

Called to Order: 5:05 PM	Via Zoom	
I. I Roll Call and introductions		
Roll call: Ruth Sousa, Charley Martin-Berry, Martha Beathem, Ron King, Savannah Steiger Betsy Fitzgerald, Charles Rudelitch, John Harris, Jonathan Thomas, Lisa Veazie, Barbara Clark, Walter Kumiega, Nicholas MacDonald Quorum present Staff Present: Rebecca Palmer, Anne Ossanna, Melissa Mattes, Donna Zdanis, Kevin Bean, Ida Bagley, Sarah Nugent, Cheryl Robbins, Rose Honders, Bobbi Harris, Lee Hardison, Kathy Spencer, Becky Guyton Guests: Grant Lee		
II. Items for Board Action		
1. Resolved, to approve the Board Meeting Minutes from 9/28/2021. Discussion: None Action: Lisa Veazie made the motion to approve the minutes as written John Harris seconded. Motion passed.		
2. Resolved, to authorize the President, Treasurer, Executive Director and Finance Director to sign checks for FY 21/22 Discussion: None Action: Grant Lee made the motion to authorize the President, Treasurer, Executive Director and Finance Director to sign checks for FY 21/22 Jonathon seconded. Motion passed.		
3. Resolved, to authorize the Executive Director and Finance Director to sign all agency agreements, contracts and corporate agreements for FY 21/22 Discussion: None Action: Lisa Veazie made the motion to authorize the Executive Director and Finance Director to sign all agency agreements, contracts and corporate agreements for FY 21/22 Walter Kumiega seconded. Motion passed.		
4. Resolved, to authorize the President and Vice President to sign the Executive Directors expenses for FY 21/22 Discussion: None Action: Lisa Veazie made the motion to authorize the President and Vice President to sign the Executive Directors expenses for FY 21/22 Barbara Clark seconded Motion passed.		
5. Resolved, to approve the meeting schedule for FY 21/22 Discussion: Meeting schedule is a continuation of the existing schedule, the last Tuesday of the month. Action: Jonathon Thomas made the motion to approve the meeting		

schedule for FY 21/22 Nicholas McDonald seconded.

Motion passed.

6. Resolved, Approve Board of Directors Terms FY 10/21-24

Discussion: the Washington County Commissioners approved Charles for another three-year term.

Action: Grant Lee made the motion to Approve Board of Directors Terms FY 10/21-24 Walter Kumiega seconded.

Motion passed.

III Reports

1. Executive Directors Report– Rebecca Palmer

A. Board Action - Properties as reported and discussed

B. Board Action- Creation of a Housing Development Committee
Annual board meeting set for November 30. Still have to set up the time and agenda.

Sarah needs support gathering signatures at some towns on election day, if you are able to volunteer, please get in touch.

Wellness Committee is being revitalized, working with MMA.

COVID team is shifting focus, sharing energy and lessons learned with whole organization. Now DCP Supports team, reps from each division, focus is creating one organization. Senior leadership still involved, but bringing in the next group of leaders to participate here.

Development Committee Met on the 19th, have Rachel on board now, worked on creating a priority list of where the gaps are in funding, also on getting out public awareness on who DCP is.

Attending NCAP training, learning about available resources, today was about board training.

Been working on development of compensation plan, referenced the Compensation Policy. Policy clearly calls out salaries and wages to be competitive with market. First step is presenting findings, then from that, determine the next steps. Donna will present it. We will discuss after Donna presents. Starts with HR role, then following the direction of the board, we will examine how we will implement it.

Town of Steuben had approached us to say there is a piece of land that could potentially be transferred to DCP to develop a home for a veteran. Selectmen decided to bring it to the town to vote. It was a very close vote, but it was turned down by the town members.

Discussion needs to happen about - if and how DCP becomes more involved in affordable and/or attainable housing. At some point, we need to have a vehicle or a committee to bring these ideas to, to explore and make recommendations to the full BOD for discussion.

This brings us to a small piece of land that we own in Hancock. A young woman who is working toward her Gold Award for the Girl Scouts has approached us. Her project is to develop a small home for a veteran. DCP would own the house when it was built. We would need to commit to veteran preference housing. Consider how we would pay for it? There is funding around Veteran Housing. Looking at a transitional housing model for continued funding and determination of its use be for veteran housing; we will examine funding from Me State Housing and the VA.

Need to make sure that we check with the planning board in Hancock to be sure that we can put the house we intend to on that land.

No upfront cost to DCP to build it, the costs will come later with the property management.

Action: Walter Kumiega Move that we move forward with tiny steps project. Second Ruth Sousa

Motion Passed

Contacted regarding a property in Lubec, two women living there have health issues, house has unexpected serious issues. Lawyer brought it to us, found a benefactor to donate \$90,000 to either demolish or improve house. Offered rental assistance until home is deemed safe, but the owners chose to stay. Lawyer previously found another non-profit to manage this project, but both parties withdrew from the project and lawyer approached DCP to be project manager/fiscal sponsor. Our concern is health and welfare, not sure what we will be getting into.

Also have a failed septic, which led Bobbi to learning about a new grant opportunity for failed septic.

This will be a true construction project, much more involved than Tiny Steps will be.

Concerns about size of project, scope of our work, inadequate funding.

Action: Jonathan Thomas made a motion that this be tabled to allow staff to learn more. Lisa Veazie seconded

Motion passed

Thinking forward, looking at DCP's role in affordable and attainable housing.

2. Presentation: Human Resources Director – Donna Zdanis
Board Action: Compensation – Grade and Salary Range Structure
Compensation review: continuing conversation from last month.
Working with Laurie Bouchard. She is doing similar work with other CAPs.

Started process with a minimum of \$14 per hour, then Laurie updated the ranges, developing spread between the grades and ranges.

Looked at some of our positions and shifted their grades.

Want to shift everyone who is below their grade up to the minimum of their grade.

Recognize experience, also recognize that this is very expensive, and put a 10% cap on increases.

Discussion: Where is this \$205,000 even starting from?
First, recognize that the need is there, and then what are the next logical steps?

How big an endowment would we need to manage this?

Tally of unrestricted endowments, 1.280 million. Restricted side, which cannot be used for this, is 2.5 million.

When surpluses hit net assets, support deficits, then get banked for rainy day.

Kevin will calculate the investment income.

What is the short-term and long-term plan for funding this?

Important to do this to support staff.

Financing plan should project out a few years. This is not the last investment.

Concern that not everyone would get a raise, COLA is not guaranteed.
How do you calculate COLA into this?

3. Development Committee Report – Barbara Clark

SEED campaign is fully underway, with signature gathering on Election Day planned again this year. Need volunteers (Nick MacDonald volunteered.) Last year, we brought in \$144,000.

Friendship Cottage received a grant to support the meal program that Anne created at the start of the pandemic.

Intend to work on a plan to increase the percentage of private donors, which currently stands at 2%.

4. Finance Directors Report – Kevin Bean

EOY process – generally do not get out October financials due to year-end work.

Surplus of \$370,000 due to bank letting us have whole PPP forgiven, even though we had not spent it all. Taken the Auditor's advice, recognized the revenue, and able to transfer it back to certain programs – transportation and childcare, so 135,000 was able to come back and hit bottom line. It is designated cash for 6 years, in case they come back and say that we should not have claimed the PPP the way we did.

Another great month for seed, \$20,000 more. Best year ever, \$144,000.

Revenues 20% over budget, expenses 12% over budget, due to energy (rent relief)

Transportation has slight gains in billing.

5. Head Start Director's Report – Melissa Mattes

Report did not make it into the board packet.

Highlights:

- Continue to have some closures due to COVID but all programs are open most of the time.
- No applicants yet for new classroom in Ellsworth
- No word back on application for special education classroom in Ellsworth. Our Disability Manager is following up weekly.
- Work continues on playgrounds with some delays. Working to expedite some projects.
- Enrollment office has moved to Bucksport Road and Melissa will be

overseeing while training Operations Manager to supervise.

- Enrollment numbers continue to be extremely low. I am working with the enrollment specialist to strategize, as some of our classrooms have lower class size limits and others cannot open (Mt. View/Schoodic). Staffing is preventing the opening of two classrooms in Ellsworth.
- We are monitoring the vaccine mandate and waiting on specific timelines and requirements. HS rulemaking is in process – hope to see final rule in November. Preparing staff for January 1 deadline.

Superintendent of RSU 24 (Mountain View/Schoodic) indicated that they are doing their own PreK next year.

First installment of childcare stabilization funds \$50,000, with \$9,000 to go to a requisite \$200 a month to staff from now until next September.

7. Parent Policy Council Minutes from 09/15/21 (Board Packet)

**IV Business meeting
adjourned at 6:50 PM**

Barbara Clark made the motion to adjourn **Walter Kumiega**

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