

Called to Order: 5:00 PM	Via Zoom	
Roll Call and introductions		
<p>Roll call: Betsy Fitzgerald, Walter Kumiega, John Harris, Martha Beathem, Grant Lee, Barbara Clark, Jonathan Thomas, Ruth Sousa, Charley Martin-Berry, Dorthea Crowley, Lori Schnieders, Lisa Veazie, Quorum present</p> <p>Staff Present: Mark Green, Kevin Bean, Melissa Mattes, Hook Wheeler, Anne Ossanna, Cheryl Robbins, Ida Bagley, Lee Hardison, Bobbi Harris, Rose Honders, Stacy Brown, Sarah Nugent</p> <p>Guests: None</p>		
Presentations		
<p style="text-align: center;">Presentations on Division Status</p> <ol style="list-style-type: none"> 1. Lee Hardison – Energy <p>Been open since the beginning. Do have some staff out, one working at home half-time, rest out due to school closures. Rest been here working as usual, taking applications by phone. Did have a drop box installed at Bucksport Road for documents. Moving forward, we will work to get the rest of staff on board, and continue doing LIHEAP applications, working with transportation staff on rental assistance, which may be winding down soon, and get back to business planning for next year. No special considerations or procedures are being made; trust each other to stay safe.</p> <p>LIHEAP applications for this past heating season are due before July 15, next year starts August 24. Not quite year-round application season.</p> <p>Note – Applications up for third year in a row.</p> <p>There has been no extension of the season, but Maine Housing did make it easier for people who lost their jobs due to COVID.</p> 2. Bobbi Harris – Housing <p>Shut down weatherization when this happened, not safe for anyone for the crews to be in house. Crews worked in-agency, did bang up job on maintenance of our properties.</p> <p>Housing will be restarting normal operations on June 1, with adequate PPE, screenings, etc per CDC guidelines. We will begin the practice of having the family members out of the room when WX staff is in it working. Home repair – hasn’t stopped, been doing outside projects, roofs, wells, septics, lots of ramps. Home repair staff work at home, come in one day a week to touch base with each other, will continue that practice through the summer. Auditors have not been in any homes; starting June 1, we will start auditing again. Dale has been spearheading the COVID 19 task force for Mark, done a great job. But Dale and Nick will be auditing June 1.</p> <p>Furnace replacements were at the end of the season, so no impact.</p> 		

HUD \$ will be coming in for rental relief program. Will be able to do up to three months, up to \$1000 a month But can be used for electric bills, if it is COVID 19 related, we can pay it. Do have to prove income eligibility.

Beginning June 1, more admin staff will come back in house, we do have the space to be 6 feet apart.

MISSION: CF Adams Home Repair is not happening this year, no volunteers are able to come. We are doing walk through audits for next year's projects. Tiny House - Assabet staff will be allowed in to work on tiny house, get it travel ready to move it here, possibly hire a carpenter to finish it.

Question: Have we thought about talking with WCCC to have those students finish it?

Bobbi will bring it up at the meeting next week.

3. Ida Bagley – Supportive Services

All programs work directly with individuals and family , staff has adapted well to the changes. Ongoing, some work will continue remotely , but looking forward to getting back to seeing people. Working on getting PPE and putting procedures in place, nurses first. Initial meeting in person, then whenever possible meet remotely, but sometimes there is medical necessity for in-person visit.

Then need to sort out same thing for Elder Navigator, resource advocates, and financial coach – sorting out what needs to be done in person, what can be done remotely.

4. Melissa Mattes – ECE

Most of what division has been doing is in reports, opening child care June 1, with all that is involved, it is going to be difficult to stay safe, keep children and space clean.

Applied for funds through Head Start COVID 19 and also applied for summer programming, open ended application. Got them all in, then it was announced that they would not be requiring application for center program, but allocate funds based on formula. We would have gotten roughly \$500,000 if fully funded, but only getting \$140,000 so not being able to do the summer program as we planned. Difficult to say we can run any summer program, includes 50,000 to cover PPE . Safe to say no big summer program this year.

Question for Mark, how did you come together to get COVID 19 plan

for whole agency?

How difficult have funders been?

Each program has gotten different money for different aspects of this. Used CSBG universally, through an inter-divisional group. Same for PPE, Heidi Fish has been our go to person for all divisions.

CSBG eased up on restrictions, all other grants and funds received really were fairly unrestricted in nature.

Transportation broker has done nothing to make it easier on us, even though they are getting full pay.

5. Cheryl Robbins – Transportation

We continue to operate as usual, but trips were down, at one point 40 a day, down from 300. Let drivers go for a while, brought them back with the PPP; calling them back, but some aren't coming. We have taken many steps to protect drivers, installed Plexiglas in buses, doing minivans as well, all drivers and riders have to wear a mask, drivers sanitize vehicles, spray the whole thing down inside every night, after regular disinfecting. Hard to get supplies at first, but good supplies now.

New procedures for securing wheel chair – client turns head and doesn't speak, driver looks down and does not speak.

Purchased some Swiffer sweepers, picks up dirt after spraying, can use shop vac.

Did use drivers to deliver food cards, drivers also detailing vehicles, but will eventually get on the road.

Rose wants to share with board – Transportation has been extremely helpful to At Home, since regular volunteers are uncomfortable, and Rose can't cover them all, so Cheryl's drivers helped cover the gaps.

6. Rose Honders – At Home

Re entry plan:

Most of us never closed. Significant topics: At Home never closed, operating with one regular staff member and one paid per diem and 5 regular volunteers. Meeting the needs of members. Other volunteers were fantastic at making friendly phone calls, cards, letters, to maintain connection, steering committee continued to meet over all of these months, continue to be involved and supportive.

Reopening plan for members going to rescheduled appointments, grocery store trips, post office, hardware store, precautions in place, use DCP vehicles including at home van, utilizing PPE, masks, disinfectants, gloves when necessary, following our program guidelines to keep them safe, connected, mental health positive .

Challenging to predict where we will be 30 or 24 days from now. Being mindful of all procedures, taking full advantage of support offered. Anne was helpful in supporting one of the At Home members, providing meals and some transport. DCP has come together to be supportive, I feel very grateful to be part of this organization.

7. Anne Ossanna – Friendship Cottage

FC remained open, and proud to say that we were the only Adult Day Service open in Northern New England. One opened last week, not going to be open this week, not prepared. Four clients attending on regular basis. Added two more last week, and Barbara Clark as a volunteer. Have one new one, one more re-entering next week. So far, only one person not returning, developed end stage cancer, in hospice. We did meal delivery, were doing 63 meals a week in addition to what we served in FC. Rose, Apryl, and Anne did delivery. First used COVID \$\$, then got a grant from United Way and Community Compass to cover food. Will get to use CACFP \$ for enrolled members. Two people not enrolled.

Did lay off three people. Just Apryl and Anne on staff now. Can only have 7 participants come while trying to keep social distancing. Can't use dining room; participants eat on TV trays in main room.

Also a shout out to Transportation, we would not have been able to stay open and transport people safely without their help.

Betsy: I speak for the board, thank you to all employees and staff for stepping up and stepping in, we know it wasn't easy, we are appreciative and so are those who you help.

III Items for Board Action

1. Resolved to approve the Board Meeting Minutes from 4/28/2020
Discussion: None
Action: **Lori** made the motion to approve the minutes, **Walter** seconded. **Motion passed.**
2. Resolved, to approve the policy entitled "Nursing Respiratory Protection Policy"
Discussion: Nurses contract requires this policy, Heidi has been helping to draft it for the agency.
Question: How many are terms dictated by state, and how many are created by

DCP staff?

We followed state's outline, fill in what is particular to DCP .

Question: Is there anything in the policy that bothers you, Ida, that would be difficult to do? Maybe it isn't that different with COVID?

At first it was concerning, but masks only have to be worn if social distancing is not possible.

Action: Ruth made the motion to approve the "Nursing Respiratory Protection Policy", **Walter** seconded. **Motion passed.**

Ida brought to our attention that this is a draft, more detailed plan coming. Walter suggested we have this policy not have every bit of procedure in it, but reference a procedure that is more detailed.

IV Reports

1. Executive Directors Evaluation – Betsy Fitzgerald

Time to evaluate ED. Spoke to Exec Committee and Hook, who provided good guidance. Some of it was confirming that we were not heading off into the sunset. Different this year.

One of the things I have been thinking about. What are we really trying to measure? What kind of progress has been made on strategic plan? Is it a good direction to look specifically at things as opposed to the more general "do we like him?"

Also, need to look at ourselves – what are we doing well to support him?

A two-pronged approach, interested in your comments, is this a good direction, or am I heading down a path?

In the past, I have asked the same questions, doing a good job, what are his strengths, and so on. Want to look at specifics – opportunities – have we missed any, have we got them all? Example – Adult Day service in Washington County?

Would this inform how we look at the future of DCP?

Lori – one of our senior's project was to look at the need for an adult day service in Machias. She wrote a good report, I can share that. Outcome is that it was feasible, there is a need and the building is ideal. Would be a good multi-service site, including childcare.

Stacy would love the report for next community needs assessment.

Question: Will we get a questionnaire?

Absolutely, get it in a couple of weeks, give you a couple of weeks to get it back, get it compiled, meet with the exec committee, board have input.

Comment – looking at section of old development plan, dealing with board development, need to consider that when looking at the questionnaire, how has board done?

2. Executive Directors Report– Mark Green

Hired a full time exec director at MECAP, she has really established a good relationship at DHHS, since she is full time, she is able to really make sure that CAPS are well represented in Augusta. Just in the past few days learned that we will somehow get involved in COVID contact tracing, providing supports to people who as a result of contract tracing, are forced to be isolated and quarantined. Also received \$\$ for Foreclosure counseling, Jenny Reese will get back into it. Also more CDBG rental \$ as Bobbi said. Committed about \$187,000 of \$230,000 we were allocated. Waiting to hear if we can use that money for June, most CAPS have not spent full allocation.

Have been working really hard on projections on where we will be when we come out of this. Been difficult, didn't know where revenues were going. Getting a bit easier. Much of our timeline as you know, PPP \$\$ goes to June 12. Not sure where we will be at that point, biggest concerns are transportation if ride volumes don't pick up, if they don't pick up substantially, that will be a problem. Child care will also be an issue, safety recommendations mean a reduced census, doesn't cover the costs of the program.

3. Development Committee Report – Barbara Clark

Met on May 19, had made an offer to a new Development Associate, number of new grants coming in for COVID 19, first \$73,000 has been spent or allocated. Capital campaign for FC slowed down. Raffle tickets are still for sale, please sell them! Sold approximately 310 tickets.

Tabled board capacity building. Did talk about being ambassadors for new board members.

Jonathan – looking at the list of municipalities, notice that a handful of towns, including his haven't given. Is that because of COVID?

Not yet, but we will see it next year. Some town meetings haven't happened yet due to COVID19, but our requests are in place for the regular amounts.

Some towns have had meetings, and we have been approved. However, one town has already written to say they will pay us, just don't know when. Town revenues will be down, and we will likely feel that next SEED season.

4. Finance Directors Report – Kevin Bean

Good month for cash and accounts receivable. Increased cash considerably because of SBA. Utilized about 200,000 of SBA, and IRS program, 13,000. Investments came out pretty good, overcame some early year losses, still need to recover 2000 from that.

Expenses are over-budget, transportation usually can overturn a deficit and come out at a surplus. ECE reduced deficit by transferring some restricted assets, 18,000 deficit, but expect it to grow through the rest of the fiscal year. Most other programs fared well. Exception is FC. Looking for a bit of a turn around, there was a payout in PTO in April, all payroll going to PPE program, then CSBG. PTO will be reimbursed in June, great opportunity to reduce expenses, increase revenue.

Question: FC – has senior management been working on a plan on how to turn it around?

Answer haven't met since COVID, but did implement some of the changes we talked about, reducing staff, one was a long time employee with lots of PTO. Have made a lot of changes, going to be a little time to see results.

COVID hit just as were starting to implement changes. Down to 2 FT. Prior to COVID we had 3 FT and 2 PT employees. Going to depend more on volunteers, which is why Anne reported on returning volunteers.

Need to get census up to 7 or 8. Same issue that childcare has. Not sure that this number will pay our overall cost.

Need them on a stronger financial footing so they aren't drawing away from other programs. Can't continue to subsidize so heavily.

Last thing to mention, the projection for the audit to presented next month, do a zoom meeting for the finance committee the week before to present it then.

5. Head Start Director's Report – Melissa Mattes

6. Nothing to add to report, except to respond to grant's question – did a lot of work on budget, did staffing cuts prior to COVID, doing those now as people are coming back. Have to have same number of staff if you have 10 kids or 18 kids. Got a stipend for every licensed slot we have, \$25,000 unexpected. Also going to have a grant. There will have to be something changing, nationwide, child cares are not opening, something has to give.

7. Parent Policy Council Minutes from 5/20/2020

Downeast Community Partners (DCP)
Meeting of the Board of Directors, May 26, 2020

Business meeting adjourned at 6:19 pm		Walter made the motion to adjourn. Martha seconded
Respectfully submitted, Sarah Nugent, Manager, Communications and Resource Development		