

<b>Called to Order: 5:05 PM</b>	<b>Via Zoom</b>	
I Roll Call and introductions		
<p><b>Roll call:</b> Charley Martin-Berry, Betsy Fitzgerald, Jonathan Thomas, Walter Kumiega, Grant Lee, Ron King, Martha Beathem, Charles Rudelitch, Wayne Hanscom, John Harris, Elaine Abbott, Barbara Clark, Amanda Smith, Lori Schnieders, Lisa Veazie, Ruth Sousa Quorum present</p> <p><b>Staff Present:</b> Mark Green, Kevin Bean, Anne Ossanna, Rose Honders, Bobbi Harris, Sarah Nugent, Dale Basher, Donna Zdanis, Stacy Brown, Melissa Mattes, Cheryl Robbins</p> <p><b>Guests:</b> None</p>		
II Presentations		
<p>1. Head Start Update – Melissa Mattes                  National HS director has stepped down with change in administration. There will be a COLA and additional funds to address COVID. Don't know timing nor amount yet. There has been much flexibility for enrollment this year. Regionally, we have zoom meetings everyother HS in region, Sounds like we are about on par.</p> <p>State – number of bills we are watching , most positive, one would shift Healthy Maine \$ away from HS.</p> <p>Our DI partner for a grant we submitted has closed, we are searching for another.</p> <p>In year one of our grant, no federal review this year, likely next year.                  Our goals:</p> <ul style="list-style-type: none"> <li>○ 100% of families who identify the need to address impact of substance misuse will develop and achieve strategies to recovery.                         <ul style="list-style-type: none"> <li>▪ On track with objectives and action steps</li> </ul> </li> <li>○ Children and families will build resiliency and adaptability as a result of trauma informed child and family services.                         <ul style="list-style-type: none"> <li>▪ Staff are in the process of completing the first four trauma trainings while some have completed six and are working towards being Certified Trauma Practitioners.</li> <li>▪ Staff report that the training is high quality and is having a direct and immediate impact on how they teach and support children in the classroom.</li> </ul> </li> <li>○ Children will be prepared for school and parents will be prepared to successfully navigate education systems beyond Head Start.                         <ul style="list-style-type: none"> <li>▪ Progress has been somewhat hampered by COVID restrictions but</li> </ul> </li> </ul>		

still on track.

How we deliver services – one is completely remote, some alternate weeks, some are hybrids. Have CorAdvantage where teachers can observe children. That program has Kaymbu app that allows teachers and parents to exchange photos and videos, student can still participate in classroom. Keeps a homeschool connection and allows teachers to see development.

Changes due to COVID – no sharing, socially distanced, working with remote students. Teachers and students are adapting.

Whole Family approach – got a grant, work cross divisionally with Ida, she supervises coaches. It is a big change for staff, but it is working well, they all meet regularly with Gabriel. Coaching is more in depth than Family advocacy is.

Also started food banks – one at Bucksport Road, one in Machias. Can be used for any one of our families in the ECE programs. It is a big job, keeping it stocked. Went for an opt out, as opposed to an opt in – we will deliver food each week, if you don't need it, you don't have to take it. We deliver to the door. Can now provide emergency food boxes – OK for any DCP client, staff can deliver.

Planning for next year – talking to superintendents. Calais, MT View and Winter Harbor, we are not in the school, need to keep them engaged, we want to come back. It is easy for them to say that they don't have money or space for us, Mark is getting involved, want them to see that we are a whole agency.

Dympna, our disability manager, is working with Child Development Services, hoping for special needs programs, which would allow us to have special needs children in the classroom with typically developing children.

2. 2020 Community Needs Assessment – Stacy Brown  
2020 CNA was an update from 2017 CNA. Working with an entirely different report for 2021, working on a statewide assessment, have hired a consultant. There will be one statewide report with each county having a chapter. Glad I got to work on one before we went to that system so I know what is involved.

Reviewing the highpoints of the update, major changes since 2017.

Population increasing in both counties, especially in the elder populations. Over all poverty decreasing, but number of children in poverty in

Washington County is increasing. Home ownership in Hancock County is decreasing.

High school graduation rates are increasing, higher education is decreasing. Counties becoming more racially diverse, there are more language barriers. Seniors living in poverty most stark statistic seen. Number of elderly is growing, number of elderly in poverty is growing exponentially. Unemployment increased significantly, even before COVID. Fewer children enrolled in HeadStart. Food insecurity is improving overall, but there is a pocket of people not eligible for public assistance who are falling between the cracks, seeing Food insecurity growing.

Went through each survey, largest unmet needs are safe and affordable housing affordable accessible child care, housing loans and homebuyer education, home repair and weatherization, financial assistance and education. People want life skills training, still need help with heat and utilities, people are asking for legal services help, food insecurity, substance use help, job skills.

Still seeing the effects of COVID 19 throughout the region, hard to coordinate child care if you don't know school situation day to day, layoffs affect access to housing. Rental support is good, but not easy to navigate. Food insecurity for people who have never needed help before. Need to get the word out about what we do.

Isolation is a big complication, especially in the elder community. Several agencies in both counties are helping.

Public health needs in general are increasing, people are afraid to go out to the doctor, not getting care they need in time to prevent critical health situations.

Our situation is similar to the rest of the state. A lot to absorb and adapt to, to take into account as we go forward developing programs.

3. Strategic Plan Update – Mark Green

When we created this plan, board asked that it not sit on a shelf. Do periodic updates. Not going through everything, but highlights. Worried that due to COVID we would not have made progress, but everyone has worked really hard to keep moving forward.

A-1 – Home repair got accolades from Maine Housing CSBG score is 97, a lot of that is a function of board involvement. Thank you.

A-15 – Bobbi was able to use funding from the anonymous donor to

replace 12 oil burning furnaces with propane

A-18 – got \$100,000 for THAW, but also got a ton of small donations this season, as a result of the hard work of Development and Lee Hardison.

A-33 – now have 2 food pantries, expanded from supporting just head start to supporting all; Emergency food, boxes FC food deliveries.

Tonight will vote on accepting 50,000 for Washington County Food and Fuel to accept grant.

A-36 – Safe Harbor opened on 10/1/2020, 3 people in the house now, a 4<sup>th</sup> coming this week. Census going up and down, but seems to be moving in the right direction, administration going smoothly, thanks to Healthy Acadia, AMH, and CCC

C-2 – Board approved inclusivity statement, almost done with staff trainings.

D-4 – increased board involvement of board finance committee, going to vote on a few things tonight that are coming out of the Finance committee.

D-5 – we remain at full strength of 18 members with the addition of Wayne and Amanda. Since the merger, have maintained board level well. Three people were interested in Amanda's position!

D-21 – many groups came out of leadership training, Melissa and Ida brought the Family Advocates and Resource Advocates together under Supportive Services, and now adding Whole Families to that.

### III Items for Board Action

1. Resolved, to approve the Board Meeting Minutes from 11/24/2020  
**Discussion:** please add Ruth's name added to attendance  
**Action:** **Lori Schnieders** made the motion to approve the minutes as amended, seconded **Ruth Sousa Motion passed.**
2. Resolved to approve the Executive Committee Minutes of 12/16/20  
**Discussion:** None  
**Action:** **John Harris** made the motion to approve the Executive Committee minutes as written, seconded **Ron King. Motion passed.**
3. Resolved, to award the management of DCP's endowments to First National Wealth Management for five years.  
**Discussion:** Hope that the board will vote for UP TO 5 years. And that you will recommend that we do direct them to choose socially responsible investments

Who were the other choices – Bangor Savings submitted a proposal.

What was put out to bid, what were the requirements? We put out an RFP that we wanted to transition from what we have for investments, to a more socially responsible model. BSB and the First can both do that, really satisfied with both responses. Came down to the First is more local, we know the banker involved, have worked with him for years, bends over backwards to accommodate our requests. They were able to match Bangor's fees. Committee was impressed with Peter's character and the quality of work. Had experience working with human services organizations, very good at making sure that we understand what they are sharing.

See this as two different decisions – first choose the investor, voting on it tonight, then come back with a policy recommendation regarding socially responsible investing.

**Action:** **Grant Lee** made the motion to award the management of DCP's endowments to First National Wealth Management for up to five years, seconded **Barbara Clark**. **Motion passed.**

4. Resolved, to approve the Internal Dispute Policy dated 12/4/20.

**Discussion:** Need to correct a typo in the policy. This was not included in paper packets sent out, was in the electronic version. Not everyone had a chance to review it.

**Action:** **Jonathan** made the motion to table items 4, 5, and 6 to next month, seconded **Charley Martin-Berry**. **Motion passed**

5. Resolved, to approve the Respiratory Protection Program/Policy dated 6/8/20

**Discussion:** None

6. Resolved, to approve the Criminal Background Check Policy dated 12/23/20

**Discussion:** None

7. Resolved, to authorize the ED to enter into a memorandum of understanding with the Washington County Food and Fuel Alliance for DCP to accept and administer a \$50,000 grant from the Sewall Foundation for the purpose of providing food and related support to families and individuals in Washington County.

**Discussion:** WCFFA has been around since before 2010, has done a lot of different things revolving around food and fuel. Work closely with food pantries, is a very small group, Wendy Harrington of MSM is chair, Betsy is treasurer. Don't have the capacity to manage this big of a grant, asking

DCP to be fiscal sponsor for this grant.

Will this go to individuals or other community organizations? Organizations

**Action: Ruth Sousa** made the motion to authorize the ED to enter into a memorandum of understanding with the WCFFA for DCP to accept and administer a \$50,000 grant from the Sewall Foundation for the purpose of providing food and related support to families and individuals in Washington County, seconded **Grant Lee Motion passed.**

8. Resolved, to accept the Community Needs Assessment as updated for 2020.

**Discussion:** None

**Action Grant Lee** moved to accept the Community Needs Assessment as written, seconded **Barbara Clark. Motion passed**

#### IV Reports

##### 1. Executive Directors Report– Mark Green

Few things – changed the division reports to a new format, this packet introduces new report from each of the divisions. Monthly reports should be straightforward and follow a similar format. Three columns – each program, what we accomplished last year, and what we have accomplished year to date. Short description. Would like some feedback on if this works for you, are there other things that you want to see. Very important that you have this information and can track our progress.

Growing group of employees getting COVID vaccine, really concerned that direct service staff are able to have access to it.

Rental program over the last several months, a lot of new money coming, making it a long-term program, which means we can hire staff. Existing staff has really pulled to make it happen. Downside is that it will likely be a lot more rule-laden.

##### 2. Finance Directors Report – Kevin Bean

Finance committee met last week, started with presentation by Peter at the First on the performance of the investment held there. Reviewed financial report format. Heard from Mark that my report is long, will be tweaking the format, send to committee members to see what they think. Finished the meeting with quick review of investment policy.

Will work with Peter on the formulation of the policy, he helped with the first such policy we had at WHCA. Results this quarter are mixed bag, done very well with investments, and SEED. Almost halfway to our goal on SEED.

Rental assistance program has provided a good amount of Admin money per application. New program, only allow 10% draw on admin, haven't been told how much DCP will have allocated.

Two concerns related to COVID – Transportation – 100,000 deficit. Seen before and we

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got out of it, if we start to pick up our client services, it could take a couple of months to do.

Child Care program, \$50,000 deficit, primarily related to COVID, due to need for fewer kids in room for social distancing

History shows it is very tough to dig ourselves out of this hole. Looking at revenues, concentrate on expenses – looking at dashboard, what kind of mix we should be showing for expenses. Good news is we had some extra funds from last contract, might be able to extend contract to use those funds.

Current surplus is \$74-75,000 because of rental program. About 6% over revenue and expenses, also due to the rental program.

How tightly are HS and Child Care co-mingled, and is one necessary for the other? Co-mingling does help, where we can charge 100% to HS we do. Trick is to make sure the allocation is correct given the number of children in each program. Will adjust from there.

3. Parent Policy Council Minutes from 1/18/2020 (Written)

4. President's report: Update on search for new Executive Director. Donna has waded through all applications that have come in. Some have not got the credentials we are looking for. You will get a zoom invite from me to meet on the 4<sup>th</sup> to have a conversation – what is important to us to have in the new ED? And what questions do you want asked at the interview? Melissa and Donna will join Betsy and two Executive Committee members in conducting first round of interviews, then the Executive Committee will interview the finalists.

**V. Business meeting  
adjourned at 6:51 pm**

**Lori Schnieders** made the motion to adjourn, **Ron King** seconded.

Respectfully submitted, Sarah Nugent, Manager Communications and Resource Development