

Downeast Community Partners (DCP)
Meeting of the Board of Directors, March 30, 2021

Amended

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| Called to Order: 5:05 PM | Via Zoom | |
| I Roll Call and introductions | | |
| Roll call: John Harris, Betsy Fitzgerald, Ron King, Grant Lee, Barbara Clark, Charley Martin Berry, Martha Beathem, Lisa Veazie, Wayne Hanscom , Jonathan Thomas, Walter Kumiega, Charles Rutledge Quorum present Staff Present: Anne Ossanna, Melissa Mattes, Cheryl Robbins, Donna Zdanis, Kevin Bean, Stacy Brown, Dale Basher, Bobbi Harris, Rose Honders Guests: None | | |
| II Presentations | | |
| <p>1. Transportation – Cheryl Robbins, Transportation Services Director Division has received some of the backordered transit vehicles. (See attached printout)</p> <p>Only have to dispose of 5 of the old vehicles now. We do have to dispose of 3 diesels though. Maintenance was getting expensive in the older vehicles.</p> <p>Ruth Sousa asked how we were going to dispose of the vehicles. Cheryl stated that they need to do an RFP for the disposals.</p> <p>DCP has also ordered 3 more Ford Transits – we do not need a match for these.</p> <p>Betsy Fitzgerald asked if Transportation has a long term plan to rotate vehicles so that disposal is spaced out. Cheryl is presently disposing of the vehicles that are costing the most to run. These new vehicles are a grant that she didn't have to match agency funds with. Cheryl will be working on a long term vehicle disposal plan.</p> <p>Finding matching funds for the vehicles is difficult. The match for 5310 grants is a 80% bonds and DCP match is anywhere up to 15% of the cost of the vehicle.</p> <p>Transportation for our clients has picked up this past month. This past month we have billed an additional one hundred seventy trips over the prior month. The biggest challenge is providing social distancing in vehicles. Presently we can only have 1 person plus the driver in mini vans. This requires more drivers and also more rides.</p> <p>Charley Martin-Berry asked if we are providing rides for Covid vaccines and clinics.</p> <p>Cheryl stated there are challenges using Modivcare (formerly Logisticare) for rides. Cheryl is working with the DHHS on DCP being the intake vs</p> | | |

Modivcare.

Maine Fair Trade Lobster who DCP has been providing transportation for workers to their facility contacted Cheryl to let her know that they are in the process of selling the company and will no longer need our services. This shouldn't have too much of an affect on her budget.

III Items for Board Action

1. Resolved, to approve the Board Meeting Minutes from 2/23/2021.
Discussion: Ruth asked on page 4 under presentation is “arrearage” spelled incorrectly. Mark said it is the name of the program and is correct.
Action: Ruth Sousa made the motion to approve the minutes as written, John Harris seconded.
Motion passed.
2. Resolved to approve the Gift Acceptance Policies and Guidelines dated 2/12/21 (Tabled from 2/23/2021)
Discussion: Motion un-tabled by Grant. Seconded by Walter Kumeiga.
Action: Ron King made the motion to approve the Gift Acceptance Policies and Guidelines dated 2/12/202, Barbara Clark seconded.
Motion passed.
3. Resolved, to authorize the Executive Director to enter into an\ Memorandum of Understanding (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”. (Tabled from 2/23/21)
Discussion: Jonathan Thomas stated he was still vague on the content of what would be in the video. Ruth Sousa said that it will spotlight those in poverty, working to get out of poverty and how Tracey Hair’s project is doing just that.
Action: Ruth Sousa made the motion 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”. Amanda Smith seconded.
Motion passed.
4. Resolved, to approve the Downeast Community Partners Use of Intranasal Naloxone Policy and Procedure – Volunteer Program.
Discussion: Cheryl Robbins gave an overview of the policy. Two years ago Cheryl worked with Abby Frutchey (Healthy Acadia) for this type of training. Also, it is Cheryl’s passion to have drivers administer voluntarily if they so choose. Six staff have already been trained. Have never had any clients to date that have required Naloxone while using DCP Transportation Services.

Ruth Sousa inquired about the cost of the kits. Cheryl stated that they are free through Maine Health Access.

Martha Beathem asked if all drivers have a cell phone so they can call 911. Cheryl said yes.

Lisa Veazie asked how staff feel about the training. Cheryl stated that many staff wanted to complete the training and want to be able to administer if need be.

Action: John Harris made the motion to approve the Downeast Community Partners Use of Intranasal Naloxone Policy and Procedure – Volunteer Program. Walter Kumeiga seconded.

Motion passed.

5. Resolved, to approve the DCP Investment Policy dated 3/12/21.

Discussion: Kevin Bean, Finance Director, gave an over view of the policy. It is primarily the same policy that DCP has had for a few years. The major change was Environmental, Social, and Governance (ESG) language which was recommended and the removal the Fossil Fuel index because it is not ESG. Another change was to take out the Endowment Policy Label so this one would cover all investments.

Ruth Sousa stated that the wording needs to be changed on some pages to reflect Investment vs Endowment. Kevin will ensure those changes are made.

Charles Rutledge suggested incorporating the ESG paragraph on page two of the policy as a third secondary goal of the investment funds for the agency.

John Harris said that preservation of funds should be primary.

Action: Grant Lee made the motion to approve the DCP Investment Policy, with amendments, seconded Jonathan Thomas.

Motion passed.

6. Resolved, to authorize the Director of Early Childcare and Education to request an extension of the project period for the 2019-2020 Head Start Grant and the 2019-2020 COVID contract.

Discussion: Melissa Mattes, Director of Early Childcare and Education, stated that the extension would be extended for 364 days. Major reason is that the funds can't be carried over so they need to extend the both grants.

Action: Jonathan Thomas made the motion to approve the Director of Early Childcare and Education to request an extension of the project period for the 2019-2020 Head Start Grant and the 2019-2020 COVID contract, Ron King seconded.

Motion passed.

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| IV Reports | | |
| <p>1. Executive Director Search update – Betsy Fitzgerald - Executive Committee interviewed someone today and will interview someone else tomorrow. About two weeks from a decision. Jonathan Thomas asked if the committee is pleased with the candidates. Betsy said yes.</p> <p>2. Development Director’s Report – Barbara Clark – The committee reviewed the final draft of gift acceptance policy. Update on Friendship Cottage donation and fundraising efforts are going well. To date they have sold 95 tickets for the raffle. This puts them almost at the goal to cover the cost of the prize. Jonathan Thomas inquired about the outlook for Seed and appropriation at town meetings. Mark stated that many towns are doing it primarily through Zoom and emails and it is going well.</p> <p>3. Executive Directors Report– Mark Green - DCP was notified that we were awarded Whole Family Contract, we do not know how much the amount of the contract is yet. Hopefully we will know next week. Stacy Brown has resigned and is going to be taking the position of Finance Director at Regional Medical Center Lubec. Mark wanted to congratulate her on her new position and all her hard work she did on the Community Services Block Grant and Empower. Jonathan Thomas introduced a motion that the board recognize Stacy for her good service and wish her well. Walter Kumeiga seconded.</p> <p>4. Finance Directors Report – Kevin Bean - Cash is up slightly. In the month of March DCP received a large amount for the Rental Assistance Program. Found out that the Feds don’t want interest back on these funds. IDC will be allowed for this contract which is welcomed news as initially it wasn’t. Receivables down \$300,000. There is a surplus of \$163,000 in Energy primarily from the last round of the Rental Assistance Program. To date SEED has received \$40,000. There was low activity for February for SEED. SEED is ahead of budget at this point. A few negatives – ongoing deficits in some of the programs, \$132,000 deficit in Transportation...ECE has a \$113,000 deficit. The deficit for ECE should be erased soon. There are funds available and Melissa and Kevin will be looking into these.</p> <p>5. Head Start Directors Report – Melissa Mattes - COVID funds will be used to repair and replace play grounds equipment. Will also be used for Personal Protective Equipment (PPE) and to fund summer programs. Walter Kumeiga asked when is normal coming? Melissa stated that some rules have lightened such as the six foot social distancing rule to three foot, but when they eat they will still need to be six feet apart. Hoping to be able to be flexible and administer some additional home based slots.</p> <p>6. Parent Policy Council Minutes from 2/17/21 (Written)</p> | | |
| V. Business meeting adjourned at 6:30 PM | | Ron King made the motion to adjourn, Jonathan Thomas seconded. |
| Respectfully submitted, Bobbi Ann Harris, Housing Services Director | | |

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