

Called to Order: 5:05 PM		Zoom meeting
I. Roll Call and Introductions		
<p>Roll call: Charley Martin-Berry, Betsy Fitzgerald, Barbara Clark, Ron King, Charles Rudelitch, Jonathan Thomas, Dr. H. Lori Schnieders, Nicholas MacDonald, Ruth Sousa, John Harris, Martha Beathem, Walter Kumiega, Wayne Hanscom</p> <p>Staff Present: Rebecca Palmer, Sharon Catus, Donna Zdanis, Dale Basher, Anne Ossanna, Tawney Jacobs, Rose Honders, Kate Pielmeier, Melissa Mattes, Kris Franklin, Cheryl Robbins</p>		
II. Items for Board Action		
<p>1. Resolved, BOD to approve the Board Meeting Minutes from 11/1/2022.</p> <p style="padding-left: 40px;">Discussion: N/A. Motion: Ruth made a motion and John Harris seconded. Action: Motion passed.</p> <p>2. Resolved, Board of Directors to reapprove the current Whistleblower Policy per CSBG Requirements (Organizational Standards).</p> <p style="padding-left: 40px;">Discussion: N/A. Motion: Martha made a motion and Nick seconded. Action: Motion passed.</p>		
III. Governance Committee Report		
<p>1. Governance Committee Chair, Charley Martin-Berry</p> <p>We have four vacancies on the board right now. Each sector has a different process for recruiting/nominating/voting, and we have openings in each sector. The first vacancy is At Large, but they must be low-income or have experience working with low-income folks. There is a special process for this vacancy. There is also a vacancy in the Private Sector for Washington County. This person can be a community member appointed by the board from a business industry, education field, law enforcement, religious groups, or organizations of that nature. Lastly, there is an opening in the Public Sector for Hancock County, but this position is NOT board appointed. We also need a new Parent Policy Council member on the board, but we already have a potential candidate who can start in January.</p>		

For the At Large vacancy, we must obtain nominations from the community, board, or staff. Then there is a voting process with ballots sent to HEAP clients. Last time we had an At Large vacancy, folks accessing the food pantry were asked to vote. Because this can be a lengthy process, please make nominations as soon as possible so we can get the ballot process started.

Lastly, we will dig into old BOD Meeting Minutes to determine how many current BOD members are on their last term (limit three terms of three years each not to exceed nine years total). Please send Governance an email if you are willing to serve as an officer or chair position.

Discussion: N/A.

Motion: N/A.

Action: N/A.

IV. Development Committee Report

1. Barbara Clark and Sharon Catus

We have new grant report formatting thanks to the new fundraising database we're using. We can do quarterly grant updates at BOD meetings to keep everyone up to date with what we've applied for, what's pending, and what was denied. Donations are tracked separately from grants; we can do monthly donor updates.

We have two grant awards to announce! The RFP written in July was approved and will be announced Thursday. The award is for 900K total over three years (300K per year). There is a press release in the works. We also had a 200K award for housing and weatherization with Climate Core. We will have folks come work for us while they learn how to be auditors so we can expand the current weatherization crew. The two grants mesh together really well.

Discussion: N/A.

Motion: N/A.

Action: N/A.

V. Organizational Standards (CSBG) Update

1. Rebecca Palmer and Kate Pielmeier

Rebecca, Kate, and now Melissa are on board with tracking our CSBG compliance and Organizational Standards. We will need to arrange for board trainings and work on bringing ourselves in alignment with CSBG and our bylaws. We are due to refresh the Strategic Plan in the spring, and there's more work to roll out in December. One big piece is finally wrapping up the audit, but we also need to

work on a Cost Allocation Plan, the Succession Plan, and having an attorney review our bylaws. Tonight, we've taken care of one piece – reapproving the Whistleblower Policy – which must be done every five years per the Organizational Standards.

Discussion: N/A.

Motion: N/A.

Action: N/A.

VI. Finance Committee Report

1. Charles Rudelitch, Interim Treasurer

The finance department is severely understaffed, but Rebecca and Kris have been making some positive changes. Kris has been helping us with research on how we can simplify and combine things. There have been some cash flow issues and the utilization of our line of credit. With the large quantities of cash moving and the State not paying in a timely fashion, things have been tricky. Our hope is that after another Finance Committee meeting in December, we can begin regular detailed reports from Finance for January.

We are working on the new FY23 budget and then we will work backwards to catch up on things we've missed since Kevin's departure. Once we submit the FY23 CSBG budget we'll get some cash flowing again.

Most of our funding comes from an indirect rate. We cannot use the de minimus rate of 10%, but we can get a provisional rate equal to it as a workaround. First, we must wrap up FY23 before we can get the de minimus rate; this will be for FY24 at the soonest.

We have two or three candidates for the vacancies in the finance department with one interview already scheduled. There is a backlog of work that we need to catch up on, and the only way to accomplish this efficiently is to hire additional staff. We need additional capacity in Finance. The Committee's recommendation is to hire more staff than what we would normally retain for a year or two so that we can catch up.

Discussion: N/A.

Motion: N/A.

Action: N/A.

VII. Executive Director's Report

1. Rebecca Palmer

ERA 2.0 is still a work in progress. Healthy Acadia began an initiative to help folks cut off from ERA funds by opening a warming center. Funds are allocated to that here in Ellsworth. Maine Community Foundation will add funding as well. The immediate solution is the warming shelter, but we are working on more permanent solutions. We've also continued our discussions around housing development; there is a new legislative bill in the works that will help aggressively develop more affordable housing. A hotel here in Ellsworth came to us wanting to flip their rooms into efficiencies to create affordable housing which is great.

On a similar note, we still owe White Birches for September and October expenses set up with ERA 2.0. There are still about 30 people at the White Birches hotel, and White Birches has opted to NOT evict people at their own cost. The ending of ERA 2.0 is still confusing to grapple with on all fronts. We are simultaneously trying to wind down ERA while also help those in hotels so they can stay housed.

Another issue is our HEAP appointment wait time. We are working on potentially cross-training Supportive Services staff to be able to take HEAP appointments as well to reduce the wait time.

With regards to the audit – we are narrowing the list down for the audit and hope to bring it to a close soon. Finally, Rose Honders is moving to another position and tomorrow is her last day. It's a huge loss for DCP but we wish her the best. The Steering Committee for At Home met to discuss how we move forward; some services are replicated so we might consolidate programs.

Discussion: N/A.

Motion: N/A.

Action: N/A.

VIII. Director Branches Reports

1. Human Resources – Donna

The only thing to add to the written report is that we have been losing more staff than we've been hiring. There's a lot of competition. Hopefully we will have better numbers at this time next year.

2. Head Start – Melissa

We will be reducing slots soon. Please read through the written report so everyone is aware of the changes happening.

Downeast Community Partners (DCP)
Meeting of the Board of Directors, October meeting held November 29, 2022

3. Finance – Kris

Nothing else to add that we haven't already addressed when we discussed the Finance Committee meeting. See my written report.

4. Supportive Services – Tawney

The only thing to add to my written report is that we just hired two new coaches in Calais!

5. Transportation – Cheryl

We're having a toy drive Saturday at Walmart! We are trying to get presents for at least 400 children.

6. Housing – Dale

Thanks to Donna for the new hires! They've all been working out wonderfully. We promoted one already and another will also likely be promoted.

7. Friendship Cottage – Anne

We've had five new admissions recently and they are attending daily. That will increase billable hours for us!

8. Development – Sharon

There's only one thing to add to my Development Committee oral report and written report – it's Giving Tuesday! If you are inclined to donate, there is a link on our website now.

IX. Adjourn meeting. Board goes into Executive Session.

Meeting adjourned at 6:15 PM

Nick made a motion, **John Harris** seconded.

Respectfully submitted by Kate Pielmeier, Community Services Block Grant and Database Specialist on November 30, 2022.