

Washington Hancock Community Agency
 Meeting of the Board of Directors, May 31, 2016

Called to Order: 5:15 pm		
I.	Roll call and introductions	Quorum established
II.	Approval of Board Meeting Minutes from April 26, 2016. Discussion: None Action: Bunny Richards made the motion to accept as written, Margaret Wolford seconded. Motion passed.	
III.	Items for Board Action New Business 1. Presentation by the Auditor and to enter into executive session regarding the audit. Discussion: Kevin introduced Erik Nadeau (auditor) to present FY 14/15 audit (Attachment 1) and 990 (Attachment 2). Erik explained that Non-Profits are required to perform audits by funders, and to receive federal and state contracts. The auditor reviews financials but also internal controls. The 990 is a comprehensive informational tax return (more detailed info) and looks for conflicts for board members and management, organization activities, how large an organization is, list all board members, and matches timesheets, w-2's and 1099's. IRS uses for compliance purposes. Due to technical difficulties PowerPoint presentation (Attachment 3) was not presented. Audit Conclusion is that WHCA is a low risk auditee. Issued an unmodified opinion for FY 15. See attached slide show presentation for notes. Betsy Fitzgerald made the motion to go to Executive session with the Auditor at 5:55 pm. Becky McKenna seconded. Motion passed. Becky McKenna made the motion to end the Executive Session at 6:10 pm. Ruth Sousa seconded. Motion passed. Action: None 2. To approve the FY 14/15 Audit. Discussion: None Action: Margaret Wolford (representing the Finance Committee) recommended by Finance Committee to approve 14/15 audit and 990. Seconded by Ruth Sousa. Motion passed. 3. To amend Article IV, sub-section 3 of the WHCA by laws regarding Director Terms Discussion: Peter Remick asked Mark Green is this accomplishing what the board wanted. Mark stated that it does and will help to keep strong members on the board. Martha Beatham asked what happens after 9 years and the board doesn't want the board member to extended. Betsy stated that the Executive Committee would have to let the board member know. The Executive Committee will have a self-evaluation tool that will be used to evaluate the board member. Betsy will provide a sample self-evaluation tool for the Board to review at next month's meeting. Action: Brent Hartford made the motion to accept as written the amendment to Article IV, sub-section 3 of the WHCA by-laws regarding Board of Director Term limits. Seconded by Margaret Wolford. Motion passed.	

4. To authorize the Executive Director and staff to submit a proposal to operate the Women's Infants and Children (WIC) program in Hancock and Washington counties.

Discussion: Mark explained the WIC program is and how it works and is a good fit for other WHCA programs and how it will help to better serve our consumers. This program will require \$40,000 of CSBG funding. Bunny Richards wanted to know if the present employees of the agency who administer the program would be interviewed by WHCA for the positions here at WHCA. Mark stated that WHCA will propose a similar staffing level and would interview present employees. One major change that WHCA will make is in the hours of operations (weekends and evenings). Also, we would do more outreach to outlying areas. Martha questioned whether this would require further time of Kevin and over burden him. Kevin assured the Board that it won't as the timing of the end of his work at CFO will coincide with the start date of this grant. Becky McKenna wanted to know what advantage is it for us to take over the program. Mark stated that it fits into our mission and that we are already working with many of the consumers and families who participate in WIC. Many of the other CAA's provide WIC services. Kevin also stated that we are looking at efficiencies to make the program streamlined (ie: we have office space already in Machias). Peter Remick stated that as the pastor in Bucksport that his church hosts WIC at the church. He believes that we may be taking away a program from an agency who is already doing a good job administering the program and that we should be using the CSBG funds to fill in gaps in the community rather than trying to get a program that is already in the community and running well. Mark explained that Maine Family Planning wanted to give this program to us. But later changed their mind.

Action: Brent Hartford made the motion to submit proposal to start process. Bunny Richards seconded. Motion carried. Catherine Betz and Peter Remick opposed.

5. To approve the creation of a Foreclosure Counseling Program.

Discussion: The Attorney General has awarded WHCA \$75,000 to perform foreclosure counseling. WHCA has an employee that went to Cleveland last week and got the certification to perform foreclosure counseling. Martha Betham asked if we would get people after they lose their homes or prior to being foreclosed on. Mark stated that the consumers of this program are prior to or in the process of losing their home. This program will be housed in WHCA Machias office but with services in Ellsworth also.

Action: Becky McKenna made the motion to approve the Foreclosure Counseling Program. Catherine Betz seconded. Motion carried.

6. To discuss the Fiscal Management of the Downeast Public Health Council.

Discussion: WHCA competed for the fiscal management of the Downeast Public Health Council (a council that brings people throughout the district to address the health issues in our area). The grant is \$160,000 to hire a staff member to work with the Council and develop a work plan and for the implementation of health strategies in the district. This staff member will report to Joe Perkins. Staff will work in both counties. With WHCA's involvement with the Affordable Care Act, Friendship Cottage, At Home Downeast, Nurse Home Bridging, and Washington County MEHAF it has changed how WHCA is involved in public health issues.

Action: Peter Remick made the motion to approve the Fiscal Management of the Downeast Public Health Council. Bunny Richards seconded. Motion carried.

IV. Reports

1. President’s Report – Betsy Fitzgerald – Don’t know when BBQs are but please all attend. If you are on a Board committee please attend or please volunteer for a Board committee. Some are understaffed.
2. Development Committee Report – Barbara Clark – Bucket mailing is going out tomorrow. Friendship Cottage raised \$11,000 for their new van. Need two more board members for the Development committee.
3. Executive Directors Report - Mark, Bobbi, and Joe met with Dick Fickett about the management of his properties. There are 160 units. Dick will submit financials to us and Mark will bring back to the board.
4. Finance Directors Report – Kevin Bean – Finance Committee met last Thursday and reviewed audit, 990 and April financials. We have two open bank accounts and wants approval to close them. Cash decreased by \$20,000. Accounts Receivables are up by \$115,000 and a surplus of \$60,000 due to Transportation billings. There is a deficit in the property buildings of around \$6,000 to \$8,000. Friendship Cottage deficit decreased in April.

Action: Margaret Wolford made the motion to close the two open bank accounts. Bunny Richards seconded. Motioned carried.

5. 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. Development

V. Business meeting adjourned at 6:45 pm		Ron King made the motion to adjourn.
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Respectfully submitted, Bobbi Ann Harris, Special Projects/HR Director