

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

Called to Order: 5:16 pm		
I.	Roll call and introductions	Quorum established
II.	Approval of Board Meeting Minutes from June 28, 2016 Discussion: Where do we get a copy of our Board Contract? Angela, Catherine, Vanessa, Becky, Martha, and Ron have turned theirs in. Mark will bring extra copies to the next meeting for those who need a copy. Otherwise, please get your signed copy to Betsy. Action: Becky made the motion to accept, Bunny seconded. Motion passed.	
III.	Items for Board Action	
	<ol style="list-style-type: none"> 1. To reappoint Martha Beathem for an additional three-year term to the Board of Directors per the newest amendment to the By-Laws under which we operate. Discussion: The Board appreciates Martha's willingness to serve a fourth term. Action: Ruth made the motion to accept the appointment, Becky seconded. Motion passed. Martha abstained. 2. To appoint a sub-committee to oversee the Strategic Planning/Work Plan Process. Discussion: Martha, Peter, Barbara, Marge, Angela, Brent, and Betsy have indicated they will be on this sub-committee. Action: Becky moved that the sub-committee members be approved, Bunny seconded. Motion passed. 3. Review of current Mission Statement - <u>WHCA brings community resources together to help people in Washington and Hancock counties to achieve self-sufficiency and a better quality of life</u> Discussion: Under our CSBG grant we are required to review the Mission Statement. CSBG is the funding that makes us a Community Action Agency. Many of the people we serve may not be able to achieve self-sufficiency due to their circumstances. The Comprehensive Community Needs Assessment is required every three years, and we do a smaller one in the two off years. From this we could update our Mission Statement. Action: Due to the number of ideas coming forth, we should make this part of the Strategic Planning process and perhaps suggest two or three to choose from. This discussion is tabled for now, but the statement will come before the full Board for input and a vote. 4. To approve the revised CSBG budget for FY 15/16 Discussion: This is a normal phase of the contract year for us to ensure the contract is spent out. The Finance Committee reviewed this last week. The hand out shows all of the programs we are running with the contract this year, the estimated need to finish the year through 9/30, and the plan for the remaining funds. We expect another \$10,000 in funding and are hoping that we will be allowed to purchase new laptops, as we have many that are outdated or non-functioning. Kevin expects to see IT updates over the next 4-5 years. The majority of our laptops are 4-6 years old and may not function with the operating system that will be available. We are moving the bulk of funding into LIHEAP to help boost the new program year, as they are always falling short in Admin. The Loan 	

Officer, who also handles the Navigator program, needs additional funding due to the increase in work for that program vs. the decrease in work in Navigator. Kevin, Joe, Bobbi, and Kevin reviewed this in depth and Mark feels this is a good plan.

Ruth asked that the Strategic Planning sub-committee keep in mind that the CSBG contract has 6 out of 8 column headers that have self-sufficiency in the title. This is the vernacular that the CSBG network uses for the contract.

Action: Martha made the motion to approve the revised CSBG budget for FY 15/16, Bunny seconded. Motion passed.

New Business

IV. Reports

1. Board Boot Camp Presentation – Ruth Sousa and Margaret Wolford – Ruth encourages anyone to go; it was a really good introduction and it helped her understand the importance and gravity of serving on a Board; she is thinking about signing up for the advanced class. Margaret attending the advanced class; be prepared to learn something new about your own Board. The next training is Tuesday, September 20 from 8-4 in Bangor at the Hilton Garden Inn. Please let Mark know if you are interested in attending and he will register you.
2. Building Committee Report – The plans were shown to the Board and description of some changes to the new portion of the building were mentioned. There is a meeting next Friday to go over more details. They expect to have a presentation ready for Board approval at August's meeting.
3. Transportation Presentation – Cheryl Robbins – A fact sheet was handed out and Cheryl expanded on the information. We are currently working on the new RFP through DHHS their programs; this contract was around \$500K last year. If anyone knows of a CDL licensed driver with a P & S endorsement, or anyone with a clean driving record, please send them Cheryl's way. There is a great need. We were just awarded \$12K from the Maine Cancer Foundation, which is for anyone who is undergoing treatment. Can we do fee for service? We can. In town trips are easier to do than those outside of a City center. The fee is \$2. Just give Transportation a call. Do you have the capacity to provide a ride for a group (of seniors) who may call and want to do a day trip for shopping? We try to make it work if we have the vehicle and driver available. They are trying to set something up in Jonesport/Beals/Addison but have had no interest. Please let any groups you may know of who would like to do a shopping trip. They focus on various areas and hang flyers to get interest. There are plenty of calls for medical trips but nothing coming in for the shopping routes. All full-time drivers are driving a minimum of 50 hours per week.
4. President's Report – Betsy Fitzgerald – We are busy on several fronts. Anytime you want to be part of something please feel free to join in. You do not have to be a member of the committee to chime in.
5. Development Committee Report – Barbara Clark – The Keeler Foundation

awarded \$40K to Nurse Bridging; Davis Family Foundation also awarded Nurse Bridging \$20K; Transportation received \$12K from Davis Family; WIC was submitted on July 7; Friendship Cottage continues to raise funds to purchase the van, with \$12,532 raised thus far; the FC Open House was a success again this year; St Dunstan's has once again committed to give funds from their Christmas Fair to THAW and Friendship Cottage; the Annual Report is back from the printer's and looks very good, Mark will bring copies for everyone next meeting; Bucket campaign has brought in \$2885, with three new donors; August 22-26 is the week of the community BBQs, visiting Jonesport, Lubec, Calais, Bucksport, Ellsworth, in that order; Bernie Sund was very helpful in identifying a Jonesport space; we will have a 50th Anniversary insert in the Ellsworth American, there was a request for 40-50 vendors for the EA to contact about advertising, and we will all get our pictures taken and will have descriptions of our programs.

6. Executive Directors Report - Mark Green – there is a NAMI training on Mental Health First Aid for key staff on July 27, to assist them with working with anyone who may be in a mental health crisis when they come in.
7. Finance Directors Report – Kevin Bean – We were supposed to have a presentation from Bar Harbor Trust Services, but due to a miscommunication they did not make it today. We can have the presentation in September or November depending on Board preference. The Board agreed to September's meeting. The Finance Committee met last week and reviewed CSBG and June financials. Cash went down due to ARs, Maine Housing is still wrestling with the March billing to get that paid, Housing ARs are close to \$500K. There are currently three weatherization programs running, with a fourth starting in October; Kevin and Jen will keep an eye on administrative costs to ensure those are not spent before program costs; there has been a decrease in deferred revenue, down to \$500K, which is ok; there is a \$1.2M outstanding AR balance, which Kevin will be concentrating on getting down to our norm of \$800K by the end of September; there is a surplus of \$93K, he expects that to go up a little from some unrestricted programs in Transportation; revenues and expenses are about 2-3% under budget; we have about \$400K in cash; the loans we had with the bank for HHG have been paid off; HHG is doing fairly well, we have had two cash sales in July and have held around 20 vehicles in inventory with 7-8 in Ellsworth and the rest being worked on in Cutler or at Harmon's in Ellsworth, we have started to have success in going to the auction, Kevin hopes to start reducing the deficit very soon; Friendship Cottage continues to see improvement in their billable hours and were only 33 hours short of their June budget, Kevin is feeling very good about that.

Is it appropriate for HHG to advertise any of its vehicles in the paper, and would it be cost effective to do so? We are uncertain, but there is good exposure on the Bucksport Rd in Ellsworth and there have been several people who have stopped to inquire. The loan applications are sporadic so we never know when we may have a good candidate for a particular car. This is certainly something we can look into. Stacie Roberson has taken the bull by the horns with the program and has done well getting vehicles and getting them ready for sale. We still have the primary focus of assisting low-income individuals. There have been some repeat

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purchasers.		
8. Written Reports		
a. Development and Community Services Grant Report		
V. Business meeting adjourned at 6:28 pm		Becky made the motion to adjourn.
Respectfully submitted, Jennifer Trowbridge, Housing & Veteran Services Director		