

Washington Hancock Community Agency  
 Meeting of the Board of Directors, June 28, 2016

<b>Called to Order: 5:30 pm</b>		
I.	Roll call and introductions	<b>Quorum established</b>
II.	Approval of Board Meeting Minutes from May 31, 2016 <b>Discussion:</b> <b>Action:</b> Ruth made the motion to accept as amended, Martha seconded. Motion passed.	
III.	Items for Board Action	
	<p>1. To ratify the decision of the Executive Committee <u>not</u> to submit a proposal for the management of the Fickett properties.  <b>Discussion:</b> Joe, Bobbi, Kevin, and Mark spent quite a bit of time working on this. These are properties that are mostly senior housing, with some family housing. All USDA projects. Fickett recently sent an RFP for taking over the management. In order to do so we would be taking on a significant risk, partly due to our size and requirement to pay insurance. The Executive Committee agreed with Mark's recommendation to not submit a proposal.  <b>Action:</b> Becky made the motion to not submit a proposal for the management of Fickett properties, Margaret seconded. Motion passed.</p>	
IV.	Reports	
	<p>1. Housing Report – Jennifer Trowbridge and Craig Smith – Presentation on the main programs.</p> <p>2. President's Report – Betsy Fitzgerald – List of committees that Mark emailed out, if you want to join or change a committee please let Betsy know; the hope is that everyone participates on at least one committee to gain more insight into some of the operations here.</p> <p>Have you looked at the mission statement lately? Bobbi pointed out that per our CSBG contract the Board is required to review annually.</p> <p>Please get reviews of the Executive Director to Betsy prior to the next Executive Committee meeting next month.</p> <p>Please turn in your Board Member contract if you haven't done so      strategic plan – we have touched on various pieces of a plan in the past few years, it is time we jump in and do a full blown plan for the next 5-10 years, need to begin thinking about how to go about this, it was requested to have the current plan sent to everyone along with the work plan, we are a growing organization and need to go through this, a subcommittee of the board was suggested to lead the work on this plan. What is the five-year development plan? It was done to craft a path. Please think about the committee and let Betsy know.      Under CSBG we are required to have board training, the strategic plan every 3 years, a needs assessment every 3 years, and an annual look at our mission statement. CSBG is funding that makes us a CAP agency. Accountability is through the CSBG audit.</p> <p>3. Development Committee Report – Barbara Clark – Joe, Sarah, Mark, Ruth, Ron, Barbara, Vanessa are on the committee. They would like another member. The group meets the 3<sup>rd</sup> Tuesday at 2:30, there is a call-in option. Betsy will try to call in. Bucket mailing has raised \$2,315 with 16 donors, 6 of which are new. Friendship Cottage van fund has acquired over \$12K. Barbara spoke with Steven</p>	

Fey about a supplement in the Ellsworth American for our 50<sup>th</sup>. Steven agreed and we need to provide them with a vendor list of who they think would provide advertising for the supplement, and any testimonials that people would be willing to give with an interview and pictures. The supplements usually run 6-8 pages. They discussed giving people the option of a recurring gift through credit card. There will be a donor appreciation party for Friendship Cottage. St. Dunstan's has agreed again to give to THAW and Friendship Cottage through their Christmas event. The town of Alexander voted to give us the entire request of over \$2,000.

4. Executive Directors Report - Mark Green – The services for regional transportation is going out to bid this year. Linda Belfiore is working on the RFP and Mark is confident we will be successful. The WIC RFP is going well, with input from Joe, Sarah, and Mark. Due to the WIC RFP Mark would like to reschedule the BBQs. Heart and Soul in Bucksport is looking to do community BBQs and Peter suggested Mark connect with them to possibly partner. Mark attributes the CDBG grant with the City of Ellsworth to relationship building done by Craig in a past project, as well as Jennifer's efforts with the projects.

Joe handed out the 2015 Annual Report. There are more pages this year due to more donors that had to be included, as well as two new programs this past year. Please review the reports and offer your input to Joe or Sarah. They will be going over it in the next few days to make refinements, and would appreciate input. Please review page 2 for the list of accomplishments in FY 2015.

5. Finance Directors Report – Kevin Bean – May was good, we increased our surplus by about \$8K; our ARs grew and cash shrunk; we forwarded the CF Adams funds to Maine Sea Coast Mission; revenues 3% under budget and expenses 4% under budget, trending ok; end of quarter so will have accrued PTO time; as we start billing weatherization and CHIP units this summer we will see either deferred revenues go down or ARs go up; we are behind with payments from LogistiCare, we just received a wire a couple of weeks ago for the month of March, Kevin will discuss with Cheryl; Friendship Cottage has held their own with the deficit remaining steady, they hit their numbers for the month of May, activity needs to increase going into summer as they have 1,300 hours budgeted each month for the summer; HHG maintaining their current deficit with an increase of \$1500-\$2000, saw more activity with 5 vehicles donated/purchased and 5 sold, more loan committee meetings and the program is getting into a rhythm, applications are being approved for lower than what we can sell a car for which is where we rely on donated vehicles; Transportation is showing a \$39K surplus, the most recent billing was a little higher than estimated; concern right now is Friendship Cottage, we are looking at revising CSBG budget that will hopefully help us maintain the current deficit.

Transportation going out to bid, how does that affect us? Looking at a \$300-\$400K contract and is billed by units. Kevin doesn't know what is coming out of the bid as far as how it will operate, but the guess is that it will be bid by providers like us and not brokers because that is all who showed up to the

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<p>bidder's conference. A lot of these contracts are starting to go out to bid. The CAPs are working together on these larger contracts by having one or two agencies apply for the entire State and then contracting out to the other regional agencies.</p> <p>What percentage of capacity does Friendship Cottage work at and how does that vary by time of year? We have had a fairly low census the past two years. The largest we have had is 18. The space is licensed for 30 but 18-19 is the max of what can be managed well. If we were to meet this max of 18-19 then we wouldn't be at a deficit. The biggest thing to meet is the billable hours, we have met the budgeted hours for the past 3 months. We have been trying to partner with other agencies for referrals. Those who receive MaineCare, Section 61, or VA health are limited by their insurance on the number of hours.</p> <p>6. Written Reports</p> <p>a. Development and Community Services Grant Report</p>		
<b>V.</b>	<b>Business meeting adjourned at 7:01 pm</b>	Margaret made the motion to adjourn, Becky seconded.
Respectfully submitted, Jennifer Trowbridge, Housing & Veteran Services Director		