

<b>Called to Order: 5:00 PM</b>	<b>Via Zoom</b>	
I. I Roll Call and introductions		
<b>Roll call:</b> Ruth Sousa, Charley Martin-Berry, Martha Beathem, Ron King, Betsy Fitzgerald, Charles Rudelitch, John Harris, Jonathan Thomas, Lisa Veazie, Barbara Clark, Walter Kumiega, Grant Lee, Nicholas MacDonald <b>Quorum present</b> <b>Staff Present:</b> Rebecca Palmer, Anne Ossanna, Melissa Mattes, Donna Zdanis, Kevin Bean, Ida Bagley, Sarah Nugent, Cheryl Robbins, Rose Honders, Bobbi Harris, Kathy Spencer, Dale Basher <b>Guests:</b> None		
II. Items for Board Action		
1. Resolved, to approve the Board Meeting Minutes from 12/7/2021. <b>Discussion: None</b> <b>Action:</b> Grant Lee made the motion to approve the minutes as written, John Harris seconded. <b>Motion passed.</b>		
2. Resolved, to approve the Board Meeting Minutes from 12/16/2021. <b>Discussion: None</b> <b>Action:</b> Martha Beathem made the motion to approve the minutes as written, John Harris seconded. <b>Motion passed.</b>		
III Summary of DCP Safety Handbook You have received a copy of it for review.  <b>Action:</b> Ron King motion to approve as presented, Ruth Sousa seconded <b>Motion passed.</b>  Discussion: so very detailed and thorough, much better understanding of what is involved.  Wonder how employees are given the information.  Employees don't receive the entire document – they get the general section, and then their division policies and procedures. Employees sign that they have received it.		
IV Review of proposed Fiscal Sponsorship MOU – Lubec property  We have spoken about this before. You asked us to get more information and bring it back to you.  It was decided that Housing does not have the capacity to take this on, however, we felt that we are able to take this on as a fiscal sponsor. Lawyer's review is included in your packet. It is within the bounds of our mission.		

It has caused us to look with more scrutiny at our other entities we sponsor.

Since then, Housing auditors have been to visit the home, and determined that progress has been made toward making the home safe and habitable. It is a feasible, viable project.

Do we have any idea how many more of these there are of these? Do we have criteria for selecting which projects we take on?

We have begun taking a close look at these relationships, and will closely evaluate the commitment of staff time for these relationships. It has to be manageable.

Want to make sure that the roles are clearly identified, and that there is a start and end date.

DCP will not be the project manager, will not hire the project manager, but will make sure that the work is done before releasing the funds. Will be able to make recommendations as to who might act as contractor.

Strongly recommend that if we do take this on, there is a contract between the homeowners and the contractor. That is how we manage our home repair contracts.

Only time in for Housing would be invoicing, and auditor inspections at start, midway and at the end, to release payment.

**Action:** Walter Kumiega made the motion to approve the agreement. Grant Lee seconded.

**Motion passed**

Grant requested an update from Walter about Island Nursing Home: how are things progressing?

The nursing home is moving forward with a plan, very complex, to raise the funds, create the housing necessary, to be able to remain viable.

#### V Presentation of DCP Compensation and Salary Proposal

We began this conversation last October, more in depth in November. Gave us from then until now to properly prepare presentation. Analysis has been done by outside consultant. Broken it into two, possibly three phases, depending on our ability to fund it. It will include evaluation, merit increases, with training for supervisors on how to prepare the evaluation. Also review of all job descriptions.

Grades and salary structure have been revised. Started with a \$14 minimum salary, previously was 12.75. midpoint and maximums are spread evenly within grades. The plan allows for experience and longevity within the grade.

Capped exempt increases at 10%, even if it takes a larger percentage to bring them up to their proper grade level. No such cap for hourly employees.

Phase two brings minimum to \$15, adjusts all grades accordingly.

Phase 3 works to bring the employees who were the farthest from the proper grade up to their correct grade.

Kevin's analysis started with Donna's spreadsheet, in which she identified who would be affected. He identified all related expenses, such as fringe, etc. Then went employee by employee to determine how they are currently paid, which contracts can allow these increases. Those which can't be covered by a contract will be in the unrestricted category.

Then talked about rolling out, with board approval, on a prorated basis, starting 2/7 – 9/30. The total cost for this would be \$152,000 in FY22.

Question: Rebecca, what is your recommendation?

Recommend we approve Phase One and revisit Phase Two during the budget process.

**Discussion:** Recognize the financial burden on the organization, staff will have to be on the lookout for funding opportunities that let us move ahead more quickly.

**Action:** Grant Lee made a motion that we approve the compensation plan, Ruth Sousa seconded.

**Motion passed**

#### VI Reports

1. Executive Directors Report– Rebecca Palmer  
Community Needs Assessment (statewide) will be posted live. We will need to review that and ensure strategies align. Will present at next board meetings, showing gaps and opportunities.

Recognize the angst internally as we talk about compensation plan, and balanced budgets. How do they get balanced? Internal pressure as we evaluate the needs of various programs and make grant writing decisions.

Don't need to cut the pie piece smaller, need to make more pie.

Externally, we are aware of an influx of funding for home energy and weatherization. There has been some activity in the news media that worked its way to the governor's office, questioning the processes on how we get the funds out to the clients.

MECAP taking a proactive stance on helping to streamline the processes  
Maine Housing uses to determine eligibility.

First 5 months have been focused internally, will be shifting to focus more  
in the community, including meeting board members in person. Want to  
array resources so that we are prepared to meet opportunities when they  
arise.

Pleased to announce that we have made an offer, which has been accepted,  
to fill the IT position.

2. Finance Committee Report – Lisa Veazie/Kevin Bean  
Finance Committee met Thursday. Went over compensation plan, good  
discussion.

Reviewed 1<sup>st</sup> quarter performance. Cash is high, ARs are high this month,  
higher than expected. Since been corrected. Been receiving Maine  
Housing draws at a good pace. Strong performance for elder services  
donations coming in. SEED is also going well, and investments are going  
well. Revenue 3% under budget, expenses 4% under budget. Much of  
this from Rental Assistance. It hasn't kept up the pace it had this fall. A  
number of clients have maxed out their 18 month benefit. Not sure if it  
will be extended in the future. Each division showing a surplus, except for  
housing, a 10,000 deficit, primarily from property management, usually  
see a larger deficit this time of year due to heating costs, hope to see this  
go down as warmer months come.

Lastly, a summary of risk assessment process. Required under CSBG.  
Covers all aspects of the agency. Initial product has been completed and  
reviewed by SR leadership, finance committee has reviewed, expect to  
bring it to full board next month.

Want to express to Kevin, kudos for that piece of work on the risk  
assessment, it is a bigger body of work than expected.

3. Resource Development Committee Report – Barbara Clark/Sarah  
Nugent  
Most of the items in the development report have been touched on by  
Rebecca and Kevin. Been doing well financially. SEED is doing well.  
Annual appeals for At Home and FC doing well.

Darlings has contacted us wanting to support the THAW program, are  
working on what that fundraising event will look like.

4. ECE Report/Parent Policy Report – Melissa Mattes  
Classrooms closing on and off due to COVID. Last two weeks have been

up and down, everywhere.

Lots of challenges, really feel for parents with all of these changes

Couple of schools doing really well with the vaccine mandate. Some other schools don't even know which staff are vaccinated. This will be a challenge.

Pre K expansion in RSU 24, met in person with people! beginning conversation of how we can work together.

Been speaking to Tom at Sunrise Opportunities about serving children with disabilities in Calais.

There is no full enrollment anywhere in the country, the heat is off on this.

There will be an FA1 review on March 7, it will be remote. Recommend looking program governance section over, might be called as a part of this review. Not measuring our compliance, they are reviewing our story.

5. DCP COVID-19 Committee Report – Donna Zdanis  
Melissa Heidi, Donna are on a COVID tracing team, and review policy for changes. The CDC website had recent changes, we added these to the policy. Had to alter quarantine rules, and what type of vaccine people got. There also were changes on how to deal with close contacts and COVID cases.

Test on Day 5, if positive, isolate for days 6-10. CDC feels that viral load is so low by then that they are not contagious, so we don't require test on Day 10.

We have lost 4-5 employees because of the mandate, but the deadline is not until Monday. Most people have either requested an exemption or gotten vaccinated.

6. Division Director's reports (written and attached)

**VII Business meeting  
adjourned at 6:35 PM**

**Walter Kumiega** made the motion to  
adjourn **Martha Beathem** seconded

Respectfully submitted, Sarah Nugent, Manager, Communications and Resource  
Development