

Washington Hancock Community Agency  
 Meeting of the Board of Directors, January 28, 2014

Topic	Discussion	Action
<b>Called to Order: 5:15 pm</b>		
I. Roll call and introductions		<b>Quorum established</b>
II. Approval of Board Meeting Minutes from November 26, 2013		Craig made the motion to accept the minutes, Martha seconded. Motion carried.
<b>III. Reports</b>		
<ol style="list-style-type: none"> <li>1. Finance Committee – Meeting went well; Bar Harbor Bank &amp; Trust presented their report; reviewed first Q Financials; Fickett Properties update; FY13 audit update – our auditor passed away unexpectedly, the new auditor, out of Waterville, is expecting to present the audit at the March meeting. The new auditor had a great reference from College of the Atlantic. We had planned to go out to bid for a new auditor during late summer; we still expect to do that. The Committee recommended closing our old Operating Account, which has all checks cleared.</li> <li>2. Nominating Committee – One prospect from East Machias declined due to personal reasons. This was Mike Hennessey's position, so it remains open and Betsy is trying to find someone. There are 2 elected positions remaining open in the first district in Washington County; both positions are from the low-income sector. We are looking for people in that area, and Mark will speak with Bunny Richards.</li> <li>3. Development Committee – The meeting today was to discuss the training prior to the Board meeting. They approved a short “elevator speech” for all to use, along with a fact sheet to hand out to people. These will be passed out once they are in final form.</li> <li>4. Executive Director's Report – Mark Green – DHHS showed up at Friendship Cottage this week for licensing and we received a perfect score. The Cottage is being looked at as a model for the rest of the state. Friday afternoon he was in Augusta to meet with DHHS regarding Transportation. DHHS has opted not to renew the contract with the current Transportation broker. The concern is that they will just ask another former bidder to take over the contract. We are looking at legislation to change the way Transportation is run, or to at least give WHCA an opportunity to bid for the brokerage. York County will cease doing MaineCare transportation, effective 2/1/14. Mark is hopeful Friday's meeting re-established communication between the CAPs and DHHS. The rules for being a broker/provider have been clarified, which will give us an opportunity to bid. On February 13 from 8-1 WHCA is one of the non-profits being highlighted in the Hall of Flags at the State House in Augusta. Mark, Sarah, and Joe will be there and they would like to have a Board member or two to attend as well. This is an opportunity to speak with Legislators. Amanda and Craig will attend. Friday, January 24 was the fundraiser for THAW. There were about 6 Board members present, thank you. Joe expects between \$12-15,000. A gentleman in Orland called Mark and Joe, who is looking to form a coalition of former legislators in order to help WHCA with the Legislature. They will meet at the Ellsworth Public Library next week. Congratulations to Marla Mitchell, Transportation, and Sharrie Curtis, Ellsworth Reception, for receiving Employee of the Year. It is also worth mentioning that we went a full year without an injury, so we will be giving out thank you gifts, and will be ordering baseball caps for Board members.</li> </ol>		

5. Finance Director's Report – Kevin Bean – The surplus from November to December did decrease, partly due to a \$20K pay out to MaineCare due to client fraud, and partly due to a \$25K loss on the books from the sale of a vacant property in Ellsworth. Cash increased during December; our ARs went up due to waiting on DOT contracts due to the shutdown, we anticipate getting them in the next month or so; our Line of Credit is paid off and we anticipate that our short term needs will remain good with our cash flow; we've had cash come in and go right back out for THAW, so we have seen more activity; the Endowment drawdown was recognized as a current year \$53K temporarily restricted deficit, spread out among all programs; our rental properties are showing a surplus of about \$4K, as compared to a loss of about \$20K last year.
6. Agency Endowment – Bar Harbor Bank & Trust – Sarah Robinson and Peter Nicholson presented an Investment Review. They handed out information showing the Market Values as of 12/31/13 of \$1,150,232, as well as the breakdown of the portfolio make up. They use bonds and stocks, and only purchase 25 stocks at most. They have a set rationale for stop loss, which determines when they will sell a stock so as to reduce risk of loss. This does not mean there won't be any negative years. Our stocks were up 27% last year. The typical make-up of the portfolio is between 50-70% stocks, the remaining balance in bonds. Our return rate was 8% through last year. Amanda invited anyone who wants to get more in depth reporting to let the Finance Committee know, and they will inform you of when the next presentation to the Committee will be.
7. Development and Community Services Director's Report – Next Generation Grant Opportunity – Joe Perkins – Next Generation is a \$3M grant, which we think we have a good chance of getting. The Management team has been discussing options, and we would like input from the Board. The Foundation has close ties to the Blue Hill Peninsula, and has run out of Maryland since about 2000. Since the Matriarch passed away, the adult children have focused on the Blue Hill Peninsula. They usually give small grants in the thousands of dollars, but this year they have opened up applications for \$100K - \$3M. This is a once in a lifetime opportunity. The grant can be for anything from bricks and mortar to programs to operations. This family has been generous to many WHCA programs over the years, and they are very familiar with us and have respect for what we do. This is open to all non-profits in Maine. Everything we ask for will align with the 2014 work plan set forth by the Board. We are thinking of asking for an Endowment, and a significant amount of money for home repairs. We have the capacity and history as an organization, and can identify the need, and feel this is an opportunity to write a grant for \$3M. There can be multiple recipients. **David Sanderson moved that the Board give its approval for this venture. Amanda seconded. Motion passed.** Joe read the grant description and the areas of interest for the Foundation. The current thought is an Endowment for Elder Services, in the \$1M range; \$1M range for Home Repairs (Housing Services); the last \$1M range for Financial Literacy, Case Management, Downeast Business Alliance, and another \$500K for an Unrestricted Endowment. The Letter of Intent is due March 1, 2014. They will decide by May 1 who they will invite to submit a proposal. The proposal is due June 1. The decision for the award will be made November 1, 2014.
8. Written Reports
  - a. LiHEAP
  - b. Housing and Energy Services

Washington Hancock Community Agency  
 Meeting of the Board of Directors, January 28, 2014

<ul style="list-style-type: none"> <li>c. Friendship Cottage</li> <li>d. Incubator Without Walls</li> <li>e. Veteran's Program</li> <li>f. Transportation</li> </ul>		
<p>IV. Items for Board Action</p>		
<p>1. To ratify the action of the Executive Committee taken on 12/12/13 as follows:          BE IT RESOLVED by the Executive Committee of Washington Hancock Community Agency (WHCA) as follows: That the WHCA join with other participating municipal and quasi-municipal employers in a Multiple Employer Welfare Arrangement for the provision of employee health benefits, as authorized by 24-A M.R.S.A. § 6601 et seq., said Arrangement to be known as the "Maine Municipal Employees Health Trust" (Health Trust); and for that purpose and in consideration of the mutual covenants and agreements among the participating employers, to authorize the Executive Director to enter into a Participation agreement on behalf of WHCA and take whatever other actions may be necessary. The authority granted herein shall remain until revoked.</p>		<p>Martha made a motion to ratify, Joan seconded. Motion carried.</p>
<p>2. To confirm the appointments to the Executive Committee as recommended by the Board President</p>	<p>Reconfirm Barbara Arter, Bernie Sund, Joan Weber, effective immediately. Barbara Arter has asked for a leave of absence due to health issues.</p>	<p>Craig made the motion to reconfirm Barbara Arter and Bernie Sund, and to add Joan Weber, David seconded. Motion passed.</p>

Washington Hancock Community Agency  
 Meeting of the Board of Directors, January 28, 2014

<p>3. To authorize the Executive Director to pursue the purchase of the Gaelic Square and Pleasant View Manor properties from Fickett Properties of Cherryfield at the appraised values, contingent upon management contracts and options on other properties, for future consideration by the Board.</p> <p>4. To authorize WHCA to serve as Fiscal Sponsor for Washington County Shelter for the Homeless.</p> <p>5. Close the Operating Account at Camden National Bank.</p>	<p>The deal has evolved over time to purchasing 2 complexes and managing 50 additional units. The Finance Committee reviewed it last week and recommended the item for Board Action. All but one property are Elderly projects.</p> <p>This is a grassroots initiative in Washington County. Joe and Betsy are members; they are seeking their 501(c)(3), but in the interim need a fiscal sponsor in order to accept donations and move forward. Mission is to provide temporary housing facilities for homeless and indigent people in Washington County.</p>	<p>Barbara Clark made a motion to approve the item for action, Ruth seconded. Motion passed.</p> <p>Craig made the motion to accept the proposal, Amanda seconded. Motion passed.</p> <p>Martha made the motion to authorize Kevin and Mark to close that account, Craig seconded. Motion passed.</p>
<p>V. Letter passed around by Barbara Clark</p>	<p>The ice storm caused many issues in our service area; one which Barbara had a personal experience. She has spoken with the Editor at the Ellsworth American, who also had an experience with the storm, about WHCA putting in an Op-Ed to place a call to action for people to help those in need in their</p>	

Washington Hancock Community Agency  
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	area. Betsy suggested that we also put it out in Washington County. The letter will have all BOD names on it, along with their towns. If you would rather not have your name on it please let Betsy know.	
VI. Adjourn business meeting at 6:45 pm.		Ruth made the motion to adjourn, David seconded. Motion carried.