

Washington Hancock Community Agency
 Meeting of the Board of Directors, August 30, 2016

Called to Order: 5:30 pm		
I. Roll call and introductions		Quorum established
II. Approval of Board Meeting Minutes from July 26, 2016 Discussion: Action: Becky made the motion to accept, Bunny seconded. Motion passed.		
III. Items for Board Action		
<ol style="list-style-type: none"> 1. To approve a Lease and Memorandum of Understanding (MOU) with Mano en Mano for the reconstruction and lease of the WHCA building at 2 Maple Street. Discussion: A brief memo was included in the board packet to show where we are in the process. The Building Committee created a draft MOU, offering a 10-year lease rather than the 20-year lease originally requested. Mano en Mano is fine with the length but does not want to give a \$25K down payment due to the shorter term. The Building Committee hasn't had the opportunity to review the changes requested. In an effort to reduce legal expenses, Mark used the lease that we used with the Elm Street property as a guide. The lease amount is \$22,350 annually for the office building, not the figure that is in the lease draft in your packet. Once the Building Committee finalizes the lease, Mark will get it to our lawyer for drafting and Board approval. We have a \$250,000 grant for the apartment portion of the project, which will not have to be repaid as long as we keep the housing for veterans. We will need to borrow \$98,000 for the project. The lease addresses the Mano en Mano portion of the project, which is \$230,970. The intent is to have one building & grounds contract, one garbage pick-up, and one water & sewer hook-up. We are required by Maine Housing to set aside \$720 per year for a reserve account for repairs, and we have put \$2,000 per year in the Mano en Mano contract. The second page of the budget is just to show Mano en Mano their costs broken out, which are represented in the first page of the budget. All of the deficit is due to the apartments at approximately \$4,000 per year. Action: Martha made the motion to approve the lease and MOU in concept, Barbara seconded. 2. To approve the request to move \$20,000 from the Endowment to the Family Crisis Fund. Discussion: The Crisis Fund is currently in a \$6,000 deficit. Action: Barbara made the motion to approve the request, Becky seconded, motion passed. <p><u>New Business</u></p>		
IV. Reports		
<ol style="list-style-type: none"> 1. Strategic Plan Committee Report – Betsy Fitzgerald – The RFP responses are due back on September 9. The Committee will meet with the awardee and will layout a schedule for the plan. They want the consultant to speak with every current board member, as well as those who have served in the past 2 years, clients, and staff. We have also asked that 25 community members interviewed who will be 		

- recommended by the Agency. Please let Mark know if you have anyone. There may be a special Board meeting to meet with the consultant, but Betsy is not certain of that yet.
2. Building Committee Presentation – Brent Hartford – The Committee will be meeting in the next 2-3 weeks. Mano en Mano’s Board meets on September 7 to discuss and approve the plan. Board meetings will need to be relocated during the construction.
 3. Foreclosure Counseling Presentation – Jenny Reese/Bobbi Harris – The position is Mortgage Delinquency & Default Resolution Counselor. Jenny handed out an information sheet and business cards. Jenny is working to get HUD Housing certified so that we can get additional funding for more foreclosure counseling dollars, as well as first time homebuyer classes. She reports monthly to the Bureau of Consumer Credit Protection. This service is as a result of the Attorney General’s office asking CAP Agencies to run this program. We received \$75K for the program. Jenny started the program from scratch, and has had clients going since mid-July. Outreach to the banks is next as a means to get more referrals. We are not allowed to give legal advice, and a list of references has been compiled for legal services for clients. This program is not based on income. Once the lender has been notified that the client is working with a foreclosure counselor, the lender has to stop all foreclosure proceedings.
 4. Development Committee’s Report – Barbara Clark – Friendship Cottage raised \$13K towards the new van, which was purchased last week. The School Backpack program is in full swing, with Sharrie spearheading it. There are 45 children so far and several community partners. The Bucket has raised \$2,935. The Community Picnics are coming up. There is a Flash! In the Pans concert on Labor Day at 7:30 for Everybody Eats. They will be playing in the Re-Store parking lot next to Jordan’s Snack Bar. At Home is having a tennis tournament in September as well as a quilt raffle. The Ellsworth American is going to feature our 50th in their September 29th edition.
 5. President’s Report – Betsy Fitzgerald – Thank you Bobbi for dinner! There is a lot going on in the agency right now. Please stay involved. Betsy appreciates all that the Board members do.
 6. Executive Directors Report - Mark Green – Please attend any community picnics you can. Lubec’s invitations just went out today. CSBG is a budget that needs to be approved by the Board. We have been told that the budget forms are coming, but we have to get them back in a week. There will need to be an Executive Committee meeting to approve this due to the tight turnaround. The Board will be included in the emails, please feel free to participate. The approval from the EC will need to be ratified by the full Board at their next meeting. Mark thanked the Board for their discussion and participation in agency business. It looks like we are going to lose our Veteran’s program. It currently comes through the Community Action Partnership, and we are sub-grantees. The VA does not like this set up and there has been push back from them over the course of the grants. We are looking into other ways to operate this type of program. Is there a large organization or corporation that might be willing to fund the project? If there is, it won’t be immediate.

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7. Finance Directors Report – Kevin Bean – Kevin is not in attendance. Mark stated that Kevin is more positive about the state of the budget and we continue to be in a surplus situation. Bar Harbor Bank & Trust will be at the September Board meeting to present on the Endowment.		
8. Written Reports		
a. Development and Community Services Grant Report		
V. Business meeting adjourned at 6:40 pm		Becky made the motion to adjourn.
Respectfully submitted, Jennifer Trowbridge, Housing & Veteran Services Director		