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| Called to Order: 5:15 PM | Via Zoom | |
| I Roll Call and introductions | | |
| Roll call: Ruth Sousa, Betsy Fitzgerald, Grant Lee, Martha Beathem, Wayne Hanscom , Jonathan Thomas, Charles Rudelitch, Lori Schnieders, Nicholas MacDonald, Lisa Veazie, John Harris, Savannah Steiger, Barbara Clark Quorum present Staff Present: Anne Ossanna, Melissa Mattes, Donna Zdanis, Kevin Bean, Bobbi Harris, Rose Honders, Ida Bagley, Sarah Nugent, Dale Basher Guests: None | | |
| II Presentations | | |
| <p>1. At Home – Rose Honders, At Home program director Operating for 9 years, started as a grass roots effort of concerned citizens and community members. Serves both the Blue Hill Peninsula and Mount desert Island.</p> <p>Services – four rides a month to medical appointments, grocery and pharmacy trips or delivery, pretty much anything anything they need or want, we take care of. Most utilized piece is the in-home nurse visits.</p> <p>Also offer access to quality nutrition info and the nutrition itself, through Anne Ossanna’s Friendship Cottage meal delivery. It seems our members are not interested in grocery shopping or prepping their meals.</p> <p>How it is paid for – based on sliding scale. They pay anywhere from \$200 to \$2400 per year. Based on a small percentage of income – lowest bracket is \$0-10,000.</p> <p>If a member utilized all services, the cost to provide those services would be approximately \$2,000.</p> <p>Rarely do we have someone who pays the full rate, though some are paying up to 1500, which generally covers the cost of the services they receive.</p> <p>Not reimbursed, very low federal support, spend a lot of time and effort raising money.</p> <p>Working very hard to do more services with less money.</p> <p>Can you give us total value of volunteer hours? Can for 2019, but 2020 was a lost year. Rose will get the info out to the board members.</p> <p>Demographic of volunteers – older people.</p> | | |

First fall Rose was here, she started to build a relationship with George Stevens Academy. That lasted 4 months until the pandemic hit.

Are volunteers able to be reimbursed for mileage?

Yes.

How did pandemic affect things?

Volunteers stopped, clients needed more services. Rose utilized internal connections to meet the needs of the clients.

Lori has interns who need experience, can she send them to Rose? Yes, though not if they need social work supervision, Rose's license is conditional. She and Lori will connect.

III Items for Board Action

1. Resolved, to approve the Board Meeting Minutes from 6/29/2021.
Discussion: None
Action: Lori made the motion to approve the minutes as written, John H Harris seconded.
Motion passed.
2. Resolved, to approve the Community Action, CSBG Work Plan for the period of 10/21-9/22.
Discussion: this is to renew CSBG contract. In process of updating budget. Very close to what we have used for this past year. Changed one area – not spending the 1600 allocated to HHG. The time it was paying for is not needed. Moved that money over to Elder Services. Same amount of money in this contract as last year. Narrative created for the state is included in your packet following the budget.
Action: Barbara Clark made the motion to approve the Community Action, CSBG Work Plan for the period of 10/21-9/22. Jonathan Thomas seconded.
Motion passed.
3. Resolved, to approve DCP Sign-On Bonus Policy, dated 7/20/21
Discussion: Do we want to stretch out the payment time frame to get more retention? This is already longer than what we originally had. Not for every position, director has to make a decision to request it. Has to be reviewed and approved, used if needed to get qualified candidates to apply.

Market is very tight, trying to be competitive, doing some radio ads.

If we send Lori a poster of job openings, she will post it on the bulletin board at UMM.

Action: Martha Beathem made the motion to approve the DCP Sign-On Bonus Policy, dated 7/20/21. John Harris seconded.

Motion passed.

4. Resolved, to approve Paid Time Off (PTO), Sick and Holiday Policy Benefit Eligible Staff (Full Time Staff), dated 7/9/21.

Discussion: have seen this policy before. The chart shows how much time the employee earns for every hour worked.

What we are changing now is to include Juneteenth as a holiday. Discussions included should we remove the floater? But that is for diversity to celebrate other holidays.

Other changes – part time employee's PTO will not paid on leaving.

Some board packet copies were illegible due to copier.

Why do we have 15 minute increments?

Because our time sheet system can handle it, and people don't always need a full hour.

Made holiday policy uniform across the organization.

If employee has over 440 hours 80 hours rolls to sick leave – is this the only sick leave?

Yes.

In the chart for full time staff do they start earning PTO when they first join?

Yes – upon hire.

Action: Charles Rudelitch made the motion to table the Paid Time Off (PTO), Sick and Holiday Policy Benefit Eligible Staff (Full Time Staff), dated 7/9/21. Nick MacDonald seconded.

Motion to table passed.

5. Resolved, to approve Paid Time Off (PTO), Sick and Holiday Policy For Employees Working Fewer Than 30 Hours A Week (Part Time Staff), dated 7/9/21.

Discussion: Same issue with copies.

Action: Charles Rudelitch made the motion to table the Paid Time Off (PTO), Sick and Holiday Policy For Employees Working Fewer Than 30 Hours A Week (Part Time Staff), dated 7/9/21. Nick MacDonald seconded.

Motion to table passed.

6. Resolved, to reaffirm DCP Bylaws.

Discussion: related to the CSBG contract – requirement that bylaws are reviewed every two years. Noticed it hadn't been done yet, so wanted to do it. Speaking to Grant, there are some things that the governance committee might want to review. These are the bylaws currently in effect. Would like to affirm this and know that adjustments might be made.

Question: It says we will get the info by mail three days prior to the meeting, does that include email?

That will be looked at by Governance committee.

Page one seems to be some things combined that should be separated - board and ED. Could wind up with micromangement.

Action: Lori Schnieders made the motion to reaffirm current DCP Bylaws. Ruth Sousa seconded.

Motion passed.

7. Review DCP Organizational Chart.

Discussion: this should be the ED's flexibility to set the chart. In general terms the board should not be setting the chart. It is helpful to have a consultation role. Maybe the Exec Committee could act in that capacity.

Very valuable to bring it to the board, so they can see things such as too many direct reports, or something else concerning, can bring it forward.

Action: no board action. Chart has been reviewed.

IV Reports

1. Executive Director Search update – Betsy Fitzgerald

Interviewing the last candidate tomorrow. Interview is in person at BRO. Zoom invite is for Cheryl, who is on vacation.

2. Development Director's Report – Ruth Sousa

Update on activity, learned that Megan was leaving, job is posted, will be advertising in

the greater Hancock area.

Received \$85,000 in grants since last month, \$13,000 for seed.

Just got notice from MCF that \$20,000 will come from Belvedere.

John and Carol Gray won the FC raffle

3. Interim Executive Directors Report – Kevin Bean

Should have my report, only two things to add – today we paid out last bit of ERA Funding – almost 4,000,000 paid out. Anticipate second stage, expected to begin late August, or September, to run through December 2022 or funds are gone. If we run out of funds, we anticipate that more funds will come our way.

I have officially completed and submitted application for PPP loan forgiveness. Deadline was approaching faster than expected.

Have we added staff to Finance division? A lot of admin in rent program.

Actually easy to administer – using Empower, program staff is entering it all in there, Finance can run a script to get data needed, and Maine Housing is doing compliance testing to check for fraud.

This has jumped our budget from \$12,000,000 to \$15,000,000.

This round was easier than the previous rounds.

Still down one staff person, hired an internal person to replace Stacy's finance duties, assigned her CSBG duties to an internal person. Need to hire another accountant to replace the one who got promoted..

4. Finance Directors Report – Kevin Bean

Finance Committee did meet, Lisa will report on that.

Lisa:

| | |
|---------------------------|---|
| CASH – HIGH | \$3,215,000 in bank (DOWN \$975,000) |
| A/R – HIGH | \$1,032,000 (DOWN \$99,000) |
| OPERATIONS – increase) | Currently showing Operations Surplus of \$70,000 (\$7k Temp. Restr. Funds increased \$10,000 for the month Agency Revenues 14% OVER budget; Expenses 8% OVER budget |

DIVISIONS:

TRANSPORTATION – revenues 8% under budget; expenses 2% under budget levels - **\$165,000 DEFICIT (\$5k increase), vehicle expenses are 10% OVER**

budget. Last June showed \$98,000 surplus.

ECE - revenues are 2% OVER Budget; expenses 4% Under Budget- **\$143,000 DEFICIT (\$10k increase) (Childcare = \$136,000 DEFICIT). Personnel is 2% Under Budget.**

FC–**Operations current DEFICIT is \$51,000 (\$0 increase).** Billings were 425 hours, 275 less than expected, with 8 participants at month end. Revenues 11% Under Budget and expenses are 5% under budget.

AHD – **Deficit of \$23,000.** Revenues are 11% under budget, Expenses are 13% over budget, Personnel is 21% over budget, ongoing utilization/reallocation of Personnel costs to CSBG should spread this overage out.

ENERGY SERVICES – revenues are 70% over budget; expenses are 62% over budget (both due to MH Rent Relief \$) - **\$168,000 surplus, \$50,000 surplus for Temporarily Restricted Funds.**

SUPPORTIVE SERVICES - \$49,000 surplus; Revenues 5% Over Budget, Expenses 16% under budget. Care Funds spent this fiscal year = \$29,000.

ADMIN – Revenues are 15% over budget, expenses 1% over budget - **\$246,000 surplus. Investments-\$13,000 increase in June-\$219k surplus YTD; SEED \$69,000 YTD-\$80k budgeted)**

HOUSING – revenues are 13% Under budget, expenses are 16% Under budget - **\$10,000 deficit (\$17,000 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.

Question for Dale – how are the electric cars working out?

Working out great – range is a little challenging in winter, but better in summer. Rose is the leading user. Got a grant for chargers in Blue Hill, so Rose took a car there, one is in Machias. Transportation is having a bit of a challenge using theirs, but others are using it. Betsy is using one tomorrow to go to our Ellsworth office.

5. Director of Early Childhood Programs Report – Melissa Mattes

FFD is starting this week with open houses at both campuses and classes beginning next week. We are very excited to be back in person this year with children and families. We have added a home visiting component for families unable to participate in center based programming. Enrollment is low, but growing.

Recruitment/Enrollment for children – very low; boosting efforts everywhere – radio ads, events, town offices. Programs across Maine and the country are experiencing the same thing. Need to be at full enrollment by January 1.

Ellsworth staffing continues to be challenging. Not many suitable candidates applying; a lot of competition with higher paying jobs, less challenging work.

We have not confirmed a space for the Mt. View or Schoodic programs; still waiting to hear back from the town manager in Sullivan – I have called and emailed.

Heard yesterday that AOS 91 is opening a Pre-K program at the Pemetec school. We had previously discussed partnering with them around this program but were not contacted. I have called and emailed the superintendent and have spoken to the principal at Trenton who will be moving to Pemetec and voice our strong wish to partner. He is agreeable to the idea, but has not yet started at Pemetec. This is an area that we had targeted based on our Community Assessment several years ago and prompted our outreach to the superintendent initially when we started the Trenton collaboration.

Special Education program in Ellsworth is still being planned. Application is completed, awaiting feedback from CDS.

Work on playgrounds set to begin – Mike has been working hard on getting bids/contracts

We are supporting a summer program in Calais that began July 6 and will go until early August.

Head Start grant and budget are due September 1. Awaiting final budget numbers from fiscal to complete the budget. Working with our program specialist in Boston to discuss challenges and approaches.

We are reviewing the latest guidance from CDC and will be updating our protocols accordingly. Schools are keeping a close eye as well on CDC recommendations and we will be complying with each school accordingly.

Applied for one child-care stabilization grant, 120,000 per year, gotten two of those checks so far, applying for second grant that is more money, funded per slot, whether filled or not.

For board members who have not had enrollment/eligibility training, I will send a link to a recorded zoom for you to watch. We will follow up with you for any questions/concerns afterwards.

6. Parent Policy Council Minutes from May 19, 2021 and June 16, 2021 (Written)

7. Other –

Will you discuss meeting place for next month?

Currently unknown. Perhaps Cherryfield or here again.

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

Annual board meeting planning happening – considering two options, assuming we will be able to gather in person: small luncheon, letter to partners to thank them for participation, or a little bigger, more staff invited. What are your thoughts?

Thank you to Bobbi Ann for a delicious meal

Entertain a motion to thank Kevin for his duties as interim ED for the last several months.

Kevin thanks the leadership team for pulling together to help him.

Mileage reimbursement forms are available, needed for CSBG.

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

Lori Schnieders made the motion to adjourn **John Harris**

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