

Downeast Community Partners (DCP)
Meeting of the Boards of Directors, September 24, 2019

Monthly:

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Called to Order: 5:25 pm		
I. Roll Call and introductions		
Roll call: Betsy Fitzgerald, John Harris, Martha Beathem, Walter Kumiega, Ron King, Lisa Veazie, Ruth Sousa, Dortha Crowley, Charles Rudelitch, Charlie Harrington, Grant Lee, Charley Martin-Berry, Katie Clough, Lori Schneiders. Quorum present Staff Present: Mark Green, Kevin Bean, Sarah Nugent, Melissa Mattes, Cheryl Robbins, Dale Basher, Bobbi Harris, Stacy Brown Guests: None		
II. Presentations		
1. Board Member Introductions – Charles Rudelitch Grew up in Harrington, on a dairy farm. The farm essentially failed when I was in high school. Mom went back to school, got her teaching degree, kept family afloat, she actually worked at WHCA and then at CCFO. That held the family together. I went to college, got a degree in history, resource economic and policy. After college, I worked in economic development, Fort Kent, Passamaquoddy tribe, and EMDC. I realized I was in over my head with the tribe. Not just because I am non-native. The border region is complicated and infuriating. There is such food insecurity right next to Cobscook Bay, which is rich with food. Decided to go back to school, went to law school. Got my JD, and intended to do environmental law, but wound up in general practice. Ten years ago a chance to come back home, working for Pine Tree Legal, first in Machias, later added Ellsworth. I worked with all three courts in the area. A lot of foreclosure and debt defense, right after financial crisis. First few years I commuted to and from Portland, staying with folks during the week. A few years in, my husband agreed to move up here, we bought a house in Harrington. Five years ago, I decided to make a change, applied to SCEC. But my reasons changed. In legal aid, found I was representing the same families through a multiple situations, but underlying issue was a lack of a good job by the members of the household. SCEC works to create job and entrepreneurship opportunities, earning a living wage in the county. About four years ago went into partnership with my parents, we have 44 head of beef on the farm, feels good to be working the farm again.		
2. Transportation Report – Cheryl Robbins, Transportation Director. Reviewing where we are with the buses; the procedures, and waiting for MDOT. Fortunately able to order a couple of 12 + 2s (12 passengers, two		

wheelchairs), but this is from fiscal FY 17. We only have to pay 5.5% match. Would like to order another 12 + 2. One thing holding up 8 vehicles is waiting for a state bond. Learned it won't be in September, but hoping to have the money in the next two months. The tobacco settlement vehicles are 24 plus 2, think they will be next. Working on a plan to replace some of our older vehicles, for 3, possibly 4 agencies. It is a discretionary grant, hopefully the feds will find it worthy. Applied for a grant for two more buses. When these are all done, we will be in good shape, all but six vehicles will be replaced. And those six are fairly new. Also, At Home will be turning over their old Toyota van, about 100,000 miles on it. Almost like new to Transportation division. With the broker they use a lot of mom and pop transportation organizations, and taxis. West's does some, but nothing compared to what we do for Logisticare. No major competitor in our area. Today we have 22 vehicles, which is not enough. 18 DOT, 4 agency owned. It can take a long time to get the buses once they are ordered. Several months between ordering and delivery.

What are the restrictions? Can't do charter. Can do public transportation, such as the blueberry festival. Fine line between that and charter. Doing Autumn Gold this weekend.

Downeaster is not really a competitor as they do flex route, not Mainecare.

Don't need CDLs until there are more than 15 passengers.

We are up to 37 agency drivers, getting harder, because of the change in the marijuana laws, Feds have zero tolerance, CBD oil even has a trace. It makes it harder to hire drivers. Can use about a dozen more drivers. Volunteers are lower than in past years, hard to get volunteers. Jo Cooper has no trouble so wondering if it is who we transport? Some months between 45-50,000 trips per month.

Two dispatchers schedule trips every day.

A few grants in the works now: Maine Charitable grant – money for senior transportation in Washington County; also anonymous foundation, for charging stations and three EV. And soon applying for Maine Cancer Foundation grant. Can apply for \$60,000 over two years, good shot at it.

3. CSBG Training – Stacy Brown

Two Community Action Partnership videos on CSBG Standards, one on Consumer Input and Involvement and the second on Community Engagement.

Question for Stacy – when does this get reported to the board?

Put together a committee, which is staff and board. Probably report to you annually.

III Items for Board Action

1. Approval of Meeting Minutes from 8/27/2019
Discussion: Add Charlie Harrington to roll call
Action: **John** made the motion to approve the minutes as amended, **Katie** seconded. **Motion passed.**
2. Resolved, to approve the Budget for the year beginning October 1, 2019 and ending on September 30, 2020
Discussion: Note that there is a board resolution that needs to be addressed but wasn't on the agenda.

Question – why has IDC gone down to 9%. We actually fought to put more in it, based off the administrative aspect of the agency – whole budget, less direct services, just a higher percentage of administrative costs for the cost pool, it's just how the math came out. No particular area to point to. All year long we were at about 8.8. Staff is out straight, could use an extra person, but working to keep the costs down. Ones who are impacted – ECE with admin costs, transportation, any savings will hit bottom line as a surplus. Want to be between 9-10%.

Mark – do you have enough administrative staff to run the agency?
A lot of services are charged directly to the divisions, such as HR and IT, Property management. Helps to keep the rate lower. Gained a few new programs in the past few years, big one is Maternal and Child Health, about \$300,000, slight increase in payroll, etc. so draw in more funds but don't spend more on admin. Think how we are doing Development is working, might look at it next year to see if we want a Development Director.

Action: **Charlie** made the motion to approve the budget. **Katie** seconded. **Motion passed.**

Additional Resolution – That the Finance Director of DCP be authorized to withdraw \$62,000, an amount that does not exceed 5% of the value of the Crisis Endowment Fund for the purpose of funding the CARE fund at DCP, for the Fiscal Year 2020.

Action: **Katie** made the motion to approve the resolution, **Walter** seconded **Motion Passed**

Grant has an aversion to using endowments for programs.

Annual draw to support families in crisis is the intention of the donor. We

take 5% of the balance at the end of September 2018. Total this draw is \$60,000

3. Resolved, to approve a fund raising raffle for Friendship Cottage.
Discussion: great Escape Raffle – selling up to 1500 tickets at \$10 a piece. Two prizes - \$1,000 value location TBD by winner. Other prize is \$100.00 for person who sells the most tickets.
Action: **Walter** made the motion to approve the raffle. **Lori** seconded.
Motion passed.
4. Resolved to authorize the Executive Director to spend up to \$20,000 for improvements to 63 Elm St and to authorize him to enter into an agreement with Healthy Acadia for the management of a Recovery Residence for women.
Discussion: there is some risk, but it is a chicken and egg type problem. Charley Martin Berry and CCC is a big part of this We think it is going forward, to get certifications, need to make improvements, but we think \$20,000 is a high estimate. Elsie Fleming thinks she can come up with furniture and appliances. We will be doing repairs around the house, paint, shampoo the rugs, etc. Volunteers to do some heavy cleaning. Some flooring and doors need to be replaced. Talked with Kevin about how to fund it. Kevin recommends it as part of the depreciation.

Question: Agree that it is important to address this issue but who is paying for it? Person getting the help is out of resources.

A number of the supports will be about connecting to employment resources. Also a bill passed into law in the last session that may put rent subsidy into the hands of people in recovery living in recovery houses. The state is figuring out how to do this. Important to mention that the commitment of the partners is to welcome children in this residence. Original plan was to have someone from down state come in to run it, that didn't; work out Healthy Acadia stepped up to make it happen. Our responsibility is to make sure that the house bills are paid. Will provide transportation, Supportive services.

Director and house manager are expected to work outside the house.

Question:

Who do the residents pay the rent to?
Pay to House manager but DCP is the landlord. We will have a set of rules that will comply with state law as to tenants.

Concerned about childcare issue – a huge issue. Parent in recovery and working, going to school, can't afford it, can't find it.
We know that there will be many problems like this that we have to address.

Not sure we can find a better place to locate a house like this.

SCEC has worked with HR at Maine Blueberry – might be able to smooth a path to employment.

Action: Ruth made the motion to authorize the Executive Director to spend \$20,000 for improvements to 63 Elm Street. **Katie** seconded. **Motion passed.**

5. Resolved, to authorize the President, Treasurer, Executive Director and Finance Director to sign checks for FY 19/20

Discussion: None

Action: Charles made the motion to so authorize the President, Treasures, Executive Director, and Finance Director. **Katie** seconded. **Motion passed.**

6. Resolved, to authorize the Executive Director and Finance Director to sign all agency agreements, contracts and corporate agreements for FY 19/20

Discussion: None

Action: Walter made the motion to so authorize the Executive Director and Finance Director. **Katie** seconded. **Motion passed.**

7. Resolved, to authorize the President and Vice President to sign the Executive Director's expenses for FY 19/20

Discussion: None

Action: Katie made the motion to so authorize the President and Vice President. **Lori** seconded. **Motion passed.**

8. Resolved, to approve the meeting schedule for FY 19/20

Discussion: None

Action: Lisa made the motion to approve the meeting schedule. **Dorthea** seconded. **Motion passed.**

IV Reports

1. Development Committee – Ron King
Seed is doing very well, heard about EV, getting out PR around HEAP projects, aside from raffle, got 3 year commitment to FC for \$7500 a year . reviewed our goals about cultivating large donors. Going to be presenting in December a motion that appears as follows (Ron's proposal)
2. Executive Directors Report and Proposed Recovery Residence – Mark Green
3. One apartment still not rented. Under the impression that we could just change it from veterans only to any low-income person. not true. Maine Housing asked for a couple of weeks of trying again to get a veteran. If not, Mark will begin the work of getting it changed. Check with Sunrise Opportunities and Debbie Beal to see if they have any leads. Did find someone to take Kara's place at At Home, Rose Vogel-Honders did not go through the normal process, because we needed someone immediately, I met with AT Home advisory committee, very supportive. Rose starts October 7, Hannah will stay a few more weeks, Kara meets with Rose in the

afternoons. Just want to mention that we had 6 employees and 3 board members at a cultural training at Indian Township last week, excellent training. Today Bobbi, Dale and Lee were on a call with Maine Housing and tribal members on how we could do weatherization. Pleased at how well the tribe views the relationship with DCP.

4. Finance Directors Report – Kevin Bean

Cash is doing well, 4th month in a row, 1.3 million, yesterday was 1.4 million. Our ARs dropped pretty well, to the best in the last two years. Getting consistent payments from state and Maine Housing, quick turnarounds on smaller contracts.

Still have a deficit. Ongoing issue with empty classrooms, produces 15000 deficit each month for childcare program. Fc and AT because of reallocations of CSBG, reduced it by 14,000 last month, expect the same this month, will not zero out the deficit. Have seen some money coming in, tennis tournament was this past weekend. SEED saw another 17,000 come in, nearly at 120,000 highest ever seen.

Investments have not done well this year, took a loss on sale of property. If this was a normal year, we would not be seeing this deficit. Looking forward to starting the year with a healthy cash balance

Showing 80,000 surplus in Transportation. Need more vehicles and drivers, we are turning away trips. Room for improvement.

On page three of the financials, temporary restricted assets, show raw data surplus, then back out temporary restricted assets. For grants and donations that are targeted for something that hasn't been spent yet.

5. Head Start Director's Report – Melissa Mattes

6. Written report is in packet, along with Program information report (sent annually to Fed HS) required to share it with the board and answer any questions. Used to report effectiveness of Head Start. Due 8/31. Released 9/1 listed a whole bunch of job opportunities, do we not have at the moment a classroom? Have substitutes in all fo our classrooms except Ellsworth. Having to not enroll children in St Croix and Ellsworth center I and T because of a lack of staff. Have not seen the level of turnover as in the past, but not finding qualified people.

What are you worried about most in that PIR –
Dental exams, families not taking the children in.
Families not screened in 45 days, should be 100% not even 50% due to staffing.

This year's data not out yet to compare us to national and state averages.

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Some numbers are completely dependent on staff, and others are dependent upon parents.

Not many dentists service small children – one in Bangor. Do have a dentist who does visit and do checks but not treatment for children who need more in-depth work.

V. Business meeting adjourned at 7:00 pm		Ron made the motion to adjourn.
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Respectfully submitted, Sarah Nugent, Manager, Communications and Resource Development