

Downeast Community Partners (DCP)
Meeting of the Board of Directors, September 29, 2020

Called to Order: 5:05 PM	Via Zoom	
Roll Call and introductions		
Roll call: Ruth Sousa, Charley Martin-Berry, Betsy Fitzgerald, Jonathan Thomas, Lisa Veazie, Barbara Clark, Walter Kumiega, Grant Lee, Ron King, Martha Beathem, Charles Rudelitch, Wayne Hanscom, John Harris, Elaine Abbott, Quorum present Staff Present: Mark Green, Kevin Bean, Melissa Mattes, Anne Ossanna, Rose Honders, Bobbi Harris, Sarah Nugent, Dale Basher, Donna Zdanis, Cheryl Robbins, Stacy Brown, Jen Winter Guests: None		
Presentations		
<p>1. EmPowOR – Stacy Brown</p> <p>2018 all CAPS in Maine did research and chose software to build a database customized to how CAPS do business. Not easy to set up one system that lets us customize to match all the programs with required reporting for CSBG. We are aiming for a central intake process for anyone who comes in. Intake would have presumptive eligibility built in, automating process of making sure that people are aware of everything that they are eligible for. More exciting is the uniform data entry that will capture all the different systems we currently use and have to manage by hand now, but we will be able to have all of that entered one time, providing us with the data needed for the quarterly reporting. We will be able to get an unduplicated count of who is using our services, without sharing information that is confidential. Right now all of our supportive services programs are set up, hope to have all data entered by next month. Working to get all COVID19 response data in to the system. This will allow us to measure a lot of things that we aren't currently measuring.</p> <p>Our goal is to have all programs on this by the end of FY 21. This is a major undertaking because we have to coordinate state wide, including Child Plus, Maine Housing, and transportation. Working to have as little data entry as possible, getting software systems to talk to each other.</p> <p>Discussion:</p> <p>Props to Ida for going first! Big undertaking for her and Stacy, to learn the software and the programs from each other.</p> <p>Hope it will lead to a one-door system, no matter where a person comes in, they will be offered everything that they are qualified for.</p> <p>Is there a way that someone could come in and just look at the stats? - There is a way to see the reports, not the drill down info, still being perfected.</p> <p>Will it eventually be a time saver? - That is the plan, once everyone is trained and it is fully functional, after a couple of years.</p>		

Would EmPowOR ever replace Child Plus?
- No, but Child Plus is working hard to build a bridge to EmPowOR so that double data entry would not be necessary.

III Items for Board Action

1. Resolved, to approve the Board Meeting Minutes from 8/25/20
Discussion: Ask for one correction presentations number 2 FC line 11 change mel delivery to meal delivery.
Action: **Ruth** made the motion to approve the minutes as amended, **Martha** seconded. **Motion passed.**

2. Resolved, to approve the Executive Committee Minutes from 8/28/2020
Discussion: None
Action: **Ron** made the motion to approve the Executive Committee minutes. **Lisa** seconded. **Motion passed.**

3. Resolved, to approve the Annual Budget for 20/21
Discussion: Stacy is the budget coordinator. Challenging year. Usual to take the past twelve months and predict the next twelve. Neither the last twelve months nor the next twelve months are predictable. We worked to ramp up to about 75% of where we were. This year we had everyone budget revenues very conservatively, then cut expenses now, if revenues increase, bring back some of what was cut.

Looking at a budget surplus of about \$38,000

Budgeted about 2.2 percent less than revenue was last year. Don't want to assume things will return to normal. Revenues include COVID19 related funds, without which we would be about 5.5% down from last year.

Salaries are projected downward due to people who chose layoffs in COVID and haven't returned to duty as yet.

Salary increases are built in for the fourth quarter. Not in ECE - waiting for COLA from Head Start; assume it will come as it always has.

Built in IT upgrades with CSBG COVID funds.

Expect to receive eight new vehicles to transportation, no cost to DCP. Because of that, we lowered maintenance and repairs.

Housing about the same, with the exception of finishing off the bigger programs, addition of new programs last year.

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Reduced travel significantly, employees are doing a lot less travel to meetings.

Huge increase in general liability insurance, 75%, due to some big claims we had this past year.

Space costs remain the same, IDC remains at 9%.

By division:

ECE surplus of \$1,565, after major cuts in revenue due to changes in numbers of children served in child care. Also lost a significant amount of school revenue. Head Start COVID19 funds and Harrington rent are included in revenue.

Staffing reduced; lowering part time staff to accommodate lower student level. Vacancies not being filled.

Finance and Admin surplus – very conservative on SEED income.

CSBG – able to do a lot more due to additional funds, still supporting elder services, EmPowOR, resource development, resource advocacy, HHG, changes to IT, expanding Whole Family, transportation to LI residents, and supporting health systems for whole agency. Had hoped to use the funds for expansion of elder services, but needed to roll the funds to ECE and Transportation, hardest hit by pandemic. Earmarked \$20,000 of SEED money for Elder Services.

At Home is budgeted break even, FC deficit is exact amount of building depreciation. Staffing and volunteers at both programs is critically low.

Housing deficit is due to property management, rest of housing programs running at break even or surplus.

Energy Services budgeted as break even, crazy busy fall season with the addition of rental assistance.

Transportation includes all revenue sources. Lowest surplus ever budgeted in years. Very hard hit with COVID19. Slowly coming back, made a lot of accommodations, altering vehicles. Very conservative projections.

Supportive services: restructured family coaching into Whole Family, rolled family advocates and RAP into Family Advocate. Budgeted DCP CARE funds into this as well.

Question: Talked about all of the departments and budgeted low. Will we

be OK if COVID19 goes away?

Yes, if all of this went away, and no need for social distancing, we would be in much better shape, especially in Transportation. COVID19 relief funds would be replaced by income. Worried about it in the other direction, if COVID increases but support doesn't.

Question: Admin salary levels are higher.

That is because of CSBG funding paying people who normally wouldn't be in Admin.

Question: when we evaluated ourselves, identified wanting better understanding how the unrestricted money is supporting other programs that need help. Is there a way to show us easily how the money was spent, how much is left, how many is carried forward? I know it is explained in the budget, but if we aren't dealing it with every day, it is hard to track.

Yes, we can do it, it will take a bit of work, but we can do it. Will include PPP.

Without PPP we would have had to have serious layoffs.

We are discussing how to react if things do get worse this fall and winter.

Kudos to Stacy and the finance team for putting it together this way. Having the words before the numbers was really helpful. Having it organized by division also helpful.

Action: Grant made the motion to allocate \$62,000 from the DCP CARE Fund and to approve the Annual Budget for 20/21. **Walter** seconded. **Motion passed.**

4. Resolved, to authorize the President, Treasurer, Executive Director, and Finance Director to sign checks for FY 20/21

Discussion: None

Action: Ruth made the motion to authorize the President, Treasurer, Executive Director and Finance Director to sign checks for FY 20/21. **Barbara** seconded. **Motion passed.**

5. Resolved, to authorize the Executive Director and Finance Director to sign all agency agreements, contracts, and corporate agreements for FY 20/21

Discussion: None

Action: Grant made the motion to authorize the Executive Director and

Finance Director to sign all agency agreements, contracts, and corporate agreements for FY 20/21. **Lisa** seconded. **Motion passed.**

6. Resolved, to authorize the President and Vice President to sign the Executive Director's expenses for FY 20/21.
Discussion: None
Action: **Ron** made the motion to authorize the President and Vice President to sign the Executive Director's expenses for FY 20/21. **Ruth** seconded. **Motion passed.**
7. Resolved, to approve the meeting schedule for FY 20/21
Discussion: None
Action: **Elaine** made the motion to approve the meeting schedule for FY 20/21. **Walter** seconded. **Motion passed.**
8. Resolved, to enter into Executive Session to receive a report on litigation from the Executive Director.
Discussion: None
Action: **Ruth** made the motion to enter into Executive Session to receive a report on litigation from the Executive Director. **Elaine** seconded.
Motion passed.
Entered Executive Session at 6:08
Returned from Executive Session at 6:17

IV Reports

1. Executive Director's Report– Mark Green
Rental Program – doing since last spring – distributed 237,000 from first wave, 297,000 second, well on the way to spending that, just got another 300,000, will work on that, but ME Housing has decided it can only be used for September rent, hope they change the rules to allow October and November rent. The Governor said no more money unless it comes from the feds, worried about what that will mean. Been a big burden to Lee's division, with help from transportation, major amount of work.

Recovery house is open, one client in already, several more applications in process, Tiny House is almost done, very exciting.

Have we done any contact tracing? We provide social support for people. We got \$34,000. Only place we have been active so far is the migrant workers, we helped to provide some transportation, food cards, etc. But have observed around the state that this could change in a heartbeat. Have someone on call over the weekends.

2. Development Committee Report – Barbara Clark
 Been a good SEED month, Sarah and Megan have been on the road, idea to approach fuel vendors to see if they would support THAW. They have been on the road visiting them to talk about THAW.

St Dunstan’s is hosting a virtual fair this year, all revenue will go to THAW. Virtual Market will open on October 12, will stay open until December 12.

Getting regular pledges from people for FC, Clements family increased their pledge. Tennis Round Robin was virtual this year, raised \$6,000.

3. Finance Director’s Report – Kevin Bean
 One more month after this until end of FY. Done pretty well because of PPP loan. Our surplus is just under 500,000 for unrestricted. Cash down a bit, around 1.8 million, expect it to decline as we go forward. Rental Program is the cause of the increase in AR, expect that will go down quickly, lots of activity on that program. Most divisions had a good month. Transportation has 200,000 surplus, ECE \$170,000 surplus, that will change. Thinking about reclassifying revenue that was unrestricted, possibly restricting it and carrying it forward into new year.

Deficits within elder services, At Home, and FC, though both had a good month in August. Going into September, At Home might have cleared up most of its deficit.

SEED 97,000 through the end of August, after a banner year last year. Keeping a watch on through upcoming fiscal year.

Agency revenues are 1% over budget, expenses 6% under budget.

4. Head Start Director’s Report – Melissa Mattes
 Everything in the report, but add: continue to have staffing and enrollment issues at Ellsworth. Tomorrow we will look at what we should do about that.

Got notice today for an opportunity for funding for childcare. Might be able to claim lost revenue.

5. Parent Policy Council Minutes from 9/16/2020

**Business meeting adjourned at
 6:20 PM**

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

Respectfully submitted, Sarah Nugent, Manager Communications and Resource Development

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