Plan goals. Once Melissa is fully in her new role as Operations Manager, reviewing the Community Needs Assessment and writing a new Strategic Plan (due this summer).

Discussion: N/A.

Motion: N/A.

Action: N/A.

V. Finance Committee Report

1. Charles Rudelitch and Kris Franklin Interim Treasurer

Here's the five-year report again but with updated numbers. We've gotten more caught up with the revenue entries which has rightsized our fiscal position. Again, the revenue must be manually entered in the system whereas expenditures are automatic. We were behind on properly recording all the revenue coming in, which made our revenue appear much lower than it actually was.

The audit is finally being wrapped up. There will be findings in the report. There will also likely be findings for the FY22 audit which we will start next. It will probably take us a year before we can clean everything up.

Lastly, we did not hire a financial analyst yet. Donna is working on it and she's reached out to a head hunter. Not having a financial analyst is greatly impacting our ability to catch up. The financial statements are also later than usual.

Discussion: N/A.

Motion: N/A.

Action: N/A.

VI. Executive Director's Report

1. Rebecca Palmer

We are still working on winding down emergency rental assistance. The folks that are still in hotels come April when this program ends will likely qualify for a "shelter plus" voucher for housing. There's also WERP (Winter Energy Relief Program) in the Energy Services Department. For HEAP, the increased demand this year is 30% higher than last year. For the first time ever, Maine will exhaust their HEAP funds.

We are also still working towards localizing services. We have plans for Calais and we're working on other areas too. We hope to create and mobilize a traveling team that can go to our major towns to help people fill out their HEAP application.

Lastly, we want to strengthen our relationship with Maine Seacoast Mission. They want to recruit more volunteers to they can have a year-round crew rather than just their seasonal summer volunteers. Operating year-round for housing repairs would help us serve more people.

Discussion: N/A.

Motion: N/A.

Action: N/A.

VII. Director Branches Reports

1. Human Resources – Donna

Nothing to add, please see written report.

2. Head Start – Melissa

We just heard from the Office of Head Start that we are officially on an enrollment plan. We will work on that and bring it to the board for approval. We might also be able to have a new classroom operating. I met with the Ellsworth school principal, and they've put two full-time teachers into their budget for next year. They don't have the physical space for a classroom, but we can supply that at Avery Lane in exchange for two teachers to fill the classroom. We're having success making new partnerships.

3. Finance – Kris Franklin

Nothing else to add, please see written report.

4. Supportive Services – Tawney Jacobs

Nothing else to add, please see written report.

5. Energy Services – James Nealey

Thanks to our new phone system, we've gone from a 15% phone call answer rate to a 75% phone call answer rate. This is huge and we'll be able to serve people more efficiently.

6. Transportation – Cheryl

Nothing to add. Please see my written report.

7. Friendship Cottage – Anne Ossanna

Nothing to add. Please see my written report.

8. At Home – Anne Ossanna

Nothing to add. Please see my written report.

9. Development – Sharon Catus

The only thing I want to add is regarding the board giving rate. When we apply to banks for grants, they tend to want to know if we have a 100% board giving rate or not. Some want to know what our exact board giving rate is. Some also want to know how many of the board or staff are minorities. It doesn't take a large donation, \$5 is sufficient. It would be great to reach a 100% board giving rate to make us look better for grants. It shows that the board is invested in the success of the agency.

10. Housing – Dale Basher

We understated the challenges of this apprenticeship. We've effectively doubled the size of the Housing Department overnight, and there are a lot of challenges that come with this. We've reached out to College of the Atlantic and Efficiency Maine Trust for assistance. We're trying to be creative to employ these nine apprentices.

VIII. Adjourn meeting. Board goes into Executive Session.

Meeting adjourned at 7:07 PM

Ruth made a motion, **Walter** seconded.

Respectfully submitted by Kate Pielmeier, Community Services Block Grant and Database Specialist on March 29, 2023.