

Washington Hancock Community Agency
 Meeting of the Board of Directors, March 28, 2017

Called to Order: 5:05 pm		
I.	Roll call and introductions	Quorum established
II.	Approval of Board Meeting Minutes from February 28, 2017 Discussion: Last page, starting with Milbridge update, add “owners of the” Action: Becky made the motion to accept the minutes as amended, Brent seconded. Motion passed.	
III.	Items for Board Action	
	1. To approve the Mission, Vision, and Values Statement Discussion: This is required for our CSBG contract. Once a decision regarding the Strategic Alliance is made, we may revisit Action: Becky made the motion to accept the Mission, Vision, and Values Statement, Martha seconded. Motion passed. 2. To appoint three board members to assist with the annual Community Needs Assessment Discussion: This is a more in depth assessment this year. It will be started fairly soon, and will be done jointly with CFO whether we join or not in order to save money for both agencies. Action: Becky made the motion to accept Ron, Martha, and Catherine’s willingness to work on the Community Needs Assessment, Angela seconded. Motion passed.	
IV.	Reports	
	1. Status Report on Strategic Alliance Meetings – Executive Committee – Betsy, Walter, Chris, and Charles are on the Governance Committee and have essentially completed the by-laws based on the Opportunity Alliance’s sample. The Culture Committee met and fleshed out concerns. CFO has been through many changes and their staff wants to be sure they are heard. The Finance Committee met and combined financials, showing a stronger balance sheet. Budgets were reviewed with no barriers to a merger coming forward. IT met yesterday and discovered that the expenses involved are needed anyway, again showing no barriers to a merger. They are working on the HR Committee right now. Kevin and Mark reviewed benefits and discovered we have a more robust benefits package, in particular the contribution to the 403b; health insurance is only \$100 difference between the two agencies. We have PTO and CFO has Vacation and Sick time. Their policy manual didn’t show the accrual formula, so they couldn’t compare right now. Mark sent our information to Pat from CFO, and she will be bringing more information to the meeting tomorrow. Question regarding meeting location. This will all be fleshed out with the by-laws adoption and resolutions made thereafter. No Board Members will have to get off the Board as a result of this merger. Martha will attend the meeting tomorrow. Currently the CFO Board meets in Ellsworth. Discussion will also have to revolve around terms, term limits, staggering terms, etc. We will have to follow CSBG and Head Start rules regarding Boards. A group met with Head Start Regional Office in Boston. They were receptive to the Strategic Alliance. It was asked if we could get a copy of their financials. Kevin reported that they did a combined balance sheet and budget so they could be compared side by side. Right now CFO does not have debt, other than the occasional use of their Line of	

<p>Credit. Their major program is Head Start, which is a direct federal contract. When they need funds they do a draw down request and get them generally within the next 1-2 days. Their Receivables are low, with the majority being for child care payments. For the volume that they have it isn't a concern. Their aging of accounts is also managed well. They have a large amount of assets, mostly in properties. The buildings are majority owned by Head Start (the feds), some 100%. They do have two endowments totaling around \$1.5M. Combined we would have \$2.5-3M. Restrictions are for child care related items and their Board has been conservative about drawing down. Deferred Revenues are at a decent level, their SEED program is very slow and could use improvement. The new federal budget proposed cuts WHCA's programs but doesn't mention Head Start.</p>		
<p>2. Friendship Cottage Report – Anne Ossanna – Anne was unable to attend</p>		
<p>3. Development Committee – Barbara Clark – Barbara was unable to attend. Betsy's thought was that there are ideas mulling around. She believes that the Strategic Alliance outcome will spur some further discussions from the Committee due to a new focus.</p>		
<p>4. President's Report – Betsy Fitzgerald – Betsy is impressed by the Board's commitment to the Strategic Alliance. Attendance has been good and WHCA is well represented. Questions and input have been appreciated.</p>		
<p>5. Executive Directors Report - Mark Green – Mark is still having issues with the propane tanks. The Property Manager for the third owner is Mandy West and has been helpful, but it has been difficult to get in touch with him. If anyone knows the owner or knows someone who does, please let Mark know if they can help reach out to him. The only thing we can do is bury them. Mark has only been able to speak to the Property Manager and he believes she has reached out to the owner, but he hasn't responded. Mark will call the Milbridge Manager to see if he has further information. Angela went to a Machias budget committee meeting at the last minute for Mark, which he appreciates.</p>		
<p>6. Finance Directors Report – Kevin Bean – Another decent month in February. Cash increased and ARs decreased. The surplus for the FY grew by about \$13K. It would have been more but we had a couple of snow days. We are about 5% under for revenues and 7% under for expenses. Vehicle repairs are well under budget, which is helping us. Lower expenses also results in lower IDC, further saving money. Billable hours for FC for March are looking good. We may be able to reach what was budgeted. Transportation is showing the bulk of the surplus \$126K, followed by Admin at \$40K. Admin's surplus is due to the SEED program revenues. The audit is projected to be presented April 20 at the Finance Committee meeting. The 990 should be ready shortly thereafter.</p>		
<p>7. Written Reports</p>		
<p>a. Development and Community Services Grant Report</p>		
<p>V. Business meeting adjourned at 5:46 pm</p>		<p>Ruth made the motion to adjourn.</p>
<p>Respectfully submitted, Jennifer Trowbridge, Housing Services Director</p>		