

<b>Called to Order: 5:10 PM</b>	<b>Hybrid meeting</b>
I. Roll Call and Introductions	
<p><b>Roll Call:</b> Charley Martin-Berry, Betsy Fitzgerald, Barbara Clark, Charles Rudelitch, Jonathan Thomas, Dr. H. Lori Schnieders, Nicholas MacDonald, John Harris, Walter Kumiega, Wayne Hanscom, Grant Lee, Ron King, April Lola, John Wombacher, Christina Brewer</p> <p><b>Staff Present:</b> Rebecca Palmer, Donna Zdanis, Anne Ossanna, Tawney Jacobs, Kate Pielmeier, Melissa Mattes, Kris Franklin, Cheryl Robbins, James Nealey</p> <p><b>Guests Present:</b> Jaimi Clifford</p>	
II. Items for Board Action	
<p>1. Resolved, BOD to approve the Board Meeting Minutes from 1/31/2023.</p> <p style="padding-left: 40px;"><b>Discussion:</b> N/A. <b>Motion:</b> Johnathan Thomas made a motion and Walter seconded. <b>Action: Motion passed.</b></p>	
III. CSBG Requirements	
<p>1. <b>CSBG 101</b>, Jaimi Clifford</p> <p>There are a lot of responsibilities tied to the Community Services Block Grant (CSBG). We're charged with the responsibilities of 1. working to reduce poverty in our area, revitalizing low-income communities, and empowering families to be fully self-sufficient. We're also responsible for 2. providing services and activities that have measurable impact on the causes of poverty and 3. providing emergency provisions such as nutritious foods and clothing as necessary to counteract the conditions of starvation or lack of shelter. Finally, we must 4. coordinate and establish linkages (partnerships) with governmental and other social service programs to assure the effective delivery of such services to our low-income community members.</p> <p>As a tripartite board, it's important to have a mix of board members from different sectors. The old rule was that there must be 1/3 participation by low-income board members, 1/3 participation from the private sector, and 1/3 participation from the public. Now there is some flexibility; the requirements are that there be AT LEAST 1/3 participation from low-income, AT LEAST 1/3 participation from the public sector, and the remainder is from the private sector. If needed, agencies can have additional members from the low-income and public sector rather than an equal three-way split.</p>	

The Organizational Standards look at different domains for self-assessment. These break down to Maximum Feasible Participation (community engagement), Vision and Direction (strategic planning, organizational leadership), and Operations and Accountability (Human Resources management). We've gone over the Organizational Standards in greater detail already during the recent site visit.

During the last site visit for self-assessment, there were some areas for improvement, but we scored a 93% overall (2021), which is considered very good. We were missing a few standards regarding organizational leadership and human resources. We also had great BOD attendance; we always have a quorum and have an average of 12 BOD members in attendance at each meeting. There were also no significant financial findings during the review, but they did recommend updating our policies and procedures. Lastly, they recommended we consult with an authoritative source regarding the use of the provisional rate.

**Discussion:** Our Annual Report to the State is being finished up today and then will be submitted to Jaimi. Once the State receives it, they have until the end of March to report to the Government regarding all Maine agencies' data.

**Motion:** N/A.

**Action:** N/A.

#### IV. Development Committee Report

##### 1. Barbara Clark

Sharon isn't here tonight to report details, but the written report is in the BOD packet. We also did not have a Development Committee meeting since the last BOD meeting, so there's nothing new to update. However, the THAW event on Saturday was wonderful. Thank you to Sharon's spectacular leadership of the night.

**Discussion:** N/A.

**Motion:** N/A.

**Action:** N/A.

#### V. Finance Committee Report

##### 1. Charles Rudelitch, Interim Treasurer

The finance committee met last night to go over a provisional profit and loss statement for the last year. We also addressed a few audit questions. We wanted to know where the year-to-date financials look like. The numbers are not ideal, but as we go through things and characterize everything correctly, the scenario improves. Unfortunately, we are several months away from knowing the final numbers for FY22 due to understaffing. It's still a work in progress.

2. Kris Franklin, Director of Finance

Kris reviewed a five-year history with us. The expenses are recorded in real-time, but revenue is in arrears, so there is no reason to be alarmed. There is money coming in, it just takes longer to receive and record than the expenditures do. There were some challenges with cash coming in that we weren't sure how to categorize too. In addition, we're behind on some invoicing which has also slowed the income of cash. We're catching up, but as Charles said, it's a work in progress. Kris is also feeling more in control and positive of the situation than a few months ago.

**Discussion:** Charles mentioned that we've had additional COVID funding that is starting to subside and cease. That's part of the revenue shift we're seeing as well. Think about what our numbers were before COVID – it's likely we will go back to that.

**Motion:** N/A.

**Action:** N/A.

VI. Executive Director's Report

1. Rebecca Palmer

Welcome to our new board members, April Lola, John Wombacher, and Christina Brewer. Anne Perry is also new but couldn't attend tonight. We'll meet her during the next board meeting.

ERA is winding down and we've worked on sorting out who will get ERA funds and who will get LD3 funds. It's a work in progress but we're making headway.

Thanks to everyone who helped with the THAW event on Saturday, and thanks to anyone who attended. It was a huge success, and we raised more money than we expected. This will allow us to help more emergency heating cases in the future.

A week from this Thursday we are going back to Calais to discuss getting space to localize services there. We are looking forward to establishing that. The goal is to see how we can mobilize services more as well as localize more of our services. We serve Hancock AND Washington counties, so we should be represented well in both counties.

Lastly, we're improving on where we were last year with HEAP. The numbers are much higher this year, which means we've been able to serve more folks more efficiently. This is huge, so thank you to everyone involved in HEAP.

**Discussion:** Betsy let everyone know that we are sending out surveys for the executive director's compensation and performance. Per Kate, this needs to be done annually for CSBG requirements.

**Motion:** N/A.  
**Action:** N/A.

VII. Director Branches Reports

1. Human Resources – Donna

I have two things to bring to your attention that aren't in the written report. 1. We are helping employees understand the impact of their words by educating staff about common but harmful phrases and microaggressions. We'll also be conducting a survey. Secondly, 2. We've been onboarding more volunteers lately, which means we've been running more background checks. We currently do not have a policy in place of background-checking potential board members, but should we? This discussion was tabled for the Executive Committee to decide on. We will bring it back at the next board meeting.

2. Head Start – Melissa

We've been talking about reducing slots for Head Start, but upon reviewing the Community Needs Assessment, we're going to shift directions. We're not going to reduce slots after all. There is a CLEAR need for Head Start and childcare, and that need is not going away. We should continue to operate with the slots we have now but go on an enrollment plan with the State. This gives us one year to improve our enrollments, and at that time, we can reassess. It would be premature to reduce slots without first going on an enrollment plan.

3. Finance – Kris Franklin

We are still working on the audit, but there's nothing else to add. See my written report.

4. Supportive Services – Tawney Jacobs

I only have one thing to add; the coaching team has been cross trained in HEAP intake which is great. Hopefully it will help with the backlog.

5. Energy Services – James Nealey

We've had a lot of staffing changes in the last month. We've also changed our space usage in the office. There have been some new staff onboarded, and we spent some time today working on the ERA funding categorization process. Lastly, we've certified 2,452 households for HEAP! This is incredible. The need is much greater this year, but we've been keeping up as best we can. We served 189 households last year, and this year we've served 473 so far.

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6. Transportation – Cheryl

Nothing to add. Please see my written report.

7. Friendship Cottage – Anne Ossanna

We've had a rate increase recently, and one member is on medical leave.

8. At Home – Anne Ossanna

The only thing to add is that we've received another palliative care order. Things are going well!

9. Development – Sharon Catus

Not here tonight. See written report.

10. Housing – Dale Basher

Not here tonight. See written report.

VIII. Adjourn meeting. Board goes into Executive Session.

Meeting adjourned at 7:15 PM

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

Respectfully submitted by Kate Pielmeier, Community Services Block Grant and Database Specialist on March 9, 2023.