

Washington Hancock Community Agency
 Meeting of the Board of Directors, July 25, 2017

Called to Order: 6:10 pm		
Work Session		
<ol style="list-style-type: none"> 1. Introductions – Walter Kumiega, Chair CFO 2. Discussion on best night to meet (WHCA meets the last Tuesday of the month and CFO meets the first Tuesday of the month) – Walter Kumiega – Tuesday is a good night. The respective Presidents will verify with those who are absent that the last Tuesday is acceptable for a meeting date. Milbridge is an acceptable location for both Boards. An Advisory Vote was taken to tentatively have the Board meetings on the last Tuesday of the month, contingent upon those who are absent giving their input. Once this has been confirmed a binding vote by each Board will have to be taken. Decision passed. 3. Naming Discussion – Betsy Fitzgerald, President WHCA – We are down to three choices: Down East Community Alliance, Down East Community Network, Down East Community Partners. People like the acronym DECA. Forward thinking, how will the name fit with the mission that will be created? Partners indicates we will be partners with our families throughout their lives. Possible negative messages or confusion about associations due to the acronym? What do the three words mean to us; Alliance, Network, and Partners? Network can also imply a lifelong relationship, as we do provide a lot of networking services and opportunities. Thoughts of what our families might think about or feel about the name? Network has a better ring to it. Change Down East to one word. Straw Poll: Down East one word or two? One Downeast Community Alliance – 4; Downeast Community Network – 5; Downeast Community Partners – 6 Second Straw Poll: Downeast Community Network – 3; Downeast Community Partners – 5 WHCA will vote on Downeast Community Partners tonight, CFO will vote via telephone or email this week. 4. Discussion on possible celebration picnic for September – Betsy Fitzgerald – Last Tuesday of September. It would be nice to have an outdoor BBQ at the last meeting of September in order to network in a more casual atmosphere, followed by a short business meeting. Weather permitting it would be at the park in Milbridge. Otherwise, we will have the meeting at the office in Milbridge. Perhaps start earlier due to sunset being earlier? This would be prior to an official meeting. We can meet at the EdGe building in Cherryfield, which has an area for cooking outside and indoor/outdoor seating available. The last Tuesday of September the joint Boards will meet at the EdGe building in Cherryfield, cooking starting at 4 and the business meeting to follow. 		
Business Meeting		
<ol style="list-style-type: none"> I. Roll call (CFO) – Walter, Charlie H., Charles, Dr. Schnieders – no quorum Roll call WHCA) – Betsy, Becky, Catherine, Angela, Ruth, Barbara, Ron, John, Martha, Bunny, Jonathan – quorum met Staff Present: Pat Pcolar, Joe Perkins, Anne Ossanna, Kevin Bean, Mark Green, Stacy Brown, Jennifer Trowbridge, Bobbi Harris 		
<ol style="list-style-type: none"> II. Items for Board Action (CFO – Walter Kumiega) 		
<ol style="list-style-type: none"> 1. Approval of Board Meeting Minutes from June 29, 2017 CFO Board Meeting** Discussion: 		

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<p>Action: made the motion to accept the minutes, seconded. Motion passed.</p> <p>2. Resolved, the name for the new organization created by the merger of WHCA and CFO shall be Downeast Community Partners.**</p> <p>Discussion:</p> <p>Action:</p> <p>** Quorum not met. Will have a name vote via phone later in the week.</p>
<p>III. Items for Board Action (WHCA – Betsy Fitzgerald)</p> <p>1. Approval of Meeting Minutes of June 27, 2017 WHCA Board Meeting. Discussion: Minutes were inadvertently left out of the Board packet. Action: Becky made the motion to table the vote until the next meeting, Catherine seconded. Motion passed.</p> <p>2. Resolved, the name for the new organization created by the merger of WHCA and CFO shall be Downeast Community Partners. Discussion: Action: Ruth made the motion to accept the new name, Bunny seconded. Motion passed.</p>
<p>IV. Reports and Presentations (Betsy Fitzgerald will Chair)</p> <p>1. Development Committee WHCA – Barbara Clark – Discussed picnic and annual meeting. Jackson Lab had a 5K fitness run, the proceeds went to the THAW fund. St. Dunstan’s Episcopal Church in Ellsworth has designated WHCA for half of their funds from their fall fundraiser. WHCA had taken a client to her childhood home in Corinth and we received a \$500 surprise donation from her family. We are still receiving SEED money. Last year we received around \$80K, this year we are doing better with new towns and some towns increasing allocations. Friendship Cottage was awarded a United Way grant of \$8,600 over two years.</p> <p>2. President’s Report WHCA – Betsy Fitzgerald – Welcome everybody. This is very gratifying for Betsy. It has been a long road for everyone and we are getting along very well together.</p> <p>3. President’s Report CFO – Walter Kumiega – Walter thanked everyone as well. The State did shut down for a few days in July due to lack of passing a budget. Negotiations led to an additional \$575K funding for Head Start. It had been put into the budget two years ago as one-time funding, but is now part of the baseline as a result of the new biennial budget. Also included was a freeze in reimbursement rates for mental health services; DHHS originally wanted to cut those funds.</p> <p>4. Executive Director’s Report - Mark Green – Public Health funds were cut in the new biennial budget. These were the only funds cut that effected WHCA. Healthy Maine Partnerships were hit hard as well.</p> <p>Both Boards were sent a couple of emails and a report. Mark asked for an opinion on the information included regarding the merger. Senior Staff is meeting regularly and it is going well. His report summarized the key pieces. Is this sufficient or is more detail wanted? Mark will give individuals more detail if the Board doesn’t want more. Level of detail for the Board as a whole is good.</p> <p>5. Finance Director’s Report WHCA – Kevin Bean – Cash was at a good level this month. Brought in almost \$200K this month, dropping our ARs by the same</p>

amount. Operation surplus dropped to \$88K this month. Transportation showed the largest drop, which is normal for this time of year due to school being out and families are on vacation. Both revenues and expenses are under by 13% and HHG an Friendship Cottage are showing deficits. Transportation Director Cheryl Robbins told Kevin that this dip is normal.

6. Finance Director's Report CFO – Stacy Brown – Cash and Deferred Revenue has increased. CFO received a \$100K grant from the Sewall Foundation. The Line of Credit has a balance of \$41K. A small grant from the Gorman Foundation is still supporting a Family Advocate in Ellsworth through December at which point the costs will be charged to Head Start. Fundraising is going well. CFO received monies from Safe Family Exchange, a small non-profit that was closing and disbursed funds to area non-profits. Childcare is at 98% capacity so revenue is up, but expenses are as well. They will be opening two classrooms to childcare only, which should increase revenues as well. There is a balance of \$100K in unrestricted funds. The Endowment is \$500K. Family Futures is funded through September 2018. The Early Head Start expansion grant was not awarded but the budget was expanded in anticipation; this is what caused the current issues. They only had funding for eight slots but carried all slots as per the expected funds. The new State budget started July 1 and Stacy expects to see this program turn around. They are currently showing a \$130,267 loss, expect to end around \$170K. Enrollment is down in the Harrington area, which led to the closing of that site. The slots will be moved to other sites in the area. Around eight families were affected by the closure.

The 3-year olds are being affected by the change, and it seems to be a population shift in the age group. Melissa is looking into a Home Based option as well as other options. Melissa will be presenting a plan to the CFO board in August. CFO and WHCA are collaborating on a community needs assessment, which should give us a better idea of where we may need to shift slots. Slots moving only changes coverage area, not funding.

One part-time cook will most likely not be called back from the Harrington site, and one Family Advocate will have half of their caseload dropped. They are working on finding a way to keep this as a full-time position.

There are properties that are currently empty. With the combining of organizations there may be other uses for the properties. Anything other than childcare or Head Start would require permission from the Federal Government. Transportation would most likely increase attendance. Cheryl is sending two employees to a 3-day training on installing car seats into WHCA's vans. They will then be able to train drivers so that we can look into starting to transport children.

7. Head Start Report – Melissa Mattes – Melissa was not here. See the discussion above regarding the Harrington closure.
8. Review of Parent Policy Committee minutes from 6/21/17 – This is a requirement of the Head Start Act. This will be included in the monthly packets.

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9. Stacy requested of Walter that the name vote be held before the end of the month because there is a grant due and the name is needed for it.		
V. Business meeting adjourned at 6:56 pm		Becky made the motion to adjourn.
Respectfully submitted, Jennifer Trowbridge, Housing Services Director		

NOTE: On items requiring a vote, only the members of the appropriate governing board will be entitled to vote.