

Downeast Community Partners (DCP)
Meeting of the Board of Directors, May 25, 2021

Amended

Called to Order: 5:05 PM	Via Zoom	
I Roll Call and introductions		
Roll call: Ruth Sousa, Savannah Steiger, John Harris, Betsy Fitzgerald, Ron King, Grant Lee, Barbara Clark, Charley Martin Berry, Martha Beathem, Lisa Veazie, Wayne Hanscom, Jonathan Thomas, Walter Kumiega, Charles Rudelitch, Lori Schnieders, Quorum present Staff Present: Anne Ossanna, Melissa Mattes, Cheryl Robbins, Donna Zdanis, Kevin Bean, Bobbi Harris, Rose Honders, Ida Bagley, Sarah Nugent, Lee Hardison Guests: None		
II Presentations		
<p>1. Supportive Services Report – Ida Bagley, Supportive Services Director</p> <p>Division is growing, up to 13 people. (Shared screen so we could see staff photos.)</p> <p>2 nursing programs, Maternal and Child Health (MCH) and Nurse Bridging serve both counties; in the last 7 months, 94 new admissions! Trying to hire per diem RN, not many applicants, so we are trying to get funding to hire part or full time nurse to help with caseload.</p> <p>The contract changed, used be a straight contract, now fee for service, which changes how we get paid, and reporting has gotten much more complex.</p> <p>We have received boxes of baby quilts from a woman in Massachusetts, and the nurses are using donated quilts to teach about tummy time and safe sleep; very much appreciated.</p> <p>Whole Family coaching, serving over 50 families, very busy. Blended funding, several different contracts fund it. Just received a two year contract for Whole Families, also one from the state for COVID supports, and one from Maine Housing for housing stability.</p> <p>Coaches find out what the families need, what supports there are to achieve the goals. We are hiring for both counties in the program.</p> <p>Improving Outcomes for Youth (IOY)– new Youth Navigator has started. The program was supposed to start 4/1, but state changed the date to 7/1, so Steve works with coaches. Serving youth 14-24, working as a subcontractor to ACAP.</p> <p>Financial Coaching – Joe serves both counties, and does HHG loan</p>		

program, and FDAs as well. Been busy with Washington County Housing Barrier Removal program. Everyone who is approved for a grant goes to Joe for financial coaching.

Blanche – elder navigator – covers whole Washington County; never know where she will turn up. Really helping folks, making sure that basic needs are met, but also help them apply for benefits they might not know they are qualified for, or couldn't get approved for in the past.

Debbie Sitterly – admin asst. – does all EmpowOr, and purchase order, willing to help with whatever needs to be done.

Questions:

Can we have a copy of the report put online?

Yes, will work with Sarah

Seems like a nice piece of the organization coming together, how much cross funding is there from the organization?

Neglected to mention all the collaboration we do across the organization, get referrals for and from everyone, especially Head Start. Some of our blended funding comes from Head Start, some from Assurance 16 (designed to help people increase their income and decrease reliance on support, need to have applied for HEAP.)

Question: do we still have RAP?

Put it under the umbrella of Family Coaching. Most families need coaching, but occasionally we get someone who is a better fit for RAP, coaches will take on that work as needed.

Question:

Are they being trained in case management? No, we are not case managers, refer those with needs outward. Might help with short term immediate needs, but not case management

III Items for Board Action

1. Resolved, to approve the Board Meeting Minutes from 4/27/2021.
Discussion: Correct the spelling on Megan's last name, take Charley off the attendance list. Correct Savannah's work place, should be Sunrise Opportunities
Action: Ruth Sousa made the motion to approve the minutes as amended, John Harris seconded.

Motion passed.

2. Amend FY21 Budget resolution regarding ECE subsidies from using \$47,000 of Unrestricted funds to using \$47,000 in Restricted Funds.
Discussion: Last summer when budget was compiled, used these funds as we always do, out of temporarily restricted funds. Always want to do that whenever possible. It appears that when Mark put the agenda together, likely forgot to put the “un.”

Action: Jonathan Thomas made the motion to Amend FY21 Budget resolution regarding ECE subsidies from using \$47,000 of Unrestricted Funds to using \$47,000 in Restricted Funds. Barbara Clark seconded.

Motion passed.

3. Amend Board approval of re-establishing credit card account with Bank of America to Machias Savings Bank

Discussion: were going to try to renew with BOA. They require SSN of individuals receiving cards. We will not do that, never allowed that. Worked with Machias Savings. Already have an account with them, will deactivate the other, create this one, all together on one.

Action: Ron King made the motion to amend Board approval of re-establishing credit card account with Bank of America to Machias Savings Bank Savannah Steiger seconded.

Motion passed.

4. OTHER

- There was an executive committee meeting in May that didn't make it into the packet, we will see it next month.
- Kevin is looking for 1-2 board members interested in serving on a CSBG CNA Focus Group working with Kate and a few others in June and possibly July. These will hopefully be in person if at all possible. Think that they will try to get one in each county.
- Charles Rudelitch and Ron King volunteered.

One board member requested to only receive a digital Board packet, no hard copy mailed to them.

If you do not want a hard copy, please email Kevin.

IV Reports

1. Executive Director Search update – Betsy Fitzgerald –
Have hired a recruiter to look for possible candidates. I would like to meet with exec

committee Thursday at 8 work out details of that, Donna will send agenda.

2. Development Director's Report – Barbara Clark –
Brief update and addenda. Megan and Sarah applying for lots of grants – 15K for nature based programming to ECE, proposal to UUCC for staff support for FC, 2 grants to support Financial Coaching. Recently awarded grant from GSFb for refrigeration, and reusable cooler bags. Friendship Cottage raffle – you will all receive an email from me – we have sold enough tickets to cover expenses, now need to up the efforts, I hope you will all be able to buy a ticket or two.

Sarah is going to compile a punch list of items needing immediate attention from the development plan.

Megan and Ron are working on an article on food security.

Ruth is going to work on getting signatures in Perry.

At Home had a tag sale on May 22, sold all the donated cheesecake, and raised 4700, hoping to hit the goal of \$5000 by the weekend, some items being assessed.

For the 12 months March 2020- March 2021, Everybody Eats! prepared 5,925 take out meals!

3. Interim Executive Directors Report – Kevin Bean –
Been a whirlwind week – concentration has been on making sure that operations continue smoothly, getting updates out, including COVID changes, dealing with some effects of Mark's departure – signature card updates from the banks. Need Betsy and Charley's signatures, Cheryl or Bobbi will get them to Machias, few meetings with MECAP Ed group.
Hectic juggling everything, fiscal bookkeeper out for another week.

4. Finance Directors Report – Kevin Bean –
Cash adjusted as expected, will continue to occur as long as we continue to pay out rental relief. showing surplus 88,000. Saw trans trips increase – interagency and partner trips, as well as Logisticare trips. Also received a quarterly payment expected for childcare slots. Investments did well for us, little increase from SEED, took us out of deficit. That will shift again next month. Already received \$10,000 from SEED, but there will be some personnel costs in May.

Still see deficits with ECE, Trans, FC, and AH.

Question: Hard not to be struck by the large amount of cash on hand, over all is it unusual for an organization such as this to have such a large amount of cash on hand? Should we just count our blessings, or are there things we should be doing but are not?

Should we broaden or expand what we are doing?

This is extraordinary; CAPS have received large advances for Rental Relief program. This is the largest amount of cash we have ever had. Spoken to the bank, did get an increase in our sweep account interest. Because these are Federal funds, they need to be readily available, have to be very careful how we use it or we could risk losing contracts. The entire amount is fully insured. Feds are not requiring that we repay the interest (about \$700 a month) as they normally would do. Kevin will send the interest rate out to board members.

5. Head Start Directors Report – Melissa Mattes –
Moving back to classrooms in Calais, at MountainView we are searching for portable classroom, they have a large kindergarten class, no room in school. Gouldsboro still talking, might combine these two classes.

Covid funds are being used to improve playgrounds, lots of improvements coming, including shade covers.

Question – son comes home with lots of bug bites and ticks, can we spray?

Looking into what the options are.

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

**V. Business meeting
adjourned at 6:00 PM**

Ron King made the motion to adjourn, **Jonathan Thomas** seconded.

Respectfully submitted, Sarah Nugent, Manager, Communications and Resource Development