

Washington Hancock Community Agency
 Meeting of the Board of Directors, October 25, 2016

Called to Order: 4:00 pm		
I.	Roll call and introductions	Quorum established
II.	<p>Approval of Board Meeting Minutes from September 27, 2016 Discussion: Page 4, Item 4, strike the last (incomplete) sentence. Action: Becky made the motion to accept the minutes as amended, Vanessa seconded. Motion passed.</p> <p>Approval of Executive Committee minutes from October 6, 2016 Discussion: None Action: Becky made the motion to accept the minutes, Brent seconded. Motion passed.</p>	
III.	Items for Board Action	
	<ol style="list-style-type: none"> 1. To ratify the Executive Committee approval of the FY 2017 CSBG budget. Discussion: The EC recommends that the FY 2017 CSBG budget be approved. Action: Becky made the motion to ratify the Executive Committee's recommendation, Ruth seconded. 2. To review and approve the budget for FY 2017 (A copy of the budget will be emailed following the 10/20 Finance Committee meeting). Discussion: Finance Committee meeting was Thursday, October 20 where the budget was reviewed. We are looking at a large increase to our budget this year of about \$1M. Transportation and Housing are mainly feeding the increase. The DHHS Transportation contract was submitted at \$350K over prior years. Staffing has been increased in Transportation because we were understaffed, and Housing has had extended contracts for Weatherization so staff were added to the crews. The fourth page of the budget combines all Divisions into an agency-wide budget for 2017 as compared to 2016. We were conservative in some areas. Revenues are projected at \$8.3M and Expenses at \$8.2M. We are looking at an Unrestricted Fund Balance Surplus of about \$100K. We budgeted about \$10K under current billing actuals for Transportation in order to remain conservative on the outlook. We have projected 15% increase in health insurance, but it may be around 11% in actual. Administration is looking at a \$50K surplus, which will sit on the Balance Sheet as an over-recovery of IDC, decreasing our rate in future years. A budget of \$52K has been projected for the Crisis funds, translating to a \$50K drawdown from the Endowment. This is 4.7%, and our limit is 5%. An area for concern again this year is Friendship Cottage, which is all about billable hours. We were conservative on projections, but this has been the case in years past. FC has budgeted \$30K in donations which is a bit high, meaning more work with Joe to get the Annual Appeal up. CSBG was a difficult contract due to stricter requirements from DHHS (state and some federal). They no longer want to pay for Board expenses so these have been moved to Admin. This amounts to about \$35K. We have added a Transportation Volunteer Coordinator. Right now we have fewer than 20 volunteers; some CAPs have upwards of 100. We are looking to locate this person in Machias, as this area seems to be the location with fewer options for rides. Action: Ruth made the motion to table the budget until the November meeting, Barbara seconded. Motion passed. 3. To authorize the Executive Committee to continue working with their counter parts at Child and Family Opportunities to consider a possible merger and to authorize them to enter into an agreement to retain the services of a consultant to advise the joint committee. Discussion: Do we have the funds for the consultant? We have estimated \$25K for the consultant, but it is entirely a guess based on the cost of the Strategic Planning consultant. 	

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We did have it in the CSBG budget, but have now moved it into IDC. Mark is looking to do some fundraising for this particular venture. Child and Family Opportunities will be paying 50% of the cost. The Executive Committee will be required to approve the consultant.

What is the skill set required for this? We have sent the proposal to Kathy Kidman, who ran the CAP in Lewiston/Auburn as a consultant; Deb Burwell who has worked with us before; and two other people with skills in this area.

Action: Becky made the motion to approve, Martha seconded. Motion passed.

4. To approve the meeting calendar for FY 2017

Discussion: Please note the EC meets every other month. Board meetings are the last Tuesday of the month, not the 4th Tuesday.

Action: Martha made the motion to approve, Ruth seconded. Motion passed.

5. To authorize the President, Treasurer, Executive Director and Finance Director to sign checks for FY 2017

Discussion: Our bank account has been set up to require two signatures. If our check signer goes down and Kevin or Mark are out of the office, the President or Treasurer would be needed to sign the check.

Action: Martha made the motion to approve, Becky seconded. Motion passed.

6. To authorize the Executive Director and Finance Director to sign all agency agreements, contracts and corporate agreements for FY 2017

Discussion: As a point of information, this is for contracts that are being renewed and vendor contracts. Anything new comes to the Board first.

Action: Peter made the motion to approve, Ruth seconded. Motion passed.

7. To authorize the President and Vice President to sign the Executive Directors expenses for FY 2017

Discussion:

Action: Becky made the motion to accept, Barbara seconded. Motion passed.

8. Other Business/Adjustments to the Agenda

Discussion:

Action:

IV. Reports

1. Development Committee – Barbara Clark – On Monday the Ellsworth American reporter went to the Ellsworth office to get pictures and interview staff. We did not have enough advertising support for an insert, but will have two pages for pictures and articles. This will be in the EA for the November 3 edition.
2. President’s Report – Betsy Fitzgerald – The meeting with the Executive Committees of CFO and WHCA went very well.
3. Executive Directors Report - Mark Green – Mark defers.
4. Finance Directors Report – Kevin Bean – Cash was up again, a little over \$500K at the end of September, around \$750K as of today. Operations surplus is at \$236K with Transportation at around \$200K, but Kevin expects that to go down somewhat due to the end of year entries that need to be made. HHG is showing a \$26K deficit, they have started to utilize some of the \$65K that came in earlier in the year for a revolving loan pool; this will drop down to the balance sheet for future use; if there are any loans that are uncollectible they can be applied to this fund so they won’t affect the bottom line. FC has a \$26K deficit which will go a little higher as part of the end of year process. ARs are a little high but will be

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Meeting of the Board of Directors, October 25, 2016

tackled over the course of the upcoming year.		
5. Written Reports		
a. Development and Community Services Grant Report		
V. Business meeting adjourned at 4:47 pm		Becky made the motion to adjourn.
Respectfully submitted, Jennifer Trowbridge, Housing Services Director		