

<b>Called to Order: 5:10 PM</b>	<b>Via Zoom</b>	
I Roll Call and introductions		
<b>Roll call:</b> Ruth Sousa, Charley Martin-Berry, Martha Beathem, Ron King, Betsy Fitzgerald, Charles Rudelitch, John Harris, Jonathan Thomas, Lisa Veazie, Lori Schnieders, Barbara Clark, Walter Kumiega, Grant Lee, Nicholas MacDonald Quorum present <b>Staff Present:</b> Rebecca Palmer, Anne Ossanna, Melissa Mattes, Donna Zdanis, Kevin Bean, Ida Bagley, Sarah Nugent, Cheryl Robbins, Lee Hardison <b>Guests:</b> Jaimi Clifford, Christa Elwell, Suzannah Deeves		
<ol style="list-style-type: none"><li>1. Welcome Rebecca Palmer, DCP's new Executive Director</li><li>2. Welcome Guests Jaimi Clifford, Christa Elwell, Suzannah Deeves From Maine DHHS</li></ol>		
II Presentations		
<ol style="list-style-type: none"><li>1. Energy Services – Lee Hardison, Director HEAP season is underway. We started with priority households, for the first 90 days. Have prescheduled about 1100 of them, which books us through November. We left a few gaps in the schedule to fill when the phones open on September 13.  There are a few changes this year, but the one that will help the clients the most is a supplemental payment from the state to everyone who got a benefit last year, equal to that payment. About 40,000 households statewide. Will be sent directly to the vendors.  Changes this year – easier on employed applicants, they only need to show proof of income for one month. Either the last 4 weeks, or the whole of the preceding month.  Question: Is income verification can it be one month prior or can it also be 12 month prior.  Response: They can submit their taxes, we would divide by 12 to get an estimate. All calculations are based on one month.  Rent Relief is a new program that is in Energy, proving to be a very big piece of things. Emergency Rent Assistance, just starting phase 2. Started Phase 2 August 1. Just sent out first payment run last week, totaling \$454,000 to 220 households since 8/1. Can do up to 18 months of rental. Have to cover arrearage first, back as far as April 2020, can help with past due electricity, sewer, water, internet (no time or dollar limit on internet).  THAW – goes year round, always looking for funding</li></ol>		

Foreclosure Prevention Counseling is available, and there are a few people accessing this service.

FEMA – Washington County pantries participate in this.

Question: How does ERA mesh with evictions?

Response: Energy doesn't work on that portion of things. Ida Bagley, Supportive Services handles the Housing Stability portion of the funding. Lee would refer people facing eviction to Ida for help.

### III Items for Board Action

1. Resolved, to approve the Board Meeting Minutes from 7/27/2021.  
**Discussion: None**  
**Action:** Ruth Sousa made the motion to approve the minutes as written  
Nicholas MacDonald seconded  
**Motion passed.**
  
2. Resolved, to approve the Grant Year 2021-2022 Head Start Grant budget  
**Discussion:** Budget and narrative are in the packet. Submit a continuation grant every year, renew every 5 years. This is a continuation grant.  
**Goals/Objectives**  
**Trauma informed goal:**
  - All center based staff have completed at least four courses, with some taking more to become certified trauma informed educators and two pursuing further training. Many staff report that it the best trauma training they have had and come away feeling like they have some usable tools and strategies to better support children and families.
  - We have increased our mental health supports to staff as some have voiced that the training has impacted them either through past trauma, or the emotional toll of learning more about trauma. Our newest MH consultant presented at our Pre-service training this week to talk more about trauma, impacts, and self-care.
  - We have formed a resiliency committee comprised of staff and one of our MH consultants to support intentional implementation of all that we have learned
  - We are implementing the Second Step social emotional curriculum a minimum of two times per week, with most classrooms using content/activities daily.**Substance misuse goal:**
  - We have developed a common language and our documents have been updated
  - Data gathering is improving through modules in ChildPlus. We have baseline data from 20-21 that we will use going forward.

- A training menu has been established and included in the list of mandated trainings for each staff. Training is closely related to the trauma training, providing consistency in material and approaches.
- Once more staff have completed the training, we will establish expectations for implementing approaches.
- Family coaches have been assigned to all HS families with increased involvement this year as we begin the program year.

**Preparing parents and children for transition to public school:**

- Meetings with school staff have been delayed due to the pandemic. We will continue this year as protocol allows
- Parent and teacher connections were strengthened last year as a result of regularly sharing information via the Kaymbu app. Teachers and parents are able to exchange narrative, photos, and videos of children interacting, working on activities, and finished projects. Parents learned new ways to describe their children and approaches to learning which will in turn assist them when transitioning their child to other programs.

Question: did these goals come from staff, or did you select them from a list?

Answer: Came from self-assessment and community assessment, developed through Parent Policy Council.

**Program Updates**

- The pandemic has impacted our service delivery in several areas. We are continuing to budget and plan for programming in Sullivan and Prospect Harbor despite not having space in the schools. We are still following up on leads for space and will hire staff when we find the space, as two have retired and one has taken another job for this year.
- Staffing in the Ellsworth area has continued to be challenging. We have created a sign on bonus and are reviewing our compensation plan again (last one was two years ago) and benefits available to ensure we are doing all we can to attract and retain staff.
- We are now following the school day/year calendar in our EEMS collaboration. This leaves only two programs (the ones that are currently closed) with a four hour day/4 day a week/33 week program schedule.
- Space limitations in classrooms are reducing the number of children we are able to serve in some communities. We will be assessing if parents are interested in remote or virtual services. OHS is clear that we can use this service delivery method only in the fall when necessary but in January we will be expected to be at full enrollment. Right now our numbers are very low. There is work being done on the state and national level to broaden the income eligibility; higher minimum wages has decreased eligible families, but those families are still living with very low income and would benefit from Head Start services. Nationwide, there is a huge push to look at the income eligibility, at how can it be tweaked

without changing the law.

- We are still pursuing a possible partnership at the Pemetec School but need to wait for the new principal to begin and assess the possibilities.
- Through data gathered in our Self-Assessment process and management meetings, we are shifting some responsibilities to better support center staff and to improve our management of programs
- Operations Manager – will supervising center coordinators and providing oversight and monitoring of facility and tech issues. Will take the lead in overall monitoring and assuring centers are getting the equipment they need while following procedures/practice/intent. She will also oversee onboarding, orientation, education plans, and training requirements. This responsibility has been with center coordinators and supervisors, now allowing them focus on other duties while having closer oversight and consistency with ongoing professional development.
- Health Assistant – will be the point person for obtaining health information on children and doing follow up on missing documents. Will assist our Health Manager in entering and monitoring health data in ChildPlus. This responsibility has been with teachers and center coordinators, now allowing them more time to focus on their other job duties.
- Planning a shift in oversight of our enrollment office to strengthen the connection between enrollment, data, and overall operations. We are still in the planning stages as this shift will impact several other currently funded positions. We hope to move forward in the next several months.
- We have been contracting with a consultant to provide support and training for ChildPlus. She is working with our data specialist to streamline, improve, and enhance how we are collecting and using data. Our goal is to have paperless child records next program year. We will be preparing this year with improving written instructions, developing modules within CP, and increasing training for staff.
- We are continuing with our Family Coaching program and will be formally assessing, with the help of our T/TA staff, the impact and effectiveness of this method of service delivery.

Question: We have been fighting the eligibility rules for 25 years, hopefully there will be some progress, but not holding my breath.

Response: I saw some promising moves come out of the last policy meeting – perhaps SNAP eligibility determines eligibility for Head Start. Other ideas as well. Have to do something in the Northeast.

Question:

Do you have a backup plan for the slots in Sullivan and Prospect Harbor

Yes – the Pemetic school and Calais. Also, we have applied to run a special ed classroom here in Ellsworth, do anticipate having HS eligible children in that program.

Question: Do you have enough money to run the program?

Answer: yes, at this time there is sufficient funding due to several special programs. Challenge is using the funding to solidify plans and programs to be stable when special funding disappears.

Budget –

All rolled up in a neat package, just a few lines. Federal went up by COLA; InKind is local schools.

Expenses:

Not a lot of change in salaries.

Food reimbursements budgeted lower as there are fewer children enrolled.

Travel is lower than 21 but more than we have used thus far due to pandemic.

Technology has gone down, everyone has new laptops. Everything else is essentially the same.

**Action:** Barbara Clark made the motion to approve the Head Start Grant and budget for Year 2021-2022. Lori Schnieders seconded.

**Motion passed.**

3. Resolved, to approve Paid Time Off (PTO), Sick and Holiday Policy Benefit Eligible Staff (Full Time Staff), dated 7/9/21. (tabled from 7/27/2021)

**Discussion:** Charles Rudelitch made the motion to untable the motion, Nicholas MacDonald seconded. No discussion.

**Action:** Ruth Sousa made the motion to approve the Paid Time Off (PTO), Sick and Holiday Policy Benefit Eligible Staff (Full Time Staff), dated 7/9/21. Jonathan Thomas seconded.

**Motion passed.**

4. Resolved, to approve Paid Time Off (PTO), Sick and Holiday Policy For Employees Working Fewer Than 30 Hours A Week (Part Time Staff), dated 7/20/21. (tabled from 7/27/2021)

**Discussion:** Charles Rudelitch made the motion to untable the motion, Nicholas MacDonald seconded. No discussion.



vehicles, swapped in new vehicles) Last July showed \$141,000 surplus.

ECE - revenues are 1% OVER Budget; expenses 6% Under Budget- **\$162,000 DEFICIT (\$10k increase) (Childcare = \$152,000 DEFICIT). Personnel is 4% Under Budget.**

FC—**Operations current DEFICIT is \$28,000 (\$23k decrease).** Billings were 601 hours, 109 less than expected, with 9 participants at month end. Revenues are On Budget and expenses are 8% under budget. Received some generous donations.

AHD – **Deficit of \$26,000.** Revenues are 3% under budget, Expenses are 19% over budget, Personnel is 31% over budget, ongoing utilization/reallocation of Personnel costs to CSBG should spread this overage out.

ENERGY SERVICES – revenues are 81% over budget; expenses are 73% over budget (both due to MH Rent Relief \$) - **\$168,000 surplus, \$51,000 surplus for Temporarily Restricted Funds.**

SUPPORTIVE SERVICES - \$54,000 surplus; Revenues 9% Over Budget, Expenses 17% under budget. Care Funds spent this fiscal year = \$32,000.

ADMIN – Revenues are 17% over budget, expenses are On budget - **\$287,000 surplus. Investments-\$2,600 increase in June-\$223k surplus YTD; SEED \$89,000 YTD-\$80k budgeted)**

HOUSING – revenues are 15% Under budget, expenses are 18% Under budget - **\$3,000 deficit (\$8,000 deficit for properties)**

Question: Are we trying to connect with the towns as they put together plans to spend COVID funds to determine if we can help them with their projects?

Response: at this point we are not, but we can sit down and talk about it. Expect that would be a conversation with Rebecca, Kevin, and Sarah.

Comment: Although there is plenty of funding available for Head Start, child care is running the deficit shown in ECE, expect the state grant to stabilize this.

Comment: SCEC is working on a training with Maine Municipal Association to help communities determine what to do. Save the date will be coming out.

Comment: Island Nursing Home has announced plans to close. Caused by staffing shortage, which is exacerbated by an affordable housing shortage.

Note: Kevin is about a month behind on his budget prep, do anticipate that budget will be presented to Finance Committee in mid-October.

Downeast Community Partners (DCP)  
Meeting of the Board of Directors, August 31, 2021

4. Director of Early Childhood Programs Report – Melissa Mattes  
FFD evening program has changed to completely remote for the year. This is to meet the needs of parents.  
All Calais schools are shut down for ten days due to an outbreak. They opened up yesterday, closed today for two weeks. Will keep board apprised.

5. Other  
Grant: At the request of the board, I am mentoring Rebecca in her new role. I have been feeling some conflicts in terms of this Rebecca. Want the board to know that Rebecca will be renting my house on Branch Lake. I would like to step back from the board while this mentorship is going on. Rebecca sets the dates and times of the meeting, but want to make sure that there is no conflict.

**Action:** Walter Kumiega moves to grant Grant Lee a temporary leave of absence from the board while he mentors Rebecca. Jonathan Thomas seconded. Grant Lee abstained.

**Motion Passed.**

General Question: Know that there are COVID restrictions in hand, but what is the likelihood that we will meet again in person?

Response: 50/50, don't want to risk everyone's health.

**V. Business meeting  
adjourned at 6:15 PM**

**Barbara Clark** made the motion to adjourn **John Harris**

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