

Downeast Community Partners (DCP)
 Meeting of the Board of Directors, August 25, 2020

Called to Order: 5:05 PM	Via Zoom	
Roll Call and introductions		
<p>Roll call: Ruth Sousa, Charley Martin-Berry, Betsy Fitzgerald, Jonathan Thomas, Lisa Veazie, Barbara Clark, Walter Kumiega, Grant Lee, Lori Schneiders, Charlie Harrington, Ron King, Martha Beathem Quorum present</p> <p>Staff Present: Mark Green, Kevin Bean, Melissa Mattes, Anne Ossanna, Rose Honders, Bobbi Harris, Sarah Nugent, Dale Basher, Donna Zdanis, Cheryl Robbins</p> <p>Guests: None</p>		
Presentations		
<ol style="list-style-type: none"> 1. EmPowOR – Stacy Brown Postponed to next month, Stacy unable to join due to power outage 2. Friendship Cottage – Anne Ossanna The current census is 11, we can go up to 9 participants per day, although we have space for 12, it becomes challenging for staff if the number is that high. Recently had 3 new private pay admissions. Increasing private pay rate to \$18.00 per hour effective October 1, 2020. All notice has been given as required. State reimbursement rate has been increased to \$15.00 retroactive to March 2020. Successful in volunteer recruitment, with two board members coming in each week. Could use 2-3 more volunteers. Hope that next semester Husson University will be able to place an OT student with us for field work; that is currently on hold due to COVID19. Meal delivery continues. Averaging 16 meals a week delivery at this point; starting August 31 it will go up to 25, as we deliver to a few At Home members. We anticipate the need for additional delivery this fall, and are gearing up to 63 meals a week. Annual appeal will go out in early October, and we hope to do another great Escape Raffle starting 1/1/2021, pending board approval. <p>Rose chimed in to thank Anne and the staff at FC for taking on meal delivery for two clients. This is going to grow to be a significant service.</p>		
III Items for Board Action		
<ol style="list-style-type: none"> 1. Resolved to approve the Board Meeting Minutes from 7/28/20 Discussion: None Action: Ruth made the motion to approve the minutes, Lori seconded. Motion passed. 2. Resolved, To approve the Head Start grant and Budget for 20/21 Discussion: There have been challenges this week with finalizing the budget. Suggest that we convene a meeting of the Executive committee to approve the budget at the end of the week. <p>Grant presentation is in the packet. We are wrapping up the previous 5</p>		

year cycle, this is for a new cycle, with new goals, relating to substance misuse, trauma informed care, and navigating future education. Also contains whole family coaching, which is enhanced family advocacy, with blended funding. Can still work with the family beyond the Head Start years. We will be strengthening tech skills; have an ipad in every classroom to help staff with recordkeeping.

There are some changes due to COVID 19 and the steps schools are having to operate safely. Head Start has said funding won't change if services look different this year, as long as we can demonstrate that we are trying to meet all mandates and reach all eligible children and families.

Related to the budget, most of our required 20% in kind comes from the schools; if this doesn't pan out as it normally would, we can apply for a waiver to this requirement. This would happen at the end of the year, when we can see where we stand.

The real challenge to the budget is decreased revenue from child care. PPP helped, but fewer children means less revenue.

Expect no major changes in programming, or personnel. Expect to keep all staff. Adjustments would be made to admin staff if needed, not classroom staff.

Action: Ruth made the motion to approve the Head Start grant. **Martha** seconded. **Motion passed.**

Action: Walter made the motion to authorize the executive committee to approve the budget. **Lori** seconded. **Motion passed.**

3. Resolved, to approve the Great Escape 2021 raffle for Friendship Cottage with the following parameters: 1,500 tickets sold; prize is value \$1,000.00 (travel voucher); most tickets sold wins a \$100.00 gift certificate to the restaurant of their choice; raffle to begin January 1, 2021; the drawing would be mid-July of 2021.

Discussion: none

Action: Barbara made the motion to approve the Great Escape Raffle 2021 **Jonathan** seconded. **Motion passed.**

4. Resolved to nominate, John Harris and Jonathan Thomas for reappointment by the Hancock County Commissioners for 3-year terms; and Betsy Fitzgerald for reappointment by the Washington County Commissioners for a 3-year term.

Discussion: Correct spelling on Jonathan's name; thank you to all three for being willing to renew their terms. Washington County commissioners meet on September 10; not sure when Hancock County commissioners next meet.

Action: **Walter** made the motion to nominate John Harris, Jonathan Thomas, and Betsy Fitzgerald **Lori** seconded. Betsy and Jonathan abstained. **Motion passed.**

IV Reports

1. President's report: (Evaluation of Executive Director)
Executive committee met last Wednesday to go over Mark's evaluation, had a good conversation. Met with mark this afternoon. Focus for next year is to be out in the community more. Thank you for all your input into the process.

2. Executive Directors Report– Mark Green
Most is in the Ed report, but want to talk a bit about one thing, then have Bobbi tell you about the Tiny House project status. Welcoming Donna Zdanis as HR Director. She started the same day Hook left, they had a bit of overlap. Donna has hit the ground running. She has over 20 years experience in HR, and lives in Blue Hill.

Donna: moved to Blue hill 2 years ago with my family, from CT. Very excited to be joining the team.

Bobbi – the tiny house is “my baby” but I give all the credit to Dale, who will give you the update.

Dale: the tiny house was delivered to Maine a few weeks ago, and is now squarely on its foundation. Siding is on, roof is complete, soffits, etc. Waiting for special windows. Future owner is doing a lot of finishing work – sanding, painting, installing bathroom floor, building vanity.

Bobbi – The pandemic not only slowed things down, but also added to the cost as we are having to pay for labor that the students and volunteers were going to do; won't have the budget surplus we had hoped to seed the next house. But the good word is getting out, a veteran in Florida wants one built for her!

3. Development Committee Report – Barbara Clark
Megan did a quick update on grants in progress – Bangor Savings Bank, Doree Taylor Charitable Fund, Sarah updated us on the THAW development plan and SEED activity. Working with Rose on the At Home Tennis Round Robin, which will be virtual this year. Received a large grant from the Keeler Foundation which will support Nurse Bridging in Washington County and allow expansion into Hancock County. Friendship Cottage needs a large grant. Sarah and Megan took this under advisement.

Betsy is working on Goal 6, Board development

Charley Martin-Berry – wonderful news that Nurse Bridging is expanding into Hancock County.

4. Finance Directors Report – Kevin Bean

You have a copy of the narrative. We had a good month, due to PPP. Doing some reallocation from PPP to CSBG to continue using into September, then fully utilized.

Cash is high, 2,127,000 in bank

A/R good, 832,000

Operations – currently showing surplus of 351,000, temporarily restricted funds increased \$424,000 for the month; Agency Revenues 2% over budget, Expenses 6% under budget.

Planning for year end closeout.

SEED is \$70,000 YTD, budgeted \$85,000, think we will hit it.

5. Head Start Director's Report – Melissa Mattes

Report is in packet. Highlight: Different class sizes. Mountain View and Schoodic are displaced, no location, no funding. Policy Council tried very hard to find a space. Will offer remote service to these families.

Superintendent committed to next year. Deer Isle pulled, but we did get two spots back. Calais – displaced, moved to church, working to get licensing. Marcia is moving everything over, but no children until licensing is complete. FFD will be remote all year, will actually serve more children.

6. Parent Policy Council Minutes from 7/21/2020

7. Other

Still hoping to sort out a way to resume in person board meetings, but being very careful in the planning.

Lori – if you have family with college students, be patient with them and the teachers, everyone is stretched to the max.

**Business meeting adjourned at
5:50 pm**

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

Respectfully submitted, Sarah Nugent, Manager Communications and Resource Development