

Washington Hancock Community Agency  
 Meeting of the Board of Directors, January 26, 2016

<b>Called to Order: 5:15 pm</b>		
I.	Roll call and introductions	<b>Quorum established</b>
II.	Approval of Board Meeting Minutes from November 24, 2015 <b>Discussion:</b> <b>Action:</b> Martha made the motion to accept as written, Margaret seconded. Motion passed.	
III.	Items for Board Action New Business 1. Approval of WHCA Title VI Policy <b>Discussion:</b> Non-discrimination policy we are required to have under DOT because we are a public agency. It applies to all programs. Gender identity should be added to the policy. <b>Action:</b> Ron made the motion to accept with the addition of “gender” in all of the appropriate places, Martha seconded. Motion passed.  2. Board Recruitment <b>Discussion:</b> We need to fill 5 seats. Please reference Mark’s report listing the vacancies. Elected Sector consists of representatives elected by the low-income people in the area where the opening occurs. A ballot is mailed out to clients, and the process can take up to 3 months. Public Sector is appointed by the County Commissioners. Private Sector is appointed by the Board.  Staff have identified Michelle Beal, Linda Elliot, John Curtis, Jonathan Thomas, Lloyd Williams, and Robert Fernald. We are also looking at upcoming vacancies from Martha and Joan. Martha asked to have another person on the Nominating Committee.  Craig Schoppe will be able to come back in May, replacing Martha. Amanda Look is interested in coming back, but cannot commit at this point.  Please get your ideas to Mark or Betsy for them to follow-up. Anne Ossanna will call Lloyd Williams to gauge his interest. Mark will call Machias Savings to ask if they would be willing to nominate someone. Martha will call Michelle, Margaret will call a potential person.  <b>Action:</b>	
IV.	Reports 1. Presentation on Everybody Eats – Ron King – Brochures and last year’s financials were handed out. In 2009 a group of community members came together to address food insecurity in the Ellsworth area, and opened a soup kitchen in June of that year at Saint Dunstan’s Church. This is an all-volunteer run program. The program receives donations from Hannaford on Sundays, and purchases other items as needed. Meals are planned on Monday once the cook of the day knows what is available. There are two shifts to prepare and then serve the meals. The lowest numbers served is 40, with as many as 140. Many of the diners are low-income or from the homeless community. There is no way to know how many people will attend on any given Monday. Anything left over is given to the Second Congregational church in Ellsworth for their meal on Wednesday. Getting volunteers has not been a problem. We are also part of the Hancock County Food Coalition.	

In 2014 EE started a backpack program to send food home on the weekends to those children and families who need it. The program currently serves the Ellsworth Elementary Middle School. The school is responsible for identifying the families who need the backpack program. There are currently 25 children in the program. The program is expected to grow. EE is working with a group on MDI, and is aware of a program at Sumner Memorial High School. The program is funded by donations and grants.

2. SEED Program Training – Joe Perkins/Sarah Nugent – This is our annual effort to have funds appropriated at town meetings to support the work that WHCA does. It has gotten tougher to navigate the systems the towns have put in place to be considered. We are the most successful in the two counties in getting support. We raised nearly \$81K in 2014 and \$74K in 2015. We would like to get back up to the 2014 level. Funds are used for items such as required DOT match to purchase a new bus or to fill in a gap in program funding.

Sarah handed out a sample of a letter we send, as well as a schedule of upcoming meetings. We tell each town how many people they served. We use the LiHEAP number for that town so that we ensure we give unduplicated numbers (we don't know if a client uses more than one service). Some towns require that we get a set number of signatures so that we can be placed on the warrant, other towns require a questionnaire. We then may be required to attend a Budget Committee meeting, and then a Town Meeting.

If you do attend a meeting, we will provide you with the information we sent to the town for you to reference. A list of who has signed up for which location will be provided to the Board each month. Please, if you do not know an answer tell them you will get back to them. Introduce yourself to the moderator and they may ask for a vote to have you speak.

3. President's Report – Betsy Fitzgerald – See Board Nominations section
4. Development Committee Report – Barbara Clark – This was a catch up meeting. They discussed a \$5,000 grant from the King Foundation for Everybody Eats, selling the paintings in the conference room, 50<sup>th</sup> Anniversary activities, a dinner for all of our Representatives, the Boston Foundation grant, the 9 Core responsibilities for Boards (\$18 book), and how to relaunch the Bucket campaign in the spring.
5. Executive Directors Report/Report on Boston Foundation and MSHA Grants – Mark Green – Fundraising and grants have been exceptional this past fall. All Directors have been very good about identifying and writing grants. The Boston Foundation grant is for Washington County for the HHG loan pool, support HHG, Nurse Bridging, and THAW. The funds increased from \$185K over 4 years to \$385K over 4 years. JTG gave funding for Transportation. CF Adams gave \$150K over 2 years for Washington County weatherization projects. The State passed the bond for Senior Housing. We would like to have 15 units in Machias. Mark and Bobbi spoke with the City of Ellsworth about an affordable housing project last week and will continue that discussion. Bucksport is another

possibility. MDI is a good location to consider as well for affordable housing.

There is another serious effort to expand MaineCare coverage for those who do not earn enough to qualify for a subsidy under the Affordable Care Act, but earn too much for MaineCare. The bill was proposed by a Republican Senator, and Brian Langley is open to the conversation.

Starting next month the report format will change. There will be a numbers based report each month, and the written report will come out bi-monthly. Mark would also like each Director to present at a meeting at least once per year, but he needs to discuss with Betsy. The 50<sup>th</sup> Anniversary of WHCA is this year. Bobbi and Sarah will do further research to see if they can find a more exact date or time of year.

The Veteran's Resource Fair is April 9 in East Machias. The Point-In-Time homeless count is January 27. We first started leading the count two years ago. We found around 27 unsheltered individuals in Hancock County that year. Last year we found 1 unsheltered in Washington County, and we expect around 15 this year in Washington County. We reach out to law enforcement, town offices, schools, etc. to pre-identify people for the count. We are able to count on the 28<sup>th</sup> to 29<sup>th</sup>, but must report where the individuals slept on the night of the 27<sup>th</sup>.

The Cutler project has slowed down. The seller initially wanted them sold by mid-December, and now has said that he will work with us when we are ready. There are 12 condominiums available for sale for about \$250K, but Betsy has heard this is a little high. She will come back next month with a further update and hopes to have something to vote on. The housing does need a lot of work. It is a good neighborhood and affordable housing is needed down there. Mark has not been able to find appropriate funding, and Betsy is still working on that aspect.

6. Finance Directors Report – Kevin Bean – Kevin passed out the HHG report, as it wasn't finalized in time for the monthly report to be sent. He also handed out the report on the Endowment. We have lost \$60-70K since the report was written. We are at the end of the 1<sup>st</sup> Quarter for 2016. Overall we are doing well, with normal hiccups we see every year. Friendship Cottage is showing a deficit, but December's influx of donations worked to slow that loss. There are other programs that can be used to cover some of the deficit. ARs are around \$800K for SSVF, Transportation, and other small programs. We have received payments from DOT and Maine Housing. There are programs that still need to be billed. The audit process is going very slow this year, but as soon as we're ready to move forward it should go quickly. We do have until June 30 to get it completed, so there is a little time. We are about 1% under budget on revenues and expenditures. There is currently a \$26K deficit. This is in part due to the DHHS contract changes from past years. Kevin is working with Transportation to find ways to slow or stop the deficit from these changes. The \$17K HHG deficit is due mostly to the start-up of the garage in Cutler. Kevin had been expensing these items, and is looking at capitalizing them over two years to make them more realistic.

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7. Written Reports

- a. LiHEAP Report
- b. Friendship Cottage Report
- c. Development and Community Services
- d. Transportation
- e. Housing
- f. Veteran's Services
- g. Family Advocate Report
- h. Nurse Home Bridging Report
- i. CSBG Report
- j. Special Projects/HR Report

**V. Business meeting  
adjourned at 6:45 pm**

Ron made the motion to  
adjourn.

Respectfully submitted, Jennifer Trowbridge, Housing & Veteran Services Director