

Downeast Community Partners (DCP)  
 Meeting of the Board of Directors, April 27, 2021

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|--|-----------------|--|
| <b>Called to Order: 5:05 PM</b>  | <b>Via Zoom</b> |  |
| I Roll Call and introductions  |                 |  |
| <p><b>Roll call:</b> Ruth Sousa, Betsy Fitzgerald, Jonathan Thomas, Lisa Veazie, Walter Kumiega, Grant Lee, Ron King, Martha Beathem, Charles Rudelitch, Wayne Hanscom, Lori Schnieders, Charles Harrington, John Harris Quorum present</p> <p><b>Staff Present:</b> Mark Green, Kevin Bean, Melissa Mattes, Anne Ossanna, Rose Honders, Bobbi Harris, Sarah Nugent, Dale Basher, Donna Zdanis, Cheryl Robbins, Lee Hardison, Ida Bagley</p> <p><b>Guests:</b> Savannah Steiger, Nicholas MacDonald</p>  |                 |  |
| II Presentations   |                 |  |
| <p>1. Community and Resource Development – Sarah Nugent</p> <p><b>Who we are:</b> Sarah Nugent and Megan Hayes</p> <p><b>What we do:</b> coordinate fundraising and annual appeals, SEED, grant research and writing, donor acknowledgement, public outreach – website, Face Book, press releases, brochures, annual report, etc., and staff the board Development committee.</p> <p><b>What we do that has nothing to do with that:</b> coordinate the free tax prep program</p> <p><b>What we did pre-COVID that we don't do during the pandemic:</b> information and resource fairs</p> <p><b>Accomplishments this year:</b><br/>       The biggest one was finding and figuring out how to hire Megan in the early days of the pandemic.</p> <p>Together, we have written three major grants – two state RFPs, and one that was of the same ilk. We were successful with two of them. We have taken a team approach with these major grants, no one person could do it all. This year, the RFPs were for Ida's programs, she was an amazing support to the process.</p> <p>We have applied for more than 40 private foundation grants; so far have only had 2 denied, several are pending, but we have seen support from a large majority of the requests.</p> <p>We designed and executed a new THAW appeal, partnering with the fuel vendors to distribute a flyer to their customers. We have seen an increase in individual donations for THAW this year, and though we can't confidently credit this appeal, we are sure that it contributed to getting the word out about the fund, and the deep need.</p> |                 |  |
| III Items for Board Action   |                 |  |
| <p>1. Resolved, to approve the Board Meeting Minutes from 3/30/2021</p> <p><b>Discussion:</b> Please correct spelling of Jonathan</p> <p>Items for board matters, fix Ruth's name, too.</p> <p><b>Action:</b> <b>Jonathan</b> made the motion to approve the minutes as amended, <b>Martha</b> seconded. <b>Motion passed.</b></p>   |                 |  |

2. Resolved, to approve the Executive Committee Minutes from 4/12/21  
**Discussion:** None  
**Action:** **Lisa** made the motion to approve the Executive Committee minutes. **Ron** seconded. **Motion passed.**
  
3. Resolved, to appoint Nicholas MacDonald as a private sector member of the Board of Directors representing Washington County for a three-year term.  
**Discussion:** Nicholas has lived in WACO for 8 years. Grew up in western Maine. Have fallen in love with the county, past couple years, dived into becoming a financial health coach outside of MSB. Investing time in the community, helping young people, adults, elderly improve financial health. Excited to see what we can do together to help in WACO.  
**Action:** **Ruth** made the motion appoint Nicholas MacDonald as a private sector member of the Board of Directors representing Washington County for a three-year term. **Grant** seconded. **Motion passed.**
  
4. Resolved, to appoint Savannah Steiger as an elected sector member of the Board of Directors as recommended by the Parent Policy Council for a three-year term.  
**Discussion:** lives in Cherryfield, here ten years, from Florida. Full time student at UMM, graduated in December, start at Sunrise Opportunities next week, ed coordinator.  
**Action:** **Grant** made the motion to appoint Savannah Steiger as an elected sector member of the Board of Directors as recommended by the Parent Policy Council for a three-year term.  
**Charlie Harrington** seconded. **Motion passed.**
  
5. Resolved, to approve the background check policy dated 4/12/21. (Tabled from 1/26/21 and 2/23/21)  
**Discussion:** None  
**Action:** **Nick** made the motion to approve the background check policy dated 4/12/21. **Lisa** seconded. **Motion passed.**
  
6. Resolved, to approve the development plan as recommended by the Development Committee.  
**Discussion:** None  
**Action:** **Charlie Harrington** made the motion to approve the development plan as recommended by the Development Committee.  
**Ruth** seconded. **Motion passed.**

IV Reports

1. Executive Director Search Update – Betsy Fitzgerald

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This is Mark's last board meeting. The search for the ED continues. The candidate we had spoken with seriously withdrew her application. What we are going to be doing is going back out, looking particularly in the two counties for people to help recruit. Kevin has graciously agreed to step up as Interim ED, beginning on May 17.

Executive committee will meet Thursday morning at 10:30 to discuss next steps.

Do we have a sense about the timeline?

A month/6 weeks? As soon as we can, but doing a good search.

Want to thank Kevin for stepping up and taking this on. Appreciate all of the staff stepping up and working through the uncertainty.

2. Development Committee Report – Barbara Clark

No meeting

3. Executive Directors Report– Mark Green

Included everything in his last report. Trying to wind things down, prepare them for the new ED. That's been the focus; do as much as I can so that the next person will at least know what I did.

Look forward to working with Kevin to get him ready, he has a lot on his plate.

I feel very fortunate to have the time here, worked with some great people. I wish we were not having to Zoom tonight, but enjoying Bobbi's good dinner.

4. Finance Director's Report – Kevin Bean

Finance Committee Meeting – Lisa Veazie

Finance Committee had its quarterly meeting.

CASH – HIGH \$5,040,000 in bank (UP \$3,121,000)

A/R – HIGH \$1,319,000 (UP \$312,000)

OPERATIONS Currently showing Operations Deficit of **\$33,000**  
(\$93k decrease)

Temp. Restricted. Funds decreased \$5,000 for the month

Agency Revenues 14% OVER budget; Expenses 10% OVER budget

DIVISIONS:

TRANSPORTATION – revenues 8% under budget; expenses 2% under budget levels - \$170,000 DEFICIT, vehicle expenses are 8% OVER budget. Last March showed \$30,000 deficit.

ECE - revenues are 3% OVER Budget; expenses ON Budget- \$156,000 DEFICIT (Childcare = \$147,000 DEFICIT). Personnel is ON Budget.

FC–Operations current DEFICIT is \$25,000 (\$6K increase). Billings were 413 hours, 257 less than expected, with 7 participants at month end. Revenues ON Budget and expenses are 5% under budget.

AHD – Deficit of \$5,000. Revenues are 1% under budget, Expenses are 6% over budget, Personnel is 11% over budget; shift to CSBG should spread this overage out.

ENERGY SERVICES – revenues are 280% over budget; expenses are 244% over budget (both due to MH Rent Relief \$) - \$166,000 surplus, \$65,000 surplus for Temporarily Restricted Funds.

SUPPORTIVE SERVICES - \$250 net deficit; Revenues ON Budget, Expenses 9% under budget. Care Funds spent this fiscal year = \$22,000.

ADMIN – Revenues are 12% over budget, expenses 2% over budget - \$167,000 surplus. Investments-\$14,000 increase in March-\$149k surplus YTD; SEED \$50,000 YTD-\$80k budgeted)

HOUSING – revenues/expenses are 6% UNDER BUDGET - \$9,000 deficit (\$15,000 deficit for properties)

**CONCERNS:**

Transportation – Ridership levels/drivers returning to normal.

Housing – Projects remaining strong; Properties only other concern.

Friendship Cottage unrestricted funding – LOW BILLABLE HOURS, low participant level.

ECE – Childcare revenues during Covid, expense level vs revenue level?

Energy Services – None at this time.

Admin – Exposure to investment losses.

AHD – Membership revenues.

Discussion – concern about the number of divisions that have deficits at this time, highlighted on page 41 of the packet, page 3 of the financial report, lower left hand corner. 6 of the 8-9 divisions appear to be running deficits. Is that unusual or normal for this time of fiscal year?

Response –COVID is driving a lot of the activity for this fiscal year – rental program is the reason for the increased cash. COVID is the reason transportation trips are down, billing is up. Last good billable month was back in October – then the virus kicked up again. Seems to be coming

back now, hope people know it is safe to ride, getting the word out, new vehicles. Still the unknown about Mainecare and whether we can continue to operate with telehealth. It will impact us to some degree, but we don't know the extent of it. Not a normal year for Transportation. Usually a small deficit coming out of winter, start to shift toward surplus in May or June. This deficit is not what we are used to seeing, think it will shrink, but will still be a deficit at the end of the year.

ECE – again, it's the COVID factor, affecting all child care centers. In April we did receive the first payment, about 30,000. Identified that child care businesses have really suffered, children staying home, limited numbers in the classroom. Looking at a new allocation process for expenses, but shifts the expenses within ECE (Head Start). Have used some carry forward funds to get equipment for classrooms, but can use them for the deficit.

Melissa is working on not only allocations, but restructuring that will find efficiencies within the division without compromising the classrooms.

Have 90,000 unrestricted that can be moved in at the end of the year if the deficit still exists.

Also getting more COVID relief from HS, going to do some playground improvements so children can spend more time outdoors.

FC – currently showing \$25,000 deficit, budgeted a \$41,000 deficit, so not that far off budget, expect raffle and some donations. Expenses will shift around, one employee out long term, shifting others around.

COVID has had a major impact, but state and feds have come through for us. Without the rental assistance, we would be in a very tough spot.

Comment: big advantage of the merger, enhanced the foundation that we are doing all these programs on, we have the financial capacity to weather these times. Huge benefits all around

5. Director of Early Childhood Programs Report – Melissa Mattes  
Nothing to add to report. Recruitment is happening now, any help board wants to do, please pass along that we have openings. FFD is back in person starting in July!

Getting additional funding, working on playgrounds, talking to Child Development Services, and Tom Michaud from Sunrise Opportunities, huge need for services for children 0-5 with special needs, often unsupported. We have space.

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Need for childcare for pre-K age, dropped, need for childcare for infant/toddler growing, need for special needs care is high.

Very excited by this.

Highlight – week of the young child – what our staff did with other divisions, Housing did a video, Transportation driver brought a new bus to Avery Lane for kids to climb over. Family coaches read to children over Zoom.

6. Parent Policy Council Minutes from 4/12/21  
Included in packet

**Business meeting adjourned at  
6:01 PM**

**Ruth** made the motion to adjourn. **Martha** seconded

Respectfully submitted, Sarah Nugent, Manager Communications and Resource Development