

Called to Order: 5:05 PM	Via Zoom	
I Roll Call and introductions		
<p>Roll call: Charley Martin-Berry, Betsy Fitzgerald, Jonathan Thomas, Walter Kumiega, Grant Lee, Charlie Harrington, Ron King, Martha Beathem, Charles Rudelitch, Wayne Hanscom, John Harris, Elaine Abbott, Ruth Sousa Quorum present</p> <p>Staff Present: Mark Green, Kevin Bean, Anne Ossanna, Rose Honders, Bobbi Harris, Sarah Nugent, Dale Basher, Donna Zdanis, Stacy Brown</p> <p>Guests: Amanda Smith</p>		
II Presentations		
<p>1. Housing – Bobbi Harris</p> <p>Overview of housing programs All programs are based of LIHEAP eligibility except for CDBG. We get approximately 360K per year to do repairs to homes, 380 homes on the waiting list. Spend about 20000 in each home, can only do about 18-20 homes a year.</p> <p>Furnace replacement program. We have put over half a million dollars into new furnaces in our two counties in the past two years. Right now we have 42 no heats on the list, have funds for 35 of them. Very fortunate that we have a private donor who is interested in switching people to propane, might be able to help all of these people.</p> <p>Oil tank replacement program, replace 22 oil tanks a year.</p> <p>Housing staff have taken a new approach to the way that we approach the homes that we enter. We used to basically go into the home and take care of the emergency (ie: furnace replacement, fuel tank, leaking roof, failed well, etc.....but we noticed that many of the homes that we were going into and taking care of those emergencies, we were seeing them a year or two later for another emergency. Now when we are in a home we take a whole home approach and look at all the systems of the home and programs and funds we have and take care of those items that will make the whole home safer and more energy efficient.</p> <p>Question: Is weatherization part of the 380,000? No weatherization is actually LIHEAP, we also get DOE funds for WX.</p> <p>Question Are any mobile home replacement programs?</p> <p>Yes, we blend CDBG and Maine Housing funds. Doing one now, Me Housing pulled out midstream. We have found a lot of ways to blend funding to keep going to get this woman a home.</p> <p>Would love to do more of these.</p>		

Question How much local funding do you get?

Past couple of years, very fortunate. Probably received about 250K from private donors, without which we could not do the work we are doing.

Question Do we get a lot of referral from churches? No, but uptick in caseworkers calling, elderly in hospital, can't go home until changes are made.

Of the 18-20 we do, usually it is emergency situation.

Question Is there a mechanism for follow up with families? Guess that new strategy will have significant health issues, other problems, can we track that?

Aging in Place program does have a follow up at 3 months, 6 months, 1 year. Dale and Bobbi could look at to do this with all projects.

Question Do we use USDA furnace replacement funds?

No longer exists, do have a 504 program, up to 750 for elderly and disabled. We refer eligible people to that.

Bobbi has discretion on how she allocates CHIP, she uses this for furnace replacement if she needs to, while maintaining required ratios.

III Items for Board Action

1. Resolved, to approve the Board Meeting Minutes from 10/27/20
Discussion: None
Action: **Charlie Harrington** made the motion to approve the minutes as amended, seconded **Lisa Veazie**. **Motion passed.**
2. Resolved, to appoint Amanda Smith as an "elected sector" member of the Board of Directors representing Washington County.
Discussion: Amanda introduced herself. She is a workforce Development specialist at EMDC. Been in career Counseling for just over three years. Psychology and community studies, UMM. Live on Beals Island with family getting through remote learning somehow. Lots of home renovation happened since March!
Action: **Walter** made the motion to approve the appointment of Amanda Smith as an elected sector member of the board of directors, representing Washington County. **Martha** seconded. **Motion Passed**

3. Resolved, to approve the Anti-Harassment, Discrimination and Sexual Harassment Policy, which repeals and replaces policy HR 0004. (Tabled at 10/27/20 Meeting. Proposed amendments are shown on pages 4-6)

Discussion: Looks on pages 13-15 this is where we made the changes to address concerns from last month.

Language is perfect, hit nail on the head.

As staff, we really appreciate when the board digs in, what you picked up on was important, thank you for that.

Action: Walter moved to get the motion off the table, Ron seconded.

Grant made the motion to approve the Anti-Harassment, Discrimination and Sexual Harassment Policy, which repeals and replaces policy HR 0004. **Walter** seconded. **Motion passed.**

4. Resolved, to approve the Flexible Work Schedule Policy and Procedure dated 11/17/2020

Discussion: Not really a response to COVID, but recognizing how the work place has changed as a result. This is ongoing. Designed to be for the benefit of the organization, not just the employee. Safety is brought in, of staff, equipment, data.

Work day is set to match the work day in the office, is flexible.

Notice how complete and comprehensive. Wondering how much of this is your own work, and how much is best practices shared across the profession.

Always start with the best policy out there, then adapt to the needs of DCP.

Question: is the staff happy with this?

Don't know – Kevin, Bobbi, Donna, Mark, Melissa work on it, then it goes the leadership committee, and their comments were incorporated. Haven't asked if everyone is happy.

Question:

How do employees currently track their time?

Through EMS database. This would not be a change.

Action: Martha made the motion to approve the Flexible Work Schedule Policy and Procedure dated 11/17/2020. **Lisa** seconded. **Motion passed.**

5. Resolved, to an approve the Inclusivity Statement for Downeast Community Partners
Downeast Community Partners is committed to improving the quality of life and reducing the impact of poverty in Downeast Communities. We recognize that these communities are made up of people who are diverse and vibrant, and believe that all people are entitled to be treated with dignity and compassion. DCP embraces this diversity and vibrancy. We work each day to help all our employees, those whom we serve, and our community, to envision and achieve all that is possible. This is who we are.
Discussion: My favorite part is at the end, this is who we are.
Action: Grant made the motion to approve the Inclusivity Statement for Downeast Community Partners. **Ruth** seconded. **Motion passed.**

6. Resolved, to approve Paid Time Off (PTO) Policy For employees working fewer than 30 hours a week
Discussion: This is the policy to comply with the new state law. When we look at the benefits portion of our policy, we will review benefits for part timers, but this will get us to comply with the new law.
Action: Ruth made the motion to approve the Paid Time Off (PTO) Policy For employees working fewer than 30 hours a week.
Lisa seconded. **Motion passed.**

7. To elect a Chair, Vice Chair, Treasurer, and Secretary for the coming year.
Discussion: The current officers are willing to serve
Action: Jonathan made the motion to reelect the current slate of officers (Charley Martin Berry is Secretary, Lisa Veazie, Treasurer, Walter is Vice Chair, Betsy is Chair.) **Charlie** seconded. **Motion passed.**

8. Resolved, to accept the resignation of Mark Green, Executive Director effective 5/14/21.
Discussion: This is one of the most fun jobs I have had, and in some ways, the easiest to leave, because I leave it in good hands.

Executive committee is tasked with doing the replacement search. Betsy will get to the committee after Thanksgiving to determine process.

Thank you Mark, you have done and amazing job.

Action: Ruth made the motion to accept the resignation of Mark Green, Executive Director, effective 5/14/21 with great regret.
Elaine seconded, also with regret. **Motion passed.**

Downeast Community Partners (DCP)
 Meeting of the Board of Directors, November 24, 2020 AMENDED

1. Executive Directors Report– Mark Green

Two things I want to mention, Kevin and I have gotten RFP out for the management of our endowment, we have gotten two responses. Going to being finance committee together in December, review responses, recommend to full board in January.

Stacy has been diligently working on community needs assessment, all done in house. Will be done in the next few weeks, needs to be approved by end of year. Will call the exec committee together to approve. Not the big three year report, but the annual update.

Question: Anything surprising you, Stacy?

Yes, unemployment number, and the number of elderly living in poverty has grown exponentially.

2. Development Committee Report – Ruth Sousa/Ron King/Barbara Clark Met and were missing Barbara. Report in packet, spoke about development activity, Megan has been doing a lot on grants, this month, PR, SEED. Seed is doing very well, team went out for petition gathering on election day, were done by 11 am.

Maine Families RFP has been submitted.

3. Finance Directors Report – Kevin Bean

Transition between fiscal years, very difficult to provide reports now, because of lack of booking AR. Currently have 2.1 million in bank. Want to get back on track with end of year process.

4. Head Start Director’s Report – Melissa Mattes

5. Parent Policy Council Minutes from 10/21/2020 (Written)

**Business meeting adjourned at
 5:52 pm**

Charley made the motion to adjourn.

Respectfully submitted, Sarah Nugent, Manager Communications and Resource Development