

Downeast Community Partners (DCP)
Meeting of the Board of Directors, February 23, 2021

Called to Order: 5:05 PM	Via Zoom	
I Roll Call and introductions		
Roll call: Charley Martin-Berry, Betsy Fitzgerald, Jonathan Thomas, Walter Kumiega, Grant Lee, Ron King, Martha Beathem, Wayne Hanscom, John Harris, Barbara Clark, Lori Schnieders, Lisa Veazie, Ruth Sousa, Charlie Harrington Quorum present Staff Present: Mark Green, Kevin Bean, Anne Ossanna, Rose Honders, Bobbi Harris, Sarah Nugent, Dale Basher, Donna Zdanis, Stacy Brown, Melissa Mattes, Cheryl Robbins Lee Hardison, Heidi Fish, Ida Bagley Guests: None		
II Presentations		
<p>1. Energy Division update – Lee Hardison, Energy Services Director LiHeap is now known as Heap. Have processed 3, 500 applications, ahead of last year’s numbers. Working with less staff, due to rent relief (since April 2020) which has put out 1.9 million for tenants in two counties. Done that with 2-4 HEAP staff members since April. Even with fewer staff, we changed process to be more user friendly, able to do more with fewer staff people. All applications are now contactless, by phone, utilizing drop boxes in Ellsworth and Machias.</p> <p>Today we installed an intercom system to make it easier for Sharrie to communicate with people who are outside the locked door.</p> <p>ECIP – have to be HEAP qualified. ECIP offers additional support, up to \$400 for fuel, minor furnace repair, or stop a disconnect on electricity if heat is mainly powered by electricity.</p> <p>LIAP – for people in Versant service area, one time credit, based on percentage of poverty.</p> <p>ELLP through CMP, similar program, but stricter rules, fewer clients.</p> <p>AMP – arrearage management through electric companies, HEAP eligible, can get bill forgiven, if eligible</p> <p>THAW – going great guns, helped roughly 400 people since October 1.</p> <p>Also have Keep Me Warm Fund, Steuben fund, also for emergency heat.</p> <p>Foreclosure prevention program in our division. Jenny P works on that, has one client she has been working with for 6 months, no zoom access, slows it down.</p> <p>FEMA – Washington County – food pantries get funding for people in their service area.</p>		

Questions: Why does FEMA not do Hancock County?

Pantries in Hancock County decided not to be involved because of intense paperwork.

Mark: HEAP is a foundation program, many of our other programs are based on HEAP eligibility.

Lee is very modest, they are doing amazingly well, heading to being the only CAP to increase numbers for three years in a row.

They have done an amazing job with the rent program as well. Heck of a job, heck of a year.

III Items for Board Action

1. Resolved, to approve the Board Meeting Minutes from 1/26/2021
Discussion: None
Action: **Grant Lee** made the motion to approve the minutes as written, seconded **Lisa Veazie Motion passed.**
2. Resolved to approve the Internal Dispute Policy dated 12/4/20. (Tabled from 1/26/21)
Discussion: Question: What is ACF Regional? Administration Children and Families.
Action: taken off the table – unanimous **Walter Kumiega** made the motion to approve the Internal Dispute Policy dated 12/4/20, seconded **Ruth Sousa. Motion passed.**
3. Resolved, to approve the Respiratory Protection Program/Policy dated 6/8/20 (Tabled from 1/26/21)
Discussion: policy is designed to cover the nurses.
Action: **Lisa Veazie** made the motion to approve the Respiratory Protection Program/Policy dated 6/8/20 seconded **Martha Beathem. Motion passed.**
4. Resolved, to approve the Criminal Background Check Policy dated 12/23/20 (Tabled from 1/26/21)
Discussion:
Action: Still tabled, some details still need to be worked out.
5. Resolved, to approve the 2021 Self-Assessment Plan
Discussion: Head Start requires a self-assessment plan, board and policy council are required to approve. This year we have some leeway, reviewed state-wide data, looking how we adapted to pandemic, reaching out to families, children, to accomplish the HS goals. Want parent input, board

input, intend to do this on March 24-25.

Please keep board updated when date and time are set. Hoping for better participation because it will be by ZOOM

Action: **Ruth Sousa** made the motion to approve the 2021 Self-Assessment Plan, seconded **Charlie Harrington. Motion passed**

6. Resolved, to approve the Title VI Policy dated 2/23/21

Discussion: required to do, updated it, redid in anticipation of DOT review on Thursday.

Action: **Walter Kumiega** made the motion to approve the Title VI Policy dated 2/23/21, seconded **Grant Lee. Motion passed.**

7. Resolved, to approve the Mandatory Reporting Policy dated 10/7/20

Discussion: Social service agencies – don't report to directly to DHHS, report to supervisor. Added a layer of protection.

We do offer that to employees, but do not require it. This not permission to make a report, but consultation. We are available for supports, but the staff person has their own obligation to report.

Do we need to exclude board members?

Table to review and clarify.

Action moved to table the Mandatory Reporting Policy dated 10/7/20.

8. Resolved to approve the Gift Acceptance Policies and Guidelines dated 2/12/21.

Discussion: question: do we really want to accept real estate, given our history? Also, Oil and gas rights.

Tried to be really careful about real estate, outline many questions that need to be answered. Any gift can be refused.

Policy calls for review by exec committee of gifts \$25,000 or more.

Only two changes to the previous policy – committee changed to executive committee, review level of \$25,000.

Section 5, go with estimated market value at time of donation, in case a stock donation is close

Table to make changes.

Action Tabled the Gift Acceptance Policies and Guidelines dated 2/12/21

9. Resolved to authorize the Executive Director to enter into an MOU with Gil Tenney and Richard Kane for the purpose of developing a video about Tracey Hair, Executive Director of HOME and others entitled “Building Hope”.
Discussion: Gil is looking for a grant to make this video about Tracey, want us to be fiscal agent for this one project.

Many questions regarding the scope of work and our capacity
A little bit of compensation, is it enough for the work we have to do?

Confused about status of this partnership – this is not a project of Community Compass. Do we know why not?

Recommended being super careful about creating a point of time film, extreme sensitivity to people who will be captured on film.

Do we have the staff to handle this? Are we doing this because it fits with our Mission?

Is there a chance that we will get caught holding the bag if it doesn't work out?

What is the approach that the board wants to take with fiscal sponsorship opportunities? Do we want one and done projects, or ongoing organizations?
What is our game plan?

Would it make more sense and work better if this were a Community Compass Project?

Would it make sense to have a couple of board members to meet with the organizers? In light of what was discussed, it would give us a better feel for the project and what it entails?

Action Chair's decision to gather more information. Ruth Sousa, Lori Schnieders, Barbara Clark, Charlie Harrington willing to be on the board committee to talk to Gil and the film makers to learn more about the project and what it entails. Stacy will get them the Fiscal Agent Policy.

Finance Committee met at 4:30

Reason for meeting is that at the last board meeting, Ron asked to see more info about ESG* model. The process that the First will go through while investing the portfolio.

Reached out to Peter and his team, received back info on their process. But coming out of those were some questions from his team members, what direction does the board want to go? Portfolio invested entirely or a majority of ESG?

After some discussion, because models are new, be fairly easy to get to 50% and then build on that in future years. Also discussed fossil fuel portion of our current policy. It was decided that part of the policy could be removed, ESG policy would take care of that. Some things in the fossil free index already are considered ESG. Recommendation to the board would be to start our investments and rewrite the policy as 50% ESG, removing fossil fuel requirement, and review portfolio mix every two or three years to ensure that investments are following board's direction, with a goal of achieving a 75% mix. Not much to choose from in the way of funds, it is a new process.

More options are coming available, that we can review to get up to where we want to be.

*ESG = environmentally and socially responsible governance

Action: Kevin has agreement of board to go work on the policy and bring it to the board in the future.

IV Reports

1. Executive Director Search update – Betsy Fitzgerald

Interview committee has met, questions developed and assigned, start interviews next week, for the next few weeks.

Interviewing seven, and we will narrow that down to two candidates for the executive committee to interview.

2. Development Director's report – Barbara Clark

Sarah working on DCP development plan, more in March. THAW is very successful, St Dunstan's donated \$6,500 from their online bazaar, several community foundation grants, community challenges.

SEED is ramping up.

FC is cooking meals and delivering them, as a way of cultivating future participants.

Two very generous donations for a thorough cleaning of FC. Also a donation for one swivel chair.

Raised \$650 selling raffle tickets, for sale now!

3. Executive Directors Report– Mark Green

Everything is in the report. Really want board feedback on the new report style.

Question: Update on Machias building – staff updates? Can people go there?

Building is closed but staffed, there is a drop box where people can leave documents.

As far as office space goes, every office is occupied with the exception of one of Ida's.

All shared offices have lexan to shield staff.

Lee is down one staff person, not sure of her plans.

4. Finance Directors Report – Kevin Bean

Cash in, receivables down, like to see it go down further. Waiting for the state on a few contract payments, need to reach out. Surplus of \$69,000, 5,000 decrease from last month. Had a good month with Lee’s rental assistance. What we were able to claim offset some of the deficits in ECE and Transportation. Deficits there are truly a result of the COVID crisis, looking to see where we can make some changes, look at revenues, process, ratios for children. Not sure what the outlook is for these programs, dependent upon revenues. We are not alone, met with peers in other CAPs, they are seeing same thing. We were able to drop surplus from PPP, will likely be drawing on that. Transportation rides are going up a little bit.

Head Start contract extension might be able to shift about \$100,000.

Agency revenues 14% over budget, expenses about 9% over budget, due to rental program.

New rental program is going to be totally different, more like a contract, not a money maker for us.

5. Head Start Directors report – Melissa Mattes

Nothing to add to written report, as Kevin said we need to apply for extension due to unspent HS fund. Also applying for non-federal waiver – didn’t get all the in-kind we would have normally, might need board approval. All waivers are being approved by HS.

6. Parent Policy Council Minutes from 2/17/21 (Written)

**V. Business meeting
adjourned at 6:30 PM**

John Harris made the motion to adjourn, **Lori Schnieders** seconded.

Respectfully submitted, Sarah Nugent, Manager Communications and Resource Development