

Child and Family Opportunities (CFO)
 Washington Hancock Community Agency (WHCA)
 Meeting of the Boards of Directors, September 26, 2017

Called to Order: 5:16 pm		
I. Business Meeting		
Roll call (CFO) – Charles Rudelitch, Walter Kumiega, Chris Huh, Charlie Harrington – Quorum Reached Not Present: Elizabeth Erlenbach, Charley Martin-Berry, Lori Schneiders		
Roll call (WHCA) – Jonathan Thomas, Michelle Beal, Ruth Sousa, Barbara Clark, John Harris, Ron King, Betsy Fitzgerald, Vanessa Young Not Present: Becky McKenna, Catherine Betz, Angela Rackliff, Martha Beathem, Brent Hartford		
Staff Present: Pat Pcolar, Sarah Nugent, Anne Ossanna, Kevin Bean, Mark Green, Stacy Brown, Jennifer Trowbridge, Bobbi Harris, Ida Davis, Lee Hardison, Cheryl Robbins		
II. Items for Board Action (CFO – Walter Kumiega)		
1. Consent Agenda: Approval of Board Meeting Minutes from August 29, 2017 CFO Board Meeting Discussion: Action: No discussion or objections. Motion passed.		
III. Items for Board Action (WHCA – Betsy Fitzgerald)		
1. Approval of Meeting Minutes of August 29, 2017 WHCA Board Meeting. Discussion: Action: Ruth made the motion to accept the minutes, Barbara seconded. Motion passed.		
IV. Reports and Presentations (Betsy Fitzgerald will Chair)		
1. President’s Report WHCA – Betsy Fitzgerald – Thank you everyone for your contributions to the dinner. Jen & Betsy presented on the Affordable Housing Conference they attended in Portland. Workshops included Tiny Homes, Home and Health connection, Cooperative Housing, Concepts of Universal Design. 2. Chair’s Report CFO – Walter Kumiega – This is the last CFO Board meeting. We will be part of something bigger and better next week, and he is excited. Walter thanked Grant Lee for his leadership over the first half of the year. 3. Executive Director’s Report - Mark Green – This is the last meeting of WHCA as well, we are on to bigger and better things. We did get our permit from the Town of Milbridge for the Veteran apartments; thank you Betsy for attending that meeting. We did get our approval for the propane tanks. We are waiting for the State’s final approval so that we can go out to bid. Initial concerns about the challenges and details required for pulling this merger together. The Senior Management Team has been just great; the other managers have been great in keeping things going while this is going on so that our clients continued to be served without any bumps. We have a great future ahead. Mark recognized Grant’s assistance to him in providing guidance to him throughout this process. 4. Finance Director’s Report WHCA – Kevin Bean – Things are starting to wind down for the end of the FY. Cash dropped a little due to preparing for the merge and State level change-over activities. Some payments came in from MaineHousing; they have been a concern over the summer but they seem to be catching up on their payables. Our ARs rose a little bit; CDC ended in June and has been closed out but we haven’t received final payment, CSBG is slow in payment, hoping for more receipts by the end of the week. We have a \$140K		

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<p>surplus. Revenues (16%) and Expenses (17%) are under the expected budget. Housing, IDC, and Transportation contribute to this. HHG deficit climbed \$2K and Friendship Cottage increase about \$3K. Billable hours are up, as is the census; we are headed in the right direction.</p>		
<p>5. Finance Director's Report CFO – Stacy Brown – Cash increased by about \$88K, cash and cash equivalents have been very good, being the most she has seen since she has been here. The Line of Credit is at \$0 and has been for two weeks. AP is at \$0; deficit did increase by about \$15 due to childcare and a reduction in fees. The classroom in Ellsworth has not opened yet due to low recruitment and lack of teacher applicants. Overall deficit is at \$115K, which is less than predicted, it should end at around \$90K. The deficit can mainly be attributed to the reduced funding for Early Head Start. Childcare is at 81%; we need to get to 100% before we consider opening another classroom. Investments are pretty much covering our deficits; income has been about \$120K. Stacy and Kevin are working on a budget that does not include investment income so that this can be a true surplus. The budget should be ready for the next meeting.</p>		
<p>6. Head Start Report – Melissa Mattes – Melissa's report was included in your packets.</p>		
<p>7. Grant Report is included in your packet.</p>		
<p>V. Business meeting adjourned at 5:50 pm</p>		<p>Ron made the motion to adjourn.</p>
<p>Respectfully submitted, Jennifer Trowbridge, Housing Services Director</p>		

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