

Called to Order: 5:18 PM	HYBRID	In person (Ellsworth)/Zoom meeting.
I. Roll Call and Introductions		
<p><b>Roll call:</b> Charley Martin-Berry, Barbara Clark, Ron King, Charles Rudelitch, Jonathan Thomas, Dr. H. Lori Schnieders, Nicholas MacDonald, Ruth Sousa, John Harris, Martha Beathem, Walter Kumiega, Grant Lee, Wayne Hanscom</p> <p><b>Staff Present:</b> Rebecca Palmer, Sharon Catus, Donna Zdanis, Dale Basher, Anne Ossanna, Tawney Jacobs, Rose Honders, Kate Pielmeier, Amy Moore, Joe Connors, Melissa Mattes, Kris Franklin, Cheryl Robbins</p>		
II. Items for Board Action		
<ol style="list-style-type: none"><li data-bbox="284 714 1339 892">1. Resolved, BOD to approve the Board Meeting Minutes from 9/27/2022.  <b>Discussion:</b> N/A <b>Action:</b> Lori put a motion on the floor to accept the minutes. Charles seconded. <b>Motion passed.</b></li><li data-bbox="284 934 1339 1081">2. Resolved, Board of Directors to approve revised Bonus Policy – Donna Zdanis  <b>Discussion:</b> N/A <b>Action:</b> Charles made a motion, Ruth seconded. <b>Motion passed.</b></li><li data-bbox="284 1123 1339 1291">3. Resolved, Board of Directors to approve the Time Off and Leaves of Absence Policy as revised – Donna Zdanis  <b>Discussion:</b> N/A <b>Action:</b> Ruth made a motion, Walter seconded. <b>Motion passed.</b></li></ol>		
III. Review of Board of Director’s Terms		
<ol style="list-style-type: none"><li data-bbox="284 1444 1388 1732">1. <b>Governance Committee Chair</b>, Charley Martin-Berry, Rebecca Palmer  Governance Committee will meet in November. We sent a Doodle Poll out to see when everyone is free; we’ve heard back from some of you but not everyone yet. We are on track to fill the vacancies on the BOD by the annual meeting. Betsy had recommended someone, Will Hat, but we must follow the process and back up a minute to see if there are other candidates. We have a democratic process for nominating candidates and voting on candidates.</li></ol>		

Charley also reached out to Savannah who is our Parent Policy Council (PPC) representative on the BOD. She has a permanent work conflict at the same time the BOD meets on Tuesdays. She said she is fine with stepping back from the BOD, or we can change the time that we meet so she can attend. Per Melissa, we need a liaison of the PPC to the BOD. There are elections in November, so we can look for a new representative soon.

Charles expressed concern about a new BOD member being thrown right into the ring as a potential treasurer; Rebecca and others agreed that the treasurer should not be brand new to the BOD. Grant suggested that Charles be the interim treasurer until we get someone else up to speed. Walter seconded the motion. All voted for Charles to be the interim treasurer (Charles abstained from voting).

**Motion:** Grant made a motion for Charles to be the interim treasurer. Walter seconded the motion. **Motion passed.**

**Action:** N/A

#### IV. Development Committee Report

##### 1. Barbara Clark and Sharon Catus

Barbara wanted to let us know that we recently had a lovely collaboration for Friendship Cottage to fundraise for Hospice. They turned Friendship Cottage into a bistro, Ron cooked, Anne and Barbara helped, and they had a major donor pledge to continue donating. It went well!

Per Sharon they are still wrapping up the SEED Process. They've heard from the Program Directors about SEED data for each city and county and asked for 5% of the value of services rendered. Volunteers are also included in the data so the towns can see how involved folks are with DCP.

Similarly, as you know, it's a huge process getting on the warrants for each town, and we could use help obtaining signatures on election day. Each town requires a different number of signatures to qualify, and we work in three-hour shifts to cover the entire twelve-hour day. We still need volunteers for Tremont, Harrington, and Steuben.

We also have a 1.1 million dollars in grants coming into the Housing Department over the next three years which is fantastic! We also set up a new donation form on the website with more bells and whistles. Rebecca will demo it next meeting. Donations flow right into the Donor Database we use, which makes tracking donation data much easier. The data also meshes well with the Finance Department's software.

Lastly, we were included in two folks' estates recently. Joe Connors is going to help us with estate planning for this. Joe went to law school and has worked in new business development, finance management, tax planning, planned giving, documenting wills and trusts. Currently, he is the DCP Financial Coach. Folks can now get help from Joe to set up a legacy donation in their estate. DCP has never done this before so it's exciting to expand in this way.

**Motion: N/A.**

**Action: N/A.**

V. Organizational Standards (CSBG) Review Update and Data Dashboard

1. Rebecca Palmer and Kate Pielmeier

Our Organizational Standards Review is still in progress, and we are working with Kate on this. She's also prepared a data dashboard to review with us.

Kate notes that the dashboard (includes fourth quarter data for FY22) currently does not include data from At Home, Friendship Cottage, Transportation, or the few other non-EmpowOR programs yet. Once all programs are using EmpowOR, we will be able to get the full picture. Some of the figures (the bar graph and the mosaic) are directly from EmpowOR Reporting whereas the pie charts were generated with raw EmpowOR data in Excel.

As you would expect, there are many more services than outcomes; that makes sense because outcomes are born from services. Not all services have an outcome, but all outcomes are tied to a service. Some programs are seeing lower enrollment rates compared to last year, but there is a myriad of potential reasons for that.

Of course, ERA was our number one program even for this past quarter despite the program being paused recently. We also provide a lot of nursing care sessions and home visits. Grant noted that it's great to include actual data and analyses rather than just anecdotes from Program Directors. The anecdotes are great, but they're more powerful when combined with actual data. It's great to move toward a more data-centric way of reporting, and we can make some compelling grant applications with this. Kate also noted that the dashboard can be tailored to what BOD members would like to see or have questions about.

**Motion: N/A.**

**Action: N/A.**

VI. Introduction and Welcoming Director of Finance, Kris Franklin

1. Rebecca Palmer and Kris Franklin

Kris comes from New Hampshire but went to the University of Maine. She's glad to be back in Maine with an organization that provides services for the community. Most of her career has been working with non-profits. So far, it's been a baptism by fire, and we're working on things that weren't completed during the few months when we did not have a CFO since Kevin's departure. ACAP has been so helpful via Zoom and teaching her the accounting software. The piles of paper we've left on her desk leading up to her arrival has been slowly going getting smaller. We're also digitizing and following up on our file retention policy and shredding old documents we are no longer required to hold. The goal is to make the Finance Department a more functional space with fewer file boxes lying around.

Grant mentioned that we used to receive some sort of monthly report from fiscal and he would like to return to that. We want to know what you're worried about as a CFO, what we should worry about as well, and what exactly DCP's situation is. Charles asked how far out we are from having a better sense of our situation? One month? Kris is fine with a one-month benchmark as it gives her a goal to work towards. Currently, she's worried about everything, but the Finance Committee will be meeting soon to discuss the situation.

**Motion: N/A.**

**Action: N/A.**

VII. Executive Director's Report

1. Rebecca Palmer

First, we are still seeing who's left to be paid for ERA. They might move funds from ERA 2.0 back to ERA 1.0 to be able to continue the program, but we don't know yet if or when that will happen. Maine did not spend down to 95% of the funds by the required deadline, so the State is now being penalized. The State is potentially on the hook to pay back 26 million dollars and a lot of people are unhoused right now. Some people have been evicted. However, we've had a hard time moving the money because we have had to put a hold on some of the check runs. We were able to get two 500K payments moving, but that was spent before we even had it.

Charley wanted to know if we could quantify the number of children and elderly that have been affected due to this? Kate confirmed that yes, we can pull that data. She will pull that data and follow up with Rebecca.

HEAP is off to the races, but we are already booking out until March, unfortunately. Emergency funds opened today, though, so we have started helping folks with those funds until their HEAP appointment arrives.

We are finishing up the audit. There WILL be findings in the audit but that will provide us a path forward to fixing it.

Thank you to *Everybody Eats* for officially becoming a DCP Program! We are still working on the reporting requirements, but we are glad that this is finally resolved.

Rebecca and Dale are attending a conference later this month on housing. All the players will be there, and there is funding for new opportunities. Last week we had a retreat with Safe Harbor. We've discussed making a shelter similar to Safe Harbor but for men. We are stepping into developing housing. Charley mentioned that they did interviews with current and former Safe Harbor residents for quality assurance. The interviews were very moving. The work is so important. Safe Harbor allows for families to stay together. It makes a massive difference in custody situations for the children involved. Allowing children to stay at Safe Harbor with their family has made a huge difference. In addition, folks are able to be in school and improve their credit scores.

Lastly, Rebecca was invited to speak as a panelist recently about housing and workforce development. Rebecca spoke about the interconnectedness of all the work that DCP does. In speaking about the work we do in Washington County, one gentleman was particularly moved. Rebecca made a connection with him, and we will be following up with him soon about new opportunities.

**Motion: N/A.**

**Action: N/A.**

#### VIII. Director Branches Reports

##### 1. Human Resources, Donna Zdanis

CGI was able to negotiate with our carriers to bring our rates down. We will finalize soon and then start open enrollment for the new benefits. We've also had several people hired and oriented recently which is great.

2. Head Start and ECE, Melissa Mattes

There's only a little to add to the written report. EEMS has been closed. They need the space for other kids which is sad because we had a long waiting list for this space. Staff left the first week of the program and we have rehired 2/3 of the staff. The plan is to continue looking for a teacher that is HS eligible for the Avery Lane site. For next year, we will be able to continue the partnership, but it would be in our building instead (which we have done before successfully).

3. Finance, Kris Franklin

Nothing to add.

4. Supportive Services, Tawney Jacobs

Nothing to add. See written report.

5. Transportation, Cheryl Robbins

Nothing to add other than we have gotten some new staff on board finally! However, we do have a few cases of COVID-19 in Transportation, and one staff person is in the hospital. Lastly, cameras are all installed in the vehicles as well.

6. Housing, Dale Basher

We lost one staff person but also hired another. Kate will train Housing staff on EmpowOR and we will finish that data entry. We're preparing for housing to be a big concern here soon. We've already had homeless folks living in their cars come to us for help recently.

7. Friendship Cottage, Anne Ossanna

See written report.

8. At Home, Rose Honders

It's a busy time right now. The fall season holds a lot of medical appointments that folks schedule before snowfall. Things are going smoothly, though!

9. Development, Sharon Catus

Nothing else to add.

IX. Housekeeping

Downeast Community Partners (DCP)

Meeting of the Board of Directors, October meeting held November 1, 2022

We will NOT have a December meeting. January will be the annual meeting and celebration. Tuesday after Thanksgiving will be the next and last BOD meeting of the year until January.

X. Adjourn business meeting and Board goes into Executive Session (no Minutes).

Business meeting adjourned at 7:00 PM	<b>Walter</b> made the motion, <b>Martha</b> seconded.
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Respectfully submitted by Kate Pielmeier, Community Services Block Grant and Database Specialist on November 4, 2022.