



Meeting: BOD meeting

Date/Time: April 20th, 2011th, 2010 @ 7:30 a.m.

Location: DCCAP, 77 Cannon Street, Poughkeepsie, NY 12601

BOD's in attendance: Joseph Olah, Art Pritchard, Peter Idema, Everett Patterson, Bobbie Dash, Eleanor Pitcher, Shannon Harris and Mario Johnson

Absent BOD's: David Tetor and Charles Hanlon

DCCAP Staff: Teresa Paino and Tanya M. Caban

CEO: Elizabeth C. Spira

Conference Call: Maria Marewski and David Scott

Guests: None

Agenda Items	Discussion	Action	Motion/Resolution
Joseph Olah President			
Roll Call	President of the board requested roll call	Administrative Assistant recorded present and absent board members during roll call	
Everett Patterson Secretary	President asked secretary of the board to read a letter of resignation	Mike Todd of Rainbow Pools resigned as a DCCAP Board member due to personal reasons.	

**Joseph Olah
President**

Department of State:

Due to the fact that our by-laws state in order for the board to vote on any actions taken at a board meeting, a quorum has to be met by 50% plus 1 of the board.

DOS recommended we correct any voting at the December Meeting.

Board Minutes

March Minutes

**Teresa Paino
Chief Fiscal
Officer**

Finance Report

- Independent Audit was wrapped up in a week
- Working on a program for lighting replace to help reduce the cost of energy at site locations
- The implementation of going through a web

The board reviewed the December minutes

Dr. Art Pritchard (Vice President) motioned to ratify any votes/actions taken in Decembers meeting

A motion was made to accept the March Minutes

**Motion to vote for Decembers meeting:
Dr. Art Pritchard
Seconded: Peter Idema
Vote: All in favor
Opposed: none
Carried**

**Motion to accept minutes: Dr. Art Pritchard
Seconded: Peter Idema
Vote: All in favor
Opposed: None
Carried**

**Motion to accept finance report: Everett Patterson
Seconded: David Scott
Vote: All in favor
Opposed: None
Carried**

	<p>based program (Time and Labor) to document time and labor by grant.</p> <ul style="list-style-type: none"> • DCCAP is the administrator for Dutchess County FEMA funds. We are currently logging in the Local Recipient Organization (LRO's) and submitted the work • Weatherization started production on April 1st. • DCCAP has \$700,000 dollars in receivables • Weatherization Vendor paid by LOC (Line of Credit) • Due to budget cuts the agency will be looking for way to cut cost • Looking to invoice towns and villages in Dutchess County for Local Share support • Discussion ensued on how the budget cuts will affect some of DCCAP programs • CSBG requires a general statement for CEO travel. • Discussion ensued on best course of action for CEO travel expenses 	<p>A motion to create a budget for CEO travel was made</p>	<p>Motion to accept CEO Travel Budget: Everett Patterson Seconded: David Scott Vote: 7 Opposed: 1 Carried</p>
<p>Everett Patterson</p> <p>Committee Reports</p>	<p>Everett Patterson asked to re-open the motion for the March minutes to be accepted</p> <p>A correction on the dollar amount received for BBBS in the amount of one million dollars from All State was actually a \$1,000.00 dollar donation.</p> <p>Youth Services-David Scott</p>	<p>A motion was entered for the correction to be reflected in the April meeting minutes.</p>	<p>Motion to accept Correction: Everett Patterson Seconded: David Scott Vote: All in favor Opposed: None Carried</p>

- BBBS Volunteer Recognition Event was held on April 14th at the Marist Boat House
- Mentors were handed certificates for the efforts in the success of mentoring Their “Littles”
- Alpha PSI Kappa will be having a benefit. All proceeds of the silent auction will be donated to BBBS.
- Discussed the planning of the 2011 “Magic on the Green Event”
- Students from Millbrook High School shadowed employees at DCCAP. They called our “Bigs” and thanked them for their contribution to their community.
- Pictures of the event will be submitted to POK Journal.

Senior Services-Peter Idema

- Volunteer Recognition Breakfast will be held on April 27th, 9-11 am at The Ramada Inn Fishkill, NY (formerly known as The Holiday Inn)
- Raffles are being sold. There will be door prizes, with a grand prize of \$1,000.00 (a thousand dollars)
- RSVP’s retroactive funding cuts are being addressed

Personnel Committee- Everett Patterson

- A review of the Personnel policies and employee Handbook
- Discussed on consolidating the PTO for staff:

Robyn Williams was on vacation. Peter Idema was asked to give the RSVP report on her behalf

1. Vacation
2. Bereavement
3. Sick time.

- Putting a cap on how many hours/days and employee can roll over
- Revised personnel policies will be electronically given to the board for review for a vote at the May meeting

Succession Planning- Maria Marewski

- Discussed the program “Kitchen with a Mission”
- Setting up a conference call with the organization to learn how to open a similar program here in Dutchess County
- Discussion ensued on how to get more help from other community organizations

Joseph Olah

- The Omega Institute was awarded a fund for a retreat for board members and staff of DCCAP
- The Omega Retreat is from May30th-June 1st. The facilities provide a holistic atmosphere
- Discussed the possibilities of a workspace to start on the 5 year strategic plan for the agency
- Discussed the budget cuts and how it will

Presidents Report

affect the agencies program and spending

- Due to the proposed budget cuts, we will start to provide the board with all meeting documents electronically. One copy will be available at the meeting for review.
- Understanding how the finance report is reported and may have to change the meeting for the finance committee.
- May meeting will be an evening meeting and will be held at COCOs Pasta and Grill in Hyde Park.

Elizabeth Spira

- May is Community Action Month. We are reaching out to organizations for a mobile outreach using the agencies RV for services
- Forgetyoucancer.org is sponsoring an event to help children with cancer called: "The Running of the Beds" Which will be held in Beacon, NY
- Looking for interested parties to share space at the CAP Beacon site. Approached Bread Alone and spoke Neville Smythe from Community Foundation of Dutchess County on the opportunity.
- WAP/PAC-Weatherization Assistance Program and Policy Advisory Council on April 13, 2011 in Albany , items of discussion included; Ramp-down of ARRA Contract and the possibility of cuts in DOE

May's evening board meeting is:
May 18th, 2011. 5:30pm-8:30pm
Agenda will be e-mailed to board members in advance along with directions to the location.

CEO Report

funding

- Met Kelvin Keraga, Sr. Project Manager for NYSERDA, introduction to schedule a meeting to discuss opportunities such as Empower, NY
- **Housing Consortium**-Follow up meeting to discuss establishing a housing consortium combining the services of the interested parties: WX/CAP, Rebuilding Together and Habitat for Humanity
- **Weatherization**- Tom Platten, HCR Rep, conducted an on-site visit on Friday April 15th. Discussion included history of WX, potential programming to enhance funding, and to review program and fiscal reporting issues
- **Funding**
- CSBG- has a verbal confirmation of a 2.9% cut to 2011 funding
- DOS- Contract analyst conducted a client review on April 29th, 2011 in response to 2009 audit finding. GCAP document will be available soon
- RSVP-An estimated 20% cut to 2011 budget
- **Personnel**- Client Advocates attended a Case Management, arranged through NYSCAA and downstate CAP's.
- **Marketing**- BBBS, EITC, and RSVP have been working with a class from DCC in preparing a video highlighting volunteer opportunities
- **Programming**- Extra Helpings last delivery will be in June. The Regional food Bank

<p>cannot continue the program due to decreased interest and increasing costs of transportation</p> <p>Adjournment</p>	<p>A motion was made to adjourn</p>	<p>Motion to adjourn: Peter Idema Seconded: Joseph Olah Vote: All in favor Opposed: None Carried</p>
<p>Next Meeting</p>	<p>May 18th,2011</p>	<p>Location: Coco's Pasta and Grill 3957 Albany Post Rd. Hyde Park, NY 12538</p>