

Called to Order: 5:20 PM	HYBRID	In person and Zoom meeting.
I. Roll Call and Introductions		
<p>Roll call: Charley Martin-Berry*, Barbara Clark, Ron King, Betsy Fitzgerald, Charles Rudelitch, Jonathan Thomas, Dr. H. Lori Schnieders*, Nicholas MacDonald*, Ruth Sousa, Lisa Veazie, John Harris, Martha Beathem, Walter Kumiega* (Quorum present. Initially, no quorum present, so Betsy moved up our guest speaker on the agenda to allow time for more to join. *Indicates those members of the board who joined once the meeting was already in session.)</p> <p>Staff Present: Rebecca Palmer, Sharon Catus, Melissa Mattes, Donna Zdanis, Dale Basher, Anne Ossanna, Tawney Jacobs, Cathy Warren Guests: Joe Stellato, CIO, SJ Rollins</p>		
II. Items for Board Action		
<ol style="list-style-type: none"><li data-bbox="284 751 1393 955">1. Resolved, to approve the Board Meeting Minutes from 7/26/2022. Discussion: N/A Action: Ron King put a motion on the floor to accept the minutes as amended. Ruth Sousa seconded. Motion passed.<li data-bbox="284 976 1393 1186">2. Resolved, Board of Directors to change the Voya 403(b) Administrator from Kevin Bean, CFO, to Donna Zdanis, Director of Human Resources Discussion: N/A. Action: Martha Beathem made a motion to approve Rebecca as the Administrator. Lori Schnieders seconded. Motion passed.<li data-bbox="284 1228 1393 1711">3. Resolved, Board of Directors to approve Early Head Start/Head Start Grant application with budget. Discussion: See page 8 of the Board Packet for the budget. On page 152 is the grant goals and expected outcomes followed by the self-assessment summary. With those documents as a guide, we formulated the budget to address those priorities, factoring the increases we anticipate. There may be some edits once we have a Fiscal Director but those will not significantly change the amounts in the budget categories. Action: Barbara Clark made a motion to approve the grant application. Walter Kumiega seconded. Motion passed.		

III. Guest Speaker

1. Joe Stellato, CIO, SJ Rollins

I was asked to come in and do an assessment last year which we did. Issues became greater in the short term between Nick's departure and the departure of the most recent IT manager. Problems that were already brewing were exacerbated.

Currently, we have made significant headway. We now have Office 365 (previous email system was from 2010). This was a big project to complete. We also did not have a backup system. We stabilized the current system and stabilized a backup. We have worked on getting the security up to standards as well as handling the Help Desk inquiries. ECP needs fifty iPads and 20-30 computers each year. As part of the nonprofit Office 365, we rolled out the control of all computers at once, thus eliminating the month-long process of readying these computers in years before.

Technician Jon Rosseau and staff are trying to rebuild trust in IT as well. We are working on disaster recovery. Fortunately, we can still use the current server. We also signed a deal with GWI to get fiber internet to seven locations (e.g., St. Croix, where internet speed has been notoriously slow). Previous IT manager made a purchase of servers that were outside of Rollins' recommendation, and we are working to rectify this. We also made upgrades to the phone system. Ten people (SJ Rollins staff) are assigned to DCP's account. We are about six months from where we need to be, but when we are done, that's a seven-year run down.

The goals are to have the server in a different building as well as purchase a different server. We are also looking to improve the Wifi which has been in place for twenty plus years. We are looking to upgrade that. We are also implementing multi-authentication. Overall, we want to reduce IT liability and continue to use expertise to pare down the equipment.

Motion: N/A.

Action: N/A.

Discussion: Rebecca said the remaining CSBG funds need to be spent down, and these funds will help pay for the IT upgrades.

IV. Development Committee Report

1. Barbara Clark and Sharon Catus

We need 100% of Board Giving. \$1.00 and up is considered acceptable, but we need 100% participation. Any amount \$1.00 or over will count towards participation. We encourage a gift of any amount! Lastly, the mileage sheet that everyone used to fill out will now be the Google Form. We are reinstating that mileage form.

Action: N/A.

Motion: N/A.

Discussion: N/A

V. Executive Director's Report

1. Rebecca Palmer

A few pieces of good news –

1. Introduction of Tawney Jacobs
2. We made an offer for a Director of Finance and the candidate is relocating from New Hampshire to Maine!
3. Announcement (not finalized yet, keep it under wraps for now) of the award from Maine DOE for RFP#202205077. The proposal was written by Dale Basher and Sharon Catus for \$300k/year for three years.

Now, ERA is winding down but we do still have applicants. LiHEAP has officially kicked off. I've already addressed the CSBG funds that need to be spent. We also have the 990 ready for Board of Directors review. It was submitted one day late with a \$100.00 fee. ECP Head Start credit card statements are missing, but otherwise heavy on the financial. Organizational Chart as requested is in the packet. Board Terms are included as well. Charley, as head of governance, is revisiting the bylaws. We also have vacancies and BOD members due to have a conversation about their ending terms and whether they wish to continue.

The Maine Housing audit and compliance updates will be forthcoming. BOD members were emailed this afternoon the status of where we stand as far as ERA and how we performed in comparison to the other agencies. Department of Maine Housing submitted our fraud claim to the Federal Government. Grant Lee pointed out that our percentage of fraud is miniscule. We believe there should have been a long-term plan for those who are unhoused. Flipping hotels and smaller units into permanent housing rather than temporary housing is a goal.

Action: N/A.

Motion: N/A.

Discussion: N/A

VI. Director Branches Reports

1. Finance Report, Rebecca Palmer

See attachments.

2. Human Resources, Donna

We are receiving applications for administrative positions. Anne is using volunteers and we have two applications for a cross-trained ERA/HEAP position. We also filled a preschool teacher position in Ellsworth. We are still working with the broker for insurance.

3. Head Start, Melissa Mattes

Only a little to add (see packet). We have carry-over funds, but at some point we will need to cut the amount of children we serve to maintain staff wages. Charles asks about enrollment, and Melissa notes we are at half enrollment. Enrollment is picking up, but if we are still under-enrolled by January, we will go under an enrollment plan.

4. Supportive Services, Tawney Jacobs

We have a new team member, a new Whole Family Coach out of Hancock County. We are advertising for a full-time nurse in Washington County as well.

5. Transportation, Cheryl Robbins

Out with COVID-19.

6. Housing, Dale Basher

We have two new hires, one with 30 years of experience in the military and an accounting background. The other new hire is coming in from Penquis and starting on the 19th. We also have another person applying that is from Penquis. We have been making connections in the community which is great.

Downeast Community Partners (DCP)
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7. Friendship Cottage, Anne Ossanna

New employee is working out beautifully. The new volunteers are fabulous and we have cross-trained volunteers for Hospice Volunteers of Hancock County. Thank you to Barbara and Ron for their commitment to Friendship Cottage and Hospice Volunteers of Hancock County!

8. At Home, Rose Honders

Not present, but Rebecca Palmer states Rose needs tennis players for the tournament!

Martha Beathem wanted to go on record as being grateful to all senior leadership at Downeast Community Partners for all that they do.

VII. Adjourn business meeting and Board goes into Executive Session (no Minutes).

VIII. Business meeting adjourned at 6:00 PM	Martha Beathem made the motion to adjourn, and Grant seconded.
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Respectfully submitted by Kate Pielmeier, Community Services Block Grant and Database Specialist on August 31, 2022 with help from Sharon Catus. Thank you, Sharon!