

Called to Order: 5:03 PM	Via Zoom	
I Roll Call and introductions		
<p>Roll call: Charley Martin-Berry, Betsy Fitzgerald, Jonathan Thomas, Barbara Clark, Walter Kumiega, Grant Lee, Lori Schnieders, Charlie Harrington, Ron King, Martha Beathem, Charles Rudelitch, Wayne Hanscom, John Harris, Elaine Abbott, Quorum present</p> <p>Staff Present: Mark Green, Kevin Bean, Anne Ossanna, Rose Honders, Bobbi Harris, Sarah Nugent, Dale Basher, Donna Zdanis, Cheryl Robbins, Melissa Mattes</p> <p>Guests: None</p>		
II Items for Board Action		
<p>1. Resolved, to approve the Board Meeting Minutes from 9/29/20 Discussion: Correct two dates Action: Martha made the motion to approve the minutes as amended, Charley Martin Berry. Motion passed.</p> <p>2. Resolved, to approve the Anti-Harassment, Discrimination and Sexual Harassment Policy, which repeals and replaces policy HR 0004 Discussion: Essentially a big update to an existing policy with additional information. Donna led a group that revised the policy over the last month. She can answer any questions.</p> <p>pages 15 and 16 cause some concern that the language could be drafted too broadly, would inadvertently capture innocent behavior. Designed to capture inappropriate behavior.</p> <p>Should it be more closely defined as to being a client of the program for which the employee works?</p> <p>Want to be very clear as to what the definitions are.</p> <p>Suggest that it be tabled and worked on, brought back to the board for the November meeting. Action: Ron made the motion to approve the Anti-Harassment, Discrimination and Sexual Harassment Policy. Walter seconded. Motion Tabled</p> <p>3. Resolved, to approve amendments to the policy governing paid time off (PTO) for benefit eligible employees retroactive to September 30, 2020. Discussion: to allow employees who had more than 440 hours of PTO at the end of September to shift up to 80 hours over to a sick bank. It would not be available if employee leaves. This year was especially difficult for staff to take time off, as the pandemic changed work schedules.</p> <p>Note: on list of holidays Columbus Day needs to be changed to Indigenous People's Day</p>		

Action: Grant made the motion to approve amendments to the policy governing paid time off (PTO) for benefit eligible employees retroactive to September 30, 2020. And to change Columbus Day to Indigenous Peoples Day. **Ron** seconded. **Motion passed.**

4. Resolved, that the Finance Director of DCP be authorized to withdraw the following amounts from the unrestricted portion of the ECE Endowment Fund for the purpose of funding the Early Childhood Childcare subsidies and discounts at DCP for the Fiscal Year 2021.
 - \$20,000 to assist families eligible for the EEAF program which allows subsidies not only for families eligible for State subsidy, but for any family whose income is at or below 325% of federal poverty level.
 - \$5,000 to assist families with the cost of transporting their children to school by providing \$2 - \$5 per day for transportation
 - \$22,000 to allow the agency to continue the practice of using a sliding scale for childcare based on income.

Discussion: Is the 2-5\$ per day accurate in this area? It is actually 2.50 a day or, if they are farther away from the center, it bumps up to \$5 per day. These have been the limits since prior to the merger, conservative to try to make funds last.

It would be appropriate to ask us to look into the rate.

Action: Lori made the motion that the Finance Director of DCP be authorized to withdraw said amounts from the unrestricted portion of the ECE Endowment Fund for the purpose of funding the Early Childhood Childcare subsidies and discounts at DCP for the Fiscal Year 2021.

Barbara seconded. **Motion passed.**

Action: **John** made a motion that we look into the transportation fee to determine if it is still appropriate. **Ron** seconded. **Motion passed.**

III Reports

1. Executive Director's Report– Mark Green
Want to call attention to the rental program information in my ED report. Lee and her staff have done an amazing job with this program. Just got an email, extended program can cover rent for October and November. Each application has to be redone if someone wants to apply for this, makes more work for staff, but helps clients.
New funding, \$150,000. If we hustle, we could get more.

Also, want to check in about the date of the November meeting which is

November 24 – will you all be able to attend so that we have a quorum?

Yes.

Dale Basher reporting on tiny house:

Finishing up the finishing carpentry, a little electrical, a little plumbing, and hooking up the septic and water, waiting for a back ordered wood stove. Heat pump can be installed soon. Most of the remaining items are donated, though there are hidden expenses in everything we do – nearly done!

2. Development Committee Report – Barbara Clark

Report is in the packets. Megan has submitted several grants, two or three are in process. Seed data being collected and collated.

MCF donated 18,000 for COVID-19.

St Dunstan's is holding their holiday Bazaar online. Benefits THAW. Link on St Dunstan's website.

FC has put the three year plan on hold. But Anne has sent out annual appeal letter, and is receiving funds, approximately \$7,000 thus far.

Talked about the need for additional staff, managing with volunteers, but staff is tight.

Talked about Development plan, need for additional board training, especially in understanding finance reports.

3. Finance Director's Report – Kevin Bean

Yet another good month, thanks to PPP. PPP Loan ended October 3, we are able to spend until the 4th, even accrued expenses up to that date, will settle it out this month. Cash increased slightly, as did ARs. Have been seeing more state delays, unintentional, many of them are working from home. Maine Housing is concentrating on the rental programs. Not what I want to see at end of FY, but expected. Expenses 3 % under, revenues 5% over, primarily due to COVID-19.

On page two of narrative, ECE, found a typo, should be a 239,000 surplus. Preliminary numbers, expect that to change once I reconcile the PPP loans, transfer something from ECE, Trans and Admin to cover expenses PPP cannot pay for -- FICA, Workers Comp, IDC, estimate 150-160,000 worth. Hopefully finish reconciling the program and have a better answer. Trans surplus 282,000. FC deficit is only \$4,000. Spent \$51,000 or CARE funds. SEED was 136,000, only budgeted 85,000.

Comment: Appreciate the info on the COVID and PPP didn't mean to interrupt your day-to-day work.

Response – no trouble – some of those will change as we wind up the yearend.

Surplus balance will drop a bit, but do anticipate that we will close out the year with a surplus.

4. Head Start Director’s Report – Melissa Mattes
Melissa is representing us at a community meeting, may be here later if anyone has questions they can ask her then.

No questions.

5. Parent Policy Council Minutes from 10/21/2020 – in packet

IV Presentations

1. Common Decency Training – Donna Zdanis
Plan is that after this training tonight, we will come back to you at the November meeting with an inclusiveness statement, then we will provide the training to all employees.

This is an overview of the training; the actual training is three hours long.

Training covers:

Common Decency description and definition.
Positive behaviors.

Unconscious bias
better understanding of the inclusivity statement we will have next month

**Business meeting adjourned at
6:25 pm**

Walter made the motion to adjourn.

Respectfully submitted, Sarah Nugent, Manager Communications and Resource Development