

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, Ruth Sousa, John Harris, Martha Beathem, Walter Kumiega, Wayne Hanscom, Grant Lee</p> <p>Staff Present: Rebecca Palmer, Sharon Catus, Donna Zdanis, Dale Basher, 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 11/29/2022.</p> <p>Discussion: N/A. Motion: John Harris made a motion and Barbara seconded. Action: Motion passed.</p> <p>2. Resolved, Board of Directors to reaffirm and adopt the DCP Succession Plan per CSBG Requirements.</p> <p>Discussion: The succession plan was reviewed. Rebecca will modify it and bring it back next month. Charles motioned to table this until next month and Johnathan Thomas seconded. None opposed.</p> <p>Motion: N/A. Action: Tabled for next month.</p> <p>3. To approve a needed review of DCP By-Laws by outside Counsel, per CSBG Requirements.</p> <p>Discussion: No vote needed, just making board aware. Governance Committee will look at the Bylaws, Rebecca and Melissa will make edits as appropriate, then we will seek outside counsel.</p> <p>Motion: N/A. Action: N/A.</p>	
III. Governance Committee Report	
1. Governance Committee Chair , Charley Martin-Berry	

We followed the processes for each sector to look at nominations for the current vacancies. Thanks to those of you who put forward names of those willing to serve. We ended up with more candidates than vacancies.

The Parent Policy Council recommended Christina Brewer, current parent; we are putting forward nominations for Christina, April Lola in the elected sector, Anne Perry in the private sector, and John Wombacher as the public sector nominee.

We will present the current board members along with terms to the board in February

Discussion: N/A.

Motion: Walter motioned to approve the whole slate of nominees as is. Lori seconded. None opposed. Martha also motioned to approve the Governance Committee slate of current officers as is. Betsy seconded. The motion passed.

Action: N/A.

IV. Development Committee Report

1. Barbara Clark and Sharon Catus

We are actively working with Sharon to cultivate more donors. Committee members will be volunteering at the upcoming THAW event. We have flyers that you can pass out so we can spread the word about this event and we encourage everyone to attend.

Development office needs help with data entry especially around SEED funding and the donor database. Per Sharon, we also need help with Letters to the Editor and cultivating donors.

Discussion: N/A.

Motion: N/A.

Action: N/A.

V. Organizational Standards (CSBG) Update

1. Rebecca Palmer and Kate Pielmeier

We had a site visit recently with Jaimi Clifford, CSBG State Coordinator, for technical assistance and an overview of CSBG Organizational Standards. It was helpful as we are reviewing compliance and refining procedures.

Discussion: N/A.

Motion: N/A.

Action: N/A.

VI. Finance Committee Report

1. Charles Rudelitch, Interim Treasurer

Kris prepared a draft PNI for the last fiscal year. Fiscal staff is still working to bring all accounts current with revenue, allocations, and indirect costs. We currently have a negative net budget of about \$305,540. Charles noted that it seems like there's a lot of downside risk with the cash flow and wondered when that would be resolved. Kris wanted to have this resolved already, noted that we are changing the ACH process and she is still working on sorting out the Emergency Rental Assistance cash flow. Kris reported a draw down from the investment account in the amount of \$500,000.

We are still trying to wrap up the FY21 Audit. We're towards the end, but as we submit documents, often the auditor is making new requests. We have a call scheduled with the auditor this week to finalize what is needed.

Discussion: N/A.

Motion: N/A.

Action: N/A.

VII. Executive Director's Report

1. Rebecca Palmer

Introduced James Nealey as our new Director of Energy Services – doing a great job responding to the challenges in that department. We have 760K new funds from LD3 bill for energy services which means we can help an additional 921 families. We'll have an FAQ later this week so the message around this new funding can be clear and correct.

ERA is still a work in progress. We can pay the hotels and landlords that are still owed funds once we receive the funds from the state. That will help wrap up the final applications that have been on hold. Some people who have used 12 months of ERA may also be eligible for funds encumbered by the governor's LD3 amount through April. This means fewer people will be displaced.

We are still getting caught up with HEAP applications, with James monitoring accuracy and productivity. The need for heating assistance is much greater this year as expected.

The At Home Steering Committee has met four times. Anne Ossanna has done a tremendous job of determining current membership and services. We're looking at rightsizing and we haven't missed any of the services expected of us.

We are looking at leasing office space in Calais to increase our presence and service delivery in Washington County.

Discussion: N/A.

Motion: N/A.

Action: N/A.

VIII. Director Branches Reports

1. Human Resources – Donna

The only thing to add to the written report is that Pam has been onboarding a lot of new hires which is great news especially compared to how things were the last few months.

2. Head Start – Melissa

Nothing else to add – see written report. Brief discussion on closure of PS classroom in Ellsworth.

3. Finance – Kris

Nothing else to add - see written report.

4. Supportive Services – Tawney

The only thing I'd like to add is that we onboarded two new staff to support Hancock County Family Coaching!

5. Energy Services – James

The winter energy relief fund was the big announcement. See my written report.

6. Transportation – Cheryl

Nothing else to add - see written report.

7. Housing – Dale

Update to apprenticeship program: we have two candidates that were interviewed already and four more are following; we need a total of nine candidates – please refer anyone to us. Our pending start date is February 27.

We need to purchase an industrial van – seeking board approval. Johnathan Thomas motioned to vote to approve the purchase. Grant seconded. All approved the purchase – the motion passes.

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8. Friendship Cottage and At Home – Anne

There is some legislation in the pipeline surrounding adult day services in Maine which will include a media campaign to increase knowledge of adult day centers.

Thankful to the Transportation and HR departments for assistance with rides and volunteers for At Home program. Hope to accept two new members.

9. Development – Sharon

We received a grant for 40K for Transportation. We are on track to be 400% bigger with THAW than in the last two years.

IX. Adjourn meeting. Board goes into Executive Session.

Meeting adjourned at 7:15 PM

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

Respectfully submitted by Kate Pielmeier, Community Services Block Grant and Database Specialist on February 13, 2022.