

Washington Hancock Community Agency  
 Meeting of the Board of Directors, March 29, 2016

<b>Called to Order: 5:14 pm</b>		
I.	Roll call and introductions	<b>Quorum established</b>
II.	Approval of Board Meeting Minutes from February 23, 2016 <b>Discussion:</b> <b>Action:</b> Brent made the motion to accept as written, Margaret seconded. Motion passed.	
III.	Items for Board Action	
	<p>New Business</p> <ol style="list-style-type: none"> <li>To nominate Catherine Betz of East Machias, Maine for appointment by the Washington County Commissioners as a public sector representative.  <b>Discussion:</b> Very excited to join and is a very energetic person.  <b>Action:</b> Ruth made the motion to accept the nomination of, and ask the Commissioners to, appoint Catherine Betz, Martha seconded. Motion passed.</li> <li>To appoint Michelle Beal of Ellsworth as a private sector representative from Hancock County.  <b>Discussion:</b> Currently works for Rudman &amp; Winchell, and is the former City Manager of Ellsworth.  <b>Action:</b> Barbara made the motion to accept the nomination of Michelle Beal, Martha seconded. Motion passed.</li> <li>Discussion of 50<sup>th</sup> Anniversary Picnics and Annual Meeting  <b>Discussion:</b> Mark discussed this with the Development Committee. We are still trying to get a featured speaker for the Annual Meeting, which will be held at the end of October at Big Cats Catering in Trenton.</li> </ol> <p>We have rethought the BBQ that was discussed at the last meeting. We still want to do five; one in Bucksport, Ellsworth, Jonesport, Machias, and Calais, and propose this as a community meeting. This will involve town officials from the area towns, businesses, other providers, and citizens. We will provide the food and will cook and serve it up. We are looking to make this as least costly as possible. The main reason for doing this is to give everyone an opportunity to meet with us and connect, and we do request SEED money from the municipalities in our service area. We are looking at the last week of July, but will be flexible based on what is going on in each town for festivals, etc. Mark is looking for approval from the Board as to whether it is something we want to do, and if anyone is interested in the planning please let Mark know. We are looking at the middle of the day. This is a community partner focused meeting. Discussion about some of the details, which will be presented at the next Board meeting.  <b>Action:</b> Peter, Mark, Ruth, Ron, Bunny, and Vanessa are on the committee.</p>	
IV.	Reports	
	<ol style="list-style-type: none"> <li>LiHEAP Presentation – Lee Hardison – Energy Services Director and has been with the agency for over 26 years. LiHEAP has issued \$1.9M in benefits in the bi-county area; ECIP is an additional emergency benefit of \$400 per LiHEAP client, they have only used 32% of the benefit due to being down to 82% of last year’s applications, uncertain as to why; LIAP aimed at utilities, giving eligible LiHEAP households a one-time benefit towards the electric bill; AMP program for LIAP eligible households with a \$500 arrearage of over 90 days, can go into a payment plan and then have the arrearage forgiven; they operate 4 emergency programs, THAW (347 households since Oct. 1), Family Crisis that is used for items such as new clothes for a job, tires, etc., The Mill Fund for the Bucksport mill for whatever they need help with including \$15,000 in food cards, and Keep Me</li> </ol>	

- Warm through the Maine Community Action Association; FEMA for the food and shelter portion for the various pantries to receive funds for food, paper products, shelters for bed nights, etc.; Steuben Fund for any Steuben resident who needs help. From October 1, 2015 to today we have helped 718 households and over \$115,000 with the emergency funds.
2. President's Report – Betsy Fitzgerald – Board Member contract, agreement between WHCA and the Board to outline expectations and responsibilities. The Executive Committee came up with ideas and Betsy will have a draft at the next meeting.
  3. Development Committee Report – Barbara Clark – Most recent agenda included SEED to procure money from the towns, any assistance is appreciated; trying to re-launch the Bucket Campaign, a community appeal with various giving levels, we have 1,300 left and want to launch it with a press release in May, please give 10 names in the next month who you think might be appropriate donors; 50<sup>th</sup> events; Board donation participation, as some funders request/require 100% participation, it can be any amount from \$1 up, last year only Joe and Finance know who gave and how much, Joe will send a memo to everyone. It was asked if something could be sent to Board members who donate travel, outlining what they donated. The form that is given out at the meetings is to track mileage and hours that Board members donate while doing anything on behalf of WHCA, including preparing for the monthly meetings. Friendship Cottage is looking to raise \$30,000 to purchase a new 7-passenger van.
  4. Executive Directors Report - Mark Green – The new report that was presented last month now has an area for each program to provide a narrative. This is a good way for the Board to keep on top of what each program is doing and whether an area is struggling. We are pretty much on target for deliverables. Kevin is currently serving as the Interim-CFO for Child and Family Opportunities while they are searching for a replacement. They are very appreciative of our assistance. We did receive the Safety Award from our Worker's Comp Trust for the past year. Bobbi, Anne, and Jen have all been involved in the safety committee and have helped bring items to the forefront. The Maine House passed a bill to force the issuance of the elder housing bonds and the Senate is next to vote. Please contact your representatives. Mark asked for volunteers to be his sounding board for the Milbridge project. This is an ad-hoc building committee and will meet prior to the next Board meeting. People can call in if needed. Please email Mark if you are interested.
  5. Finance Directors Report – Kevin Bean – Surplus of \$1,000. Billings for Transportation have been higher than projected, and hope that this will help reduce the deficit they are currently seeing. We have been able to increase rides and revenues, and lower expenses. Housing is seeing some programs ending with a surplus from the admin fees that were earned. Overall, programs are doing well. HHG is set up good right now with 20 vehicles that should be ready to sell to clients and the public. Revenues and expenses are about 1% under budget, so that is in a good position too. There are currently 47 HHG loans outstanding.
  6. Written Reports
    - a. Development and Community Services Grant Report

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<b>V. Business meeting adjourned at 6:22 pm</b>		Ron made the motion to adjourn.
Respectfully submitted, Jennifer Trowbridge, Housing & Veteran Services Director		