

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

Called to Order: 5:22 pm		
I. Roll call and introductions		Quorum established
<p>II. Approval of Board Meeting Minutes from March 29, 2016 Discussion: Where are we doing the BBQ? Thought Lubec was in the mix. Settled on Calais based on client list. We may need to move things around due to other events in towns during those dates. Michelle Beal was not the Controller for the hospital. Action: Margaret made the motion to accept as amended, Bunny seconded. Motion passed.</p>		
<p>III. Items for Board Action</p>		
<p>New Business</p> <ol style="list-style-type: none"> 1. To approve the policy entitled “Board Member Contract” Discussion: This was presented to Betsy by Craig Schoppe, the Executive Committee helped personalize it to WHCA. On page 6, under 9 basic rules, number 5 “ensure adequate financial resources”. How would each board member do this? The intent was that this is a basic set of rules for Board members as a group. Change BOD to Board Chair. Betsy sees this as being voluntary. Action: Ron made the motion to approve the policy entitled “Board Member Contract”, Pete seconded. Motion passed. 2. To confirm the President’s appointment of Becky McKenna to the Executive Committee. Discussion: Action: Martha made the motion to confirm the appointment of Becky McKenna to the Executive Committee, Margaret seconded. Motion passed 3. Discussion of Article IV, sub-section 3 of the by-laws regarding Director Terms. Discussion: This has come up a couple of times with board members. Our by-laws have a stipulation that after 9 years a member terms out and can return after 1 year off. Mark has been here 5 years, and there are only 5 members still here from when he started. There has been a lot of turnover. Mark brought this up just to open up the discussion. We will be losing more members in the near future who bring experience and knowledge to the Board. There is always the option not to renew a term after the 3-year rotation. In order to make this change the Board would vote to amend Section 3 - Directors Terms of the by-laws. Is there a succession plan for members? We are moving in that direction but don’t have one. The concern is that we are losing people who are getting to a good point in their leadership. We can add another term or remove the limit altogether. <p>One suggestion was that each consecutive term after the 9-year initial limit would be based upon a review/interview by the Executive Committee. There may be another way to evaluate so that personalities wouldn’t play a role. There can be 7 people on the Executive Committee, which consists of the officers and three other members. Currently there are five members on the Committee. Action: Peter asked that the following motion be considered for action at our next meeting. “To allow a term extension at the end of the three terms after a review by the Executive Committee and a self-evaluation by the member.”</p>		
<p>IV. Reports</p>		
<ol style="list-style-type: none"> 1. SSVF (Veteran’s) Presentation – Amber Barrett and Megan Burgess – Amber discussed the two programs she works with through Easter Seals. Veterans Count is for post 9/11 Veterans, RVCP is for those who were discharged after August, 		

2012. SSVF is for Veterans who are experiencing homelessness or are in imminent danger of becoming homeless. The program takes a housing first approach, with supportive services for any barriers to stable housing. This includes assistance with applying for benefits, helping to find employment, rent payments and security deposits, health referrals, etc.

It is difficult to locate clients due to the lack of shelters and the rural area we serve. We meet the Veteran where they are, whether it be in the woods, an encampment, or outside of Wal-Mart. We also lead the Point-In-Time count for our two counties for the unsheltered population. This helps count those not in shelters who live in conditions not considered acceptable for human habitation (includes campers). To date we have helped 232 people.

We also connect with other agencies to help Veterans in need who don't qualify for our program. One such time was when a Veteran in hospice wanted to be buried in his dress blues. Megan connected with the Marine Corps League to make this happen. He and his wife were thrilled to have the uniform in time for him to be able to put it on. Bobbi and Megan attended the funeral.

Amber had a client who had PTSD and other health issues. He called her one day stating he couldn't do it anymore, and she spoke with him to develop a safety plan. She went to see him in Aroostook County the next day to make a plan for him going forward, and one of his goals was to be out of pain due to his teeth. Amber found an agency who removed all of his teeth and will provide dentures, all at no cost to the Veteran. He has been going for treatment and is now stably housed and will be exiting the program soon.

They are starting to see more literally homeless Veterans this year than they have in the past two years. They are doing more outreach, and we are getting more involved with Veteran programs and issues, such as the Milbridge renovations.

2. President's Report – Betsy Fitzgerald – Please keep your calendars open for at least one of the BBQ events that will be happening over the summer. It helps all the way around to support the organization and the staff.
3. Report from the Building Committee – Mark Green – Mano en Mano is interested in contributing some funds to the Milbridge renovations for the central space. Suggestions have gone back to the architect, including to separate the two sections in some fashion. The May meeting should have further updates. The earliest construction will begin is in the fall.

The consideration of separating the buildings is due to the two funding sources for the project. Maine Housing is primarily funding the Veteran apartments and Mano en Mano is primarily funding the section they currently rent. It would also be easier to manage as two separate units. The committee is just exploring the possibility of this.

4. Development Committee Report – Ron King – Reminder about the request for ten names to send the Bucket Campaign to. The Committee is also looking for members.
5. Executive Directors Report - Mark Green – We are currently quite busy with prospective new projects, most of which were covered in the written report. One that wasn't is the Women, Infant, and Children's (WIC) Program. It was run by Downeast Health Services, which fell apart. Family Planning then took over running it. The contract is now going out for bid. The letter of intent has to be in by early June. Mark will bring more details to the next meeting for a vote.

The Maine Community Action Association, of which we are a member, is applying for Healthy Maine Partnership funds for the state. Current Partnerships are disqualified from competing. The other health related project is the District Health Councils, who work to create a regional health plan. The state has put out an RFP to provide administrative services for the districts, and we have applied for our area.

Would the new programs be able to be handled adequately by current staff? We would need to hire staff to do this program. Most likely we would hire the staff who are currently doing it in Ellsworth, Machias, and Calais. The program will require an agency contribution in the form of CSBG. The board would need to approve it. It is unknown whether there is anyone else interested in the program.

6. Finance Directors Report – Kevin Bean – It was another good month. Our very small surplus from last month reverted back to a small deficit, but overall we saw a large increase in Transportation billings last month. We also paid out \$16,000 for our local share required to purchase new buses. We do have an aging fleet so these buses were needed. Some of the buses are from 2003. We have a request in for another bus, but that will be another year. Match was paid by the federal and state governments. Cash is still good at \$800K. ARs are high but are within historical limits. This summer he expects to clean out some old items. Overall revenues and expenses are under by 2%. Things are looking ahead positively. Currently the HHG program is showing a \$14K deficit, and Friendship Cottage is showing \$24K deficit. CSBG is providing a good portion of Anne's salary. Kevin expects that to end in late July/early August. We had some repairs for the rental properties this past month in Calais and Machias, which put us into a deficit for these properties.

The report from Bar Harbor Trust Services was handed out. We started out poorly due to the stock market performance in August. This past month was good for investments. Bar Harbor Trust will be coming to a future meeting to provide an in depth report. It was asked how it is determined to split our investments between cash and other options. There is an investment policy in place as well as a spending policy for the Endowment draw down. We did get away from the fossil investments. Kevin will provide new members with the policies.

The audit and 990 are still being worked on. We should be seeing both presented

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next month. We are looking for Finance Committee members. Meetings are quarterly, the Thursday before a Board meeting.		
7. Written Reports		
a. Development and Community Services Grant Report		
b. Tax Preparation Report		
V. Business meeting adjourned at 6:39 pm		Becky made the motion to adjourn.
Respectfully submitted, Jennifer Trowbridge, Housing & Veteran Services Director		