

Downeast Community Partners (DCP)  
 Meeting of the Board of Directors, November 5, 2019

<b>Called to Order: 2:00 PM</b>		
Roll Call and introductions		
<p><b>Roll call:</b> Betsy Fitzgerald, John Harris, Martha Beathem, Walter Kumiega, Ron King, Lisa Veazie, Charlie Harrington, Grant Lee, Barbara Clark, Jonathan Thomas, Becky McKenna, Lori Schnieders. Quorum present</p> <p><b>Staff Present:</b> Mark Green, Kevin Bean, Melissa Mattes, Stacy Brown, Hook Wheeler, Becky Guyton</p> <p><b>Guests:</b> None</p>		
Presentations		
<p>1. Quarterly Report on Strategic Plan – Mark Green        Mark reviewed progress on Strategic Plan, noted highlights.        Deficiency free audit from Maine Housing, deficiency free fire inspection and licensing visit at Friendship Cottage, heat pump funding being released from MSHA, new program in Baileyville and Calais, reopening classroom at Avery Lane, significant progress on opening a recovery home for women in Machias, applied for a grant to hire a family coach for a pilot whole family program in Bucksport, training for transportation staff working directly with clients, addition of Grant Lee brings us back to 18 on the board, progress on Compensation Plan, leadership training in process, will be presenting a new award for innovation to a staff person at the annual meeting, awarded a \$130000 grant for purchase of electric vehicle and other energy work.</p> <p>2. CSBG Outcomes Reporting – Stacy Brown        Stacy handed out and highlighted outcomes; encouraged board members to read it and ask questions in future meetings. Betsy asked how numbers served are reported – Stacy clarified. Ron asked about living wage amount; not clear.</p>		
III Items for Board Action		
<p>1. Resolved to approve the Board Meeting Minutes from 9/24/2019  <b>Discussion:</b> None  <b>Action:</b> <b>Walter</b> made the motion to approve the minutes as amended, <b>John</b> seconded.  <b>Motion passed.</b></p> <p>2. Resolved, to elect officers for FY 19/20        Chair – Betsy Fitzgerald        Vice-Chair – Walter Kumiega        Treasurer – Becky McKenna        Secretary – Charley Martin-Berry        Charley Martin-Berry and Lori Schnieders will continue on the board if elected.  <b>Discussion:</b> None  <b>Action:</b> <b>Ron</b> made the motion to elect the officers and two board members. <b>Jonathan</b> seconded. <b>Motion passed.</b></p>		
IV Reports		
<p>1. Executive Directors Report– Mark Green        Mark asked for feedback on stories from the field and the outcomes report. Board</p>		

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reported that SFF are very important to them and helps them understand what we do and see some of the outcomes that they can't see in financial or other reports.

2. Finance Directors Report – Kevin Bean

End of the fiscal year; from preliminary reports we have dropped deficit by \$37000. Still a lot of more work to do to close the books for the fiscal year. Better than last year for receivables to about a quarter million. Due to transportation, unrestricted funds, and a really good year for SEED funds – up to \$144000 for the year. Current status of deficit: we still have \$35000 to spend on CSBG – able to reallocate to bring some deficits down in other contracts. Expect some write offs in transportation, quick look at HS program – tight budget right now for grant ending 11/30/19; will be keeping a close eye on expenditures. October financials – not able to produce accurate reports due to closing of year. Will include in December packet with a memo to that effect. Grant asked about increase in SEED – Sarah a huge force in seeking funds, along with staff and board members attending town meetings to represent DCP. CFO and WHCA asked for \$\$ previously separately; still a lot more than both combined. Some towns catching up from previous years which increased overall amounts. We do individualize conversations based on community needs when speaking with community members. Charlie asked about how deficit is rectified. Kevin reported losses this year will not occur next year – they were one-time expenses. Hoping for a \$30000 deficit when all is said and done. Still becoming accustomed to influx of staff in EC September and how to prepare adequately. Looking forward to purchasing electric vehicles; they will help to add to revenues. Will be able to take on more trips. Charlie asked about changing fiscal year; Kevin noted that the work it would take to do it does not necessarily address the issues we are already working out. Will continue to address budgetary issues as they arise and address accordingly.

3. Head Start Director's Report – Melissa Mattes

Highlighted new staffing and invited all to Self-Assessment meeting on the 18<sup>th</sup>.

**Business meeting adjourned at  
 2:55 pm**

**Becky** made the motion to adjourn.

Respectfully submitted, Melissa Mattes, Director of Early Childhood Programs