

Called to Order: 5:05 PM	Via Zoom																	
I. I Roll Call and introductions																		
<p>Roll call: Ruth Sousa, Charley Martin-Berry, Martha Beathem, Ron King, Betsy Fitzgerald, Charles Rudelitch, John Harris, Jonathan Thomas, Lisa Veazie, Lori Schnieders, Barbara Clark, Wayne Hanscom Quorum present Staff Present: Rebecca Palmer, Anne Ossanna, Melissa Mattes, Donna Zdanis, Kevin Bean, Ida Bagley, Sarah Nugent, Cheryl Robbins, Dale Basher, Rose Honders Guests: Grant Lee</p>																		
II. II Adjustments to agenda																		
III. None																		
III Presentations																		
<p>1. Transportation – Cheryl Robbins, Transportation Services Director Trips are way down, running a deficit, though coming back. Thought I would fill you on about the impact of COVID. Our trips are still increasing a little bit at a time: Trips billed from March 16th- September 15th 2020 = \$386,607 Which was for 9,637 trips Trips billed from March 16th - September 15th 2021 = \$517,888 Which was for 13,838 trips</p> <p>This is \$131,281 increase in our billing for this time frame.</p> <p>We had 29 drivers at the start of COVID</p> <p><u>Covid-19 Driver status</u></p> <table data-bbox="381 1207 1112 1711"> <tr> <td>6</td> <td>Hancock County drivers as of 4/6/2020</td> </tr> <tr> <td>10</td> <td>Hancock County drivers layoffs 4/6/2020</td> </tr> <tr> <td>3</td> <td>Calais drivers as of 4/6/2020</td> </tr> <tr> <td>3</td> <td>Calais Area driver layoffs as of 4/6/2020</td> </tr> <tr> <td>3</td> <td>Machias/Milbridge as of 4/6/2020</td> </tr> <tr> <td>4</td> <td>Machias/Milbridge driver layoffs 4/6/2020</td> </tr> <tr> <td>12</td> <td>Drivers remaining</td> </tr> <tr> <td>17</td> <td>drivers layoffs</td> </tr> </table> <p>7 drivers never returned due to COVID. Currently we have 21 drivers. There is a shortage, this is not enough drivers.</p>			6	Hancock County drivers as of 4/6/2020	10	Hancock County drivers layoffs 4/6/2020	3	Calais drivers as of 4/6/2020	3	Calais Area driver layoffs as of 4/6/2020	3	Machias/Milbridge as of 4/6/2020	4	Machias/Milbridge driver layoffs 4/6/2020	12	Drivers remaining	17	drivers layoffs
6	Hancock County drivers as of 4/6/2020																	
10	Hancock County drivers layoffs 4/6/2020																	
3	Calais drivers as of 4/6/2020																	
3	Calais Area driver layoffs as of 4/6/2020																	
3	Machias/Milbridge as of 4/6/2020																	
4	Machias/Milbridge driver layoffs 4/6/2020																	
12	Drivers remaining																	
17	drivers layoffs																	

We had eight office staff – we reassigned one employee and the other applied to be Nick’s assistant in IT.

We will not be replacing the two positions above until our funding allows for this.

So currently we only have 6 office staff, one in Machias and five in Ellsworth

You have all seen the vehicle replacement list.

Question: Would replacement list have been as extensive if not for COVID?

Response: No, previously only ordered two vehicles a year. Have seven on order, and an 8th one I am waiting for since 2019 due to COVID.

Shortage on chassis and computer chips. Have several on order that are not able to be built.

Question: What is the relationship between not enough drivers and our capacity to deliver service?

Response: Not easy, am working part timers like they are full time.

Question: What happens when we turn back a trip?

Response: It is up to Logisticare to deliver the trip. We are hearing that they are not covering them. And we lose money for every trip we turn back.

At the end of the day, we are turning away revenue.

Riders have to wait longer coming home.

Question: What is starting salary for drivers and requirements?

Response: \$13 an hour, background checks, state, national criminal, sex offender, child protective, DMV, a whole host of trainings that have to be completed.

Question: Have you modeled the budget impacts of raising starting salaries to be competitive with fast food?

Working on that now.

A few years ago we were the highest CDL pay, now we are the lowest.

IV Items for Board Action

1. Resolved, to approve the Board Meeting Minutes from 8/31/2021.

Discussion: None

Action: John Harris made the motion to approve the minutes as written Ruth Sousa seconded.

Motion passed.

2. Update on Board member terms

Discussion: A number of terms are expiring or have expired. Ruth Sousa, Martha Beathem, Charley Martin Berry and Ron King have agreed to be re elected.

Charles Rudelitch agreed to be reappointed.

Charlie Harrington cannot do ZOOM, would prefer not to be reappointed.

Walter would like to be reappointed.

Nominating committee normally convenes to select board members. We currently don't have a nominating committee that is a standing committee, convened as necessary. Would anyone like to volunteer to serve on the committee to fill the two open seats.

Charles Rudelitch, Betsy Fitzgerald, Wayne Hanscom will work with Rebecca.

Will meet to chat to determine who we want.

Question: What is the procedure? Do we look at specific skills?

Response: Yes, we make sure we meet the Head Start requirements (lawyer, early childhood educator, fiscal experience) and county balance.

Action: Committee will meet.

V Executive Director's Report

To be determined: annual board meeting: Betsy and I looked at this, agreed it will be virtual, kicking the can around for the best way to do this. Need to choose time of day, date. Today we talked about the best way to do this, talked about involving the staff a little bit more, doing video vignettes, make it more fun. Wanting to portray our staff and

leaders to each other. Board perspective – what time of day works best for Board?
Ruth reminded us that we often don't have a November meeting, but this year November 30 is after Thanksgiving. Could we start with the business meeting at 4, have annual meeting begin at 5. Date and time set as normal meeting date in November.

You have the report in your packet, not going to repeat it. Happy Anniversary, DCP – 4 years on Friday! Highlights: still working on latency around merge, creating policies for one organization. Working on this with senior leadership, working through some experiences. Last week met off site, started with strategic plan. Gave us a focal point for our work together, because it is already established, with metrics, etc. Cannot be done without our full commitment together as a senior leadership team. We are one team, to accomplish all the goals in the plan. Cannot do it if we only function in our own silos. Steve Martin facilitated the process.

Came up with strategies for meetings and working together as a group. Came away having made progress and commitment to continuing that work.

Must move forward, building on strengths and leave the past behind. Need to build trust, have code words to remind us about our ground rules. Hard work, but all committed to doing it.

Involved in MECAP, last week had a meeting of the smaller CAPS to see if there are ways to collaborate. We do some of that, but how might we do more of things like that, increasing our wealth of knowledge?

MECAP annual meeting is Friday, should have the Community Needs Assessment.

They have taken me in under their wing, building a good rapport.

Traveled to Machias, met with Charley Martin-Berry, Betsy, and the staff at VIP Drive. Reinforced how important it is to get to various sites.

Still learning all of the partners and resources available to all of us.

Strategic Plan – updating progress reports, reprioritizing.

COVID 19 updates – not everyone in MECAP is doing the same things regarding vaccine mandate. Head Start has a delay until January 1.

Trying to sort out if we are a federal contractor or a subcontractor. Either way, there is a vaccine mandate; we are working on this, but expect that we may lose some employees.

Kevin and Donna have reached out to some contacts, come back with different information. Doubtful that there will be a standardized approach to this across MECAP.

As Cheryl alluded to, we are experiencing staffing issues (hiring, keeping staff). Reached

out to Laurie Bouchard to see how we compare to the market. Looking for low hanging fruit. The issue is complex due to the compression that happens when lowest salaries are raised. Donna will be presenting preliminary findings shortly.

Anne has been working on her license renewal. Submitted application yesterday, State showed up at 2:00 today. They will visit next week, just checking in to make sure FC was open. Fire department did the site review last week.

Melissa is working on her child care stabilization application.

Ida submitted the Assurance 16 application last week. HEAP eligibility, WF Coaches work with this program, it can reduce the client's electric bill.

Dale: been in contact with the Ellsworth American. Last year they came to us for energy saving tips. This year, they asked us to talk to them about the impact of climate change, especially water in the basements, losing heating. Rebecca Alley spent a lot of time talking to Dale about different options and tools. Also ways in which organizations can work to change energy consumption.

Rose held the At Home Tennis tournament last weekend, raised money! Rebecca included an email she got the next day. It was a stressful day, but we had great volunteers, worked together, worked out challenges.

Sarah – getting ready to get really busy in SEED. Did receive 10,000 dollars this week, reflecting some of the hard work we did last fall and winter.

VI Reports in Board Packet

A. Discussion or questions on Division Director's written reports

B. Verbal Presentations:

1. Development Committee Report – Barbara Clark/Sarah Nugent
You have the report, but highlights – very good SEED month. Friendship Cottage brought in over \$10,000, MCH and Financial Coaching both received substantial gifts. We did not meet this month, so that is all there is to share.

2. Human Resources Report - Donna Zdanis
As Rebecca noted, we have been working with the consultants regarding our pay raises and compensation.
We have had a lot of vacancies that we are not able to fill. Starting salaries are well below market, making them impossible to fill.

Working with Laurie Bouchard to shift our pay ranges, spreading them out more. Shifting minimum wage to \$14. Ran the math with the new numbers, and pay scales. This will cost about \$100,000.
Also realized mid and upper level are too low.

Have to figure out how to pay for it, how do we sustain it over time?

This will take years to equalize.

More to come on this, but wanted to bring it to you to view it.

Comment: excellent work, has to be done. Not sure that \$14 will be enough to fill the positions. Don't know where we will get the funds to raise them even higher.

3. Finance Director's Report – Kevin Bean

Another good month. Highlights: Cash is good, only dropped 11000. Surplus GREW – influx of SEED, investments doing well. Continued to have good showings on a variety of other small contracts. Agency revenues are 17% over budget, primarily because of rental assistance. That is also putting us over budget for expenses. SEED is now at 122,000 as of the end of August. With COVID, we expected about 80-100. This was a big surprise. And received another 10,000 yesterday not included in the total.

Question: Didn't we have a committee who put our investment portfolio out to bid? Did we decide what to do?

Yes, we did go out to bid, and are in the process of transferring everything to First National Wealth Management.

MECAP Finance Directors retreat – was a virtual event again this year. More sharing and discussion. Tossing ideas around about what each other does, what board reports look like, etc. Some CAPS have a younger generation, looking for insight in how to compile and present some of these things. This was the annual retreat, usually three days off site. Rest of the year, meet monthly for shorter time.

4. Director of Early Childhood Programs Report – Melissa Mattes Report in package. A few additions. Once a year we complete program information report, all HS required information. Numbers very low, it was an off year.

Also 4th quarter child outcomes, observing children's development, last quarter of the year. Literacy, language and communication bubbled to the top. Expected social and emotional to be all over the board, but it really wasn't.

Comment: FFD staff did a presentation to the state last week on what remote FFD looks like, and the results that have been gotten during a pandemic. It was an amazing presentation that was very exciting to the state agency partners and FFD director.

Downeast Community Partners (DCP)
Meeting of the Board of Directors, September 28, 2021

VII Other Business		
VIII Business meeting adjourned at 6:30 PM		Barbara Clark made the motion to adjourn Ruth Sousa
Respectfully submitted, Sarah Nugent, Manager, Communications and Resource Development		