

Livingston County CARES, Inc., Board of Directors Meeting

Monday, January 29th, 2024, 4:00PM

Virtual (Zoom)

Approved Minutes

The January 29, 2024 meeting of the Board of Directors was called to order by President Matthews at 4:00PM.

Attendance: Bailey, Bolesky, Burns, Chicatelli, Drapala, Donohue, Henry, Herman, Lee, Lehman, Martin, Matthews, Palumbo, Wilson

Guest(s): Barrows

Excused: Colon, Ellis, Kallio, Rivera

Approval of Minutes of December 11, 2023, 7:00 PM Meeting: Lisa Burns moved and Karen Bailey seconded the motion to approve the minutes. Minutes were approved without dissent.

Officer Reports

President Matthews: - Added Lisa Burns to the Marketing Committee. Invited board members to volunteer to serve on an ad hoc committee to explore future directions for Livingston County Cares (LCC).

At Matthew's request, Christa Barrows gave an update on the HAFH Respite Program. She reported that the program this semester engages 13 neuro-psych students and 2 adults. There are 10 participants in the program, including one husband/wife couple. They have logged 250 volunteer hours. Additionally, caregiver support groups are being hosted on site during the Respite program, including a 6-week program Powerful Tools for Caregivers. These support group sessions are open to the public as well. The program stayed open during January with 3 students on stipends and 2 adults. Their summer plan is to offer respite one day a week with 3 students on stipends and two adults. LCC assists by paying for the Interfaith Center rental. Bailey congratulated Barrows on being recognized as a 2023 winner of the American City and County Crown Communities Award (see President's Report for further details). Matthews noted that LCC nurtured this program when it was faltering!

The President's formal Report is appended to the end of these minutes.

Vice President Palumbo: Last week 3 sessions of pre-trip protocol were conducted for those participating in service trips. The sessions were very successful. Palumbo and Matthews are currently working on buttoning up the details of the trips with the participants.

Secretary Donohue (pro tem): No report.

Treasurer Bailey: Bailey reported that the trips from last year have been zeroed out. The Food Security Advocates budget has been closed out, and the Nicaragua program received

their own 501C3 tax exempt status. We have received \$2500 of \$5000 of the RACF funds (see President's Report: **Grant for Reducing Transportation Barriers** for further details). Matthews commented that this grant is a way forward for LCC to become further involved in reaching out to Livingston County needs. Burns added that Press Releases must credit RACF with their grant to support the project. .

LIVINGSTON COUNTY CARES
Finance & Audit Committee Minutes

January 17th, 2024
5:00 – 6:00 p.m.
(via Zoom)

In Attendance: Bailey, Ellis, Kallio, Lehman, Matthews (Colon excused)

AGENDA/MINUTES

Board President Remarks – No report

Treasurer's Report – Bailey reviewed the July – December 2023 financial report. Highlights included the use of General Unrestricted funds to cover the 2023 service trip deficits, the closeouts of the FSA/Pantry@SUNY Geneseo and Nicaragua accounts, and the transfer of the matured CD funds/interest back into the checking account.

Discussion of grant award from Rochester Area Community Foundation (Reducing Transportation Barriers) – Matthews/Ellis shared that TRCF has awarded us \$2500 (out of \$5000 requested; possibility of approval for another \$2500 next year) for a two year initiative to expand the existing mobility management program in Livingston County, specifically by paying for trips, supplying gas cards and/or phone cards that are not funded through any other resource to clients. By alleviating transportation barriers and funding more trips, more residents will receive services such as mental health counseling, increased access to medical appointments, educational and work opportunities. As part of mobility management services, when an unmet need is identified by the mobility management team or referring agency (Catholic Charities, Mental Health, WIC, etc.) then a trip could be paid for utilizing the RACF funding. If the client has their own transportation through a friend or relative and a gas card would be more beneficial, then a gas card could be utilized to meet the need instead. All metrics of the program will be tracked through the mobility management offices. Livingston County CARES will, through a Memorandum of Agreement (MOA), partner (i.e. hold funds) with Livingston County and Arc GLOW to reduce poverty by addressing unmet transportation needs through the mobility management program, and reimburse expenditures as submitted.

Executive Committee: No Report

ACTION ITEMS:

Review: **Trips Budget** – Reviewed

Service Trip Scholarships – Reviewed

2023 Active Donor List – Tom and Karen will complete thank you/tax letters to be emailed or mailed this month

Draft Board Budget – shared with committee, see notes below

Update on Endowment – Market value as of 11/30/2023 was \$52,460

New Business:

Invest in another CD – committee agreed to investing \$15,000 in an 8-month CD (current rate ~ 5%), pending board approval

Invest more money in current TRCF Endowment – committee agreed to invest an additional \$5000, pending board approval

Other – committee discussed the leftover funds in the COVID-19 account. Angela will check with Karen Dewar, Director of Emergency Medical Services, for ideas.

Committee discussed including a fund/project account with an agreed amount of money (\$5000) each year to be used for upcoming/ongoing disaster needs. Money donated for a specific area/event would supplement the funds.

Ken raised the idea of making our financial report more simple, to show figures specific to actual CARES unencumbered assets (exclusive of encumbered project funds), and that could include budget figures as well. He will submit an example of his idea to the committee for review and further discussion.

Meeting Adjourned at 6:05PM

(END OF FINANCE AND AUDIT COMMITTEE REPORT)

Report on Service Trips:

Palumbo reported that 31 students were going on the 3 service trips, all of which filled very quickly. All students have paid the deposit and have submitted all the registration forms. Thursday, February 1st is the date to pay the balance.

Matthews reported that Glenn Geiser-Getz is offering a service learning course focusing on the Puerto Rico trip participants who do their volunteer service after the end of the academic semester. Several students headed to Puerto Rico or Give Kids the World are returning for a second trip.

Tom Wilson, trip leader for Kentucky, expressed concern over fitting 7 people plus luggage into a van.

Dan Martin, trip leader for a Puerto Rico trip, commented that there are 12 students participating in the trip. This is Martin's 7th LCC trip, and he is excited to have returning students. The group will be building wooden roofs.

Events Committee:

Donohue reported that we are all set for Chili to Go on February 1st, although we have very few volunteers. Gumbo to Go will be on Thursday, April 18th.

Eddie Lee has sold about 30 tickets. Students reported that they have had very little response.

Palumbo thanked the students for their help. Bailey and our Chef George Hochbrueckner put it on their facebook page.

Donohue asked if the order could be cut from 300 servings to 200 servings due to the tepid response. Bolesky said that was doable. Matthews and Bolesky will confer with Chef George to make a final decision on January 30th.

Update on Website development:

Burns and Henry have been working on the website and an E-Newsletter. The newsletter was sent out to 800 subscribers and only 8 requested to unsubscribe. Henry created the Chili to Go flier and another flier to hand out at the Chili to Go event.

Archives

Matthews reported that Professor Michael Oberg has identified an intern who is required to log 150 hours this semester. The intern will begin working on creating the archives for Livingston County Cares. Milne Library has agreed to house the archives when construction at Milne is completed.

Action Items:

Bailey discussed depositing \$15,000 of current funds into a CD for a term of 8-12 months at Key Bank with a possible interest rate of possibly 5%.

Resolved that the Board of Directors authorize the Treasurer and President to invest \$15,000 in cash reserves in a Key Bank CD for the best possible interest rate for up to 12 months.

Bailey moved approval of the resolution, Lehman seconded. The resolution was unanimously approved.

Bailey referenced the large number of donations we received in the current fiscal year and recommended that we deposit \$5000.00 into our endowment fund at the Rochester Area Community Foundation. We are getting a pretty healthy return rate and the funds are easy to access, if needed.

Resolved that the Board of Directors authorize the Treasurer and President to move \$5,000.00 to the RACF Endowment Fund from recent donations.

Bailey moved approval of the resolution, Lee seconded. The resolution was unanimously approved.

Bailey suggested we move \$5000.00 into a fund line to be allocated to disasters. Our donations committee would be responsible for reviewing agencies and recommending donations to the Board for approval. This process would replace our past practice of establishing a specific fund appeal first and then adding money or matching donations before donating to a disaster recovery or other humanitarian need.

Resolved that the Board of Directors authorize the Treasurer to create a new budget line for 2023-2024 with \$5,000.00 to be used for donations to disaster recovery and other charities related to the mission of Livingston County Cares. All donations from this line will need the approval of the Board of Directors or the Executive Committee acting on behalf of the board.

Bailey moved approval of the resolution, Donohue seconded. The resolution was unanimously approved.

Lehman commented that this allows for immediate action to be taken. This budget line would need to be renewed by the Board when depleted. Bailey will add the fund line in the next financial report and it will be kept separate from the existing disaster funds.

Adjournment: Bailey moved that the meeting be adjourned at 5:02 PM, Drapala seconded. The motion was unanimously approved.

Respectfully Submitted,

Brenda Donohue, Interim Secretary

Upcoming Meetings and Events

Board Meeting: March 25, 2024 on Zoom at 3:30-4:30 pm

Annual Corporate Meeting: Monday, May 6, 2004 at 4 pm with possible Thank You Dinner

Gumbo to Go: Thursday, April 18, 2004

Service Trips

Give Kids The World: March 9-16

Madisonville, Kentucky: March 10-16

Puerto Rico: June 2-8

Committee Assignments for 2023-2024

Executive Committee: Matthews (Chair) , Chincatelli, Bailey, Donohue, Lee, Palumbo,

Governance: Palumbo (Chair), Dolce, Drapala, Lee, Matthews, Wilson

Events: Donohue (Chair), Bolesky, Henry, Kallio, Lee, Obad

Finance and Audit: Bailey (Chair), Colón, Ellis, Kallio, Lehman, Obad, Rivera

Fundraising: Lee (Chair), Colón, Dolce, Matthews, Palumbo

Scholarship: Matthews, Bailey, Harvey, Palumbo

Trips: Harvey (Chair), Chincatelli, Colón, Henry, Martin, Matthews, Palumbo

Ad Hoc Committee to Review LCC Donations: Kallio, (Chair), Dolce,
Ellis, Matthews

Livingston CARES President's Report

Tom Matthews

January 29, 2004

Greetings from Livingston County Cares. We hope everyone is enjoying the winter and the beginning of the spring semester of 2024. The next meeting of the Livingston County Cares Board of Directors will be on Zoom on Monday, **January 29 at 4:00-5:00 pm**. The draft minutes for our December 11 meeting are attached to this email.

Chili to Go Dinner is scheduled for Thursday, February 1 from 4:30-6:00 pm at the Geneseo Central Presbyterian Church. The chili will be sold in pints for \$7.00, including our delicious cornbread. Tickets may be purchased at Aunt Cookies and by venmo on our website. George Hochbreuckner will be our chef. Since Chili was suggested by our student leaders on the board, we need your help in promoting this event to the campus community. Share the attached flier (designed by Celia Henry) on your social media and let's sell all 300 pints of Chili.

Gumbo to Go. At our meeting in December, Holly Harvey reported that the county historical society asked Livingston County Cares to offer gumbo on the April 8 Eclipse Day. After several discussions and two meetings of our event committee, Brenda Donohue and the committee decided that we should not compete with local restaurants, even though we might get some additional publicity. Gumbo to Go is a unique and special event that has over 200 local patrons and it is a stand alone event. The **Gumbo to Go Dinner is now scheduled for Thursday, April 18**. Please save that date in your calendars.

Livingston County Cares 2024 Service Trips Filled. We filled all three trips between November 29 and December 5 and all trip deposits were completed before December 25. February 1, 2024 is the deadline for final payments of trip fees for all three of our 2024 trips. Twelve volunteers will be going to Florida on March 9-16 to work with kids and families at the Make A Wish Foundation site at Give Kids the World. Shea Kinsella Donohue will be the trip leader. Seven volunteers will be going to Kentucky on March 10-16 to help build new homes for families displaced by the December 2022 tornadoes. Tom Wilson will be the trip leader. Our third trip with 12 volunteers will be going to San Juan, Puerto Rico on June 2-8 to rebuild roofs on homes destroyed by Hurricane Maria and Hurricane Fiona. Dan Martin will be the trip leader.

Nick Palumbo returned from his leave earlier this month. Welcome back Nick!! Last week he offered three training sessions for volunteers participating in our 2024 service trips. Twenty-five of the 31 volunteers participated in the training sessions.

E-Newsletter. Lisa Burns prepared our second e-newsletter that was distributed through Constant Contact on January 17. Thank you Lisa. Any feedback on the format or the search for names of volunteers from past trips? Did anyone recognize Eddie Lee and his team on one of the Florida Keys service trips?

Grant for Reducing Transportation Barriers. In the fall, we submitted a grant proposal to the Rochester Area Community Foundation (RACF) to address transportation issues faced by many low-income families. Karen Bailey and I worked with Angela Ellis and Megan Crowe at the County Planning Department on the grant proposal. We received approval to move forward with a grant of \$2,500.00 for the first year of the project. The next steps in the process include approval of the Board of Supervisors and the creation of an MOU between Livingston County Cares and Livingston County detailing the management of the project. We received the check from RACF this past week and Ellis anticipates that services to individuals and families needing assistance with transportation through the grant should be fully operational in March.

Home Away From Home Respite Program (HAFH). Christa Barrows will be joining us on Monday to share some updates from the program. We received a press release from Livingston County and the Office for the Aging announcing that HAFH has been recognized as a 2023 winner of the American City & County Crown Communities Award that recognizes city or county projects from across the country that have had a positive impact on their local community as a whole. The partnerships and collaboration among agencies including Livingston County Cares is acknowledged in the narrative about the award. Thanks Christa for your good work keeping HAFH alive and well.

Livingston County Cares Archives: This week, Michael Oberg, Distinguished Teaching Professor of History, informed me that he has a student intern (Sullivan Badger) who will spend 150 hours on developing the Livingston County Cares Archives. Hopefully, with his guidance and help from the Milne Library staff, we will be able to preserve and document the history of Livingston County Cares.