

Washington Hancock Community Agency  
 Meeting of the Board of Directors, November 25, 2014

<b>Called to Order: 5:22 pm</b>		
I.	Roll call and introductions	<b>Quorum established</b>
II.	Approval of Board Meeting Minutes from October 28, 2014 <b>Discussion:</b> Page 3, under "Ruth's report", should say 100% participation is extremely important, and its absence can cause Header should read October 28, 2014. <b>Action:</b> Craig motioned to accept as written Joan seconded, motion carried.	
III.	Items for Board Action	
	<p>1. To approve policies for the creation of the Nurse Home Visiting and Bridging Program.  <b>Discussion:</b> Mark has been speaking with Marjorie Withers of the Community Caring Collaborative about taking this program over for them. They took it over from Downeast Health Services. The nurse works with young mothers to provide support. Marjorie is looking for further funding, but in order for us to take it over we have to be a Home Health Agency. Mark went to Augusta to prescreen the policies, and now he needs BOD approval. If approved he will get the process finalized. He is meeting with Marjorie tomorrow to discuss funding. Marjorie's philosophy is that her organization doesn't do programs, they find the resources and hands the program off to other agencies. This is a fairly routine process for her. The focus is to build a bridge between health services and those in poverty. The clients in this program are our clients. The thought with Mark, Marjorie, and Joe is that we would eventually bring this service to seniors. Bridging is for people who are currently not served by medical staff. They either don't have the insurance, or MaineCare doesn't provide the service. At this point it is not a reimbursable program. The contact is made before entering the hospital and the nurse builds a relationship with the OBs to get referrals. The clients are living in poverty, or have addiction issues. The clients are those who "fall through the cracks" in the current care system. Initially there would be one part-time employee. The hope is to expand it over time and grow it as more funding becomes available. This service is not offered in Hancock County; it is a Washington County program. Public Health Nurse network is breaking down, and there may be an opportunity to break into that area at some point. Overall, we can't do any of this without the license. At this point we are just looking to get the license so that we can go into the home. Mark feels this isn't mission creep because we are charged with improving the lives of those in poverty. It will initially be paid for through the Community Caring Collaborative. Then we will see if we can find long term funding, or we will not continue it. This is the type of program that CSBG is meant to be used for as a seed program. The bigger part of the program is advocacy and mentoring.  <b>Action:</b> Ruth motioned to accept the policies as written Bunny seconded, motion carried with 12 yay, 1 abstention.</p> <p>2. To approve amendments to the Flexible Benefits Program.  <b>Discussion:</b> This is so that we meet IRS requirements.  <b>Action:</b> David motioned to approve the amendments as written Martha seconded, motion carried.</p>	
IV.	Reports	
	1. President's Report – Betsy Fitzgerald – Betsy had a friend who runs a craft shop, and had her embroider the logo on a vest she already had. If you would like one,	

- she will give you the contact information. Betsy has been working to recruit Becky from Washington County to serve on the BOD. She works in the Machias High School. She spoke with Mark at length and she had several great questions for him. This is a Board elected position.
- Action:** Ruth moved that Becky McKenna be elected to serve on the BOD in the Private Sector for Washington County. Howard seconded, the motion passed.
- Action:** Craig moved to go into Executive Session at 5:55 pm, seconded by Martha Beathem, to discuss the Executive Director's annual review.
- Action:** At 6:10 pm Howard made the motion to come out of Executive Session, Martha seconded, the motion passed.
2. Executive Director' Report – Mark Green – Kevin is working on the year end reports, which is why there is no finance report. We should know in 2-3 weeks as to the end of year final numbers. Mark is part of the Washington County Poverty Corps, which includes CCC, WHCA, CFO, the two mental health providers in Wa Co, to look at how to work with poverty in Washington County. They meet again tomorrow, and hope to have a plan to present to their respective boards in the spring. Healthy Peninsula is going well. Mark is impressed with their new ED, Janet Lewis. We are trying to figure out what to do with the Elm Street shelter. Two opportunities have presented themselves. One is to use it as a boarding house for employees of Lobster Trap, or to use it as a transition home for homeless Veterans. The latter is the preference. A local contractor, Steve Smith of Columbia Falls, walked through it with Mark today, and he thinks it will take about \$50K to fix the roof and the interior. Kevin and Mark are working on how to pay for that. Bunny asked if he would consider a second local contractor go through, and Mark said yes. Please let him know if you know of anyone. He did ask for a high estimate.
  3. Finance Director's Report – Kevin Bean – Financials are not complete because we are still working on getting receivables for the end of year reports. Last week we had 3 auditors on site. One for Worker's Comp, one for Maine Housing, and our annual audit. We have started work and have signed the agreement letter. We are gathering contracts for him; he will be looking at many Housing programs this year. The audit is on track. The Finance Committee will meet the Thursday prior to our January meeting, and will present to the full Board in January as well. Cash is looking good right now. We have billed the month of August for LogistiCare (Transportation); we received another \$5K from CTS that we can book as an AR in FY14. We had about \$20K in write-offs for bad loans with HHG. No concerns for the new year, we have a lot of activity and we're getting paid.  
BP has been divested. There are 1 or 2 more that we need to divest from. Their goal is to look after our best interest financially. Everything is on track for the plan to divest. They will be at the January Finance Committee meeting. Betsy asked to have the investment company come in February.
  4. Bucket Committee – We have received the first draft of the brochure last week. They discussed it today in committee and they hope to have the final draft worked up and approved by the middle of December. Almost everyone has donated \$1 or more to the bucket campaign. Thank you. If you would like to donate please see Joe. If you haven't given the committee your 10 or more names and addresses for the mailing list, please do so. These are people known in your communities, not necessarily friends. If you would rather get brochures to hand out, please let Joe know that as well.
  5. Other Development – It's annual appeal time. Friendship Cottage, At Home

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Downeast, THAW, Everybody Eats, Healthy Peninsula, and Peninsula Free Health are all out trying to raise donations. Thank you for wearing the pins and using the fact sheets to help raise awareness about WHCA. These have been helpful tools. We need to start planning for town meetings for the SEED program. Last year we got over \$85K from towns in the two counties. Thank you for your help, and we look forward to your help in the coming year. Many towns need signatures. We manned the Hancock polling place on election day to get signatures, which has been difficult in this town in the past. We are wrapping up the generator project for Friendship Cottage so that we can run the program during power outages. We still have the Christmas program, and people can speak with Sharrie to get on the list. We continue to give out winter coats. We didn't put out boxes this year because we had a very large inventory. We will accept donations. We are putting the coats out on a rack in both lobbies for people to take. Schools and food pantries are also getting coats. Martha asked to get notification of the employee Christmas party. It is on December 18 from 1-4. Friendship Cottage's luncheon is December 22 at noon.

6. Written Reports -
  - a. LiHEAP Report
  - b. Friendship Cottage
  - c. Downeast Business Alliance
  - d. Development and Community Services
  - e. Transportation
  - f. Housing & Veterans Services
7. The Board thanked Sarah for her work.

<b>V. Meeting adjourned at pm 6:37 pm</b>		Martha made the motion to adjourn.
Respectfully submitted, Jennifer Trowbridge, Housing and Veteran Services Director		