

Washington Hancock Community Agency  
 Meeting of the Board of Directors, November 29, 2016

<b>Called to Order: 5:18 pm</b>		
I. Roll call and introductions		<b>Quorum established</b>
II. Approval of Board Meeting Minutes from October 25, 2016 <b>Discussion:</b> <b>Action:</b> Ruth made the motion to accept the minutes, Martha seconded. Motion passed.		
III. Items for Board Action		
<ol style="list-style-type: none"> <li>1. To review and approve the budget for FY 2017 (Tabled from 10/25/16 Meeting)  <b>Discussion:</b> This was reviewed by Kevin with the Board at the last meeting, but the Board wanted to have time to review the hand-out materials. We anticipate increased funding from Transportation and Maine Housing. Due to this there are increases in the client benefits portion of the expenses. The surplus anticipated is about \$110K. This takes into account the Temporarily Restricted items, to include the drawdown from the Endowment and depreciation of Friendship Cottage against the initial donations for the Cottage. Kevin is asking for \$50K for the Endowment drawdown, which is just under 5% of the allowed amount. We sent back about \$4K from last year's draw. Health insurance increased 11% this year, and we budgeted 15%. Federal monies went down in this year's budget due to the net effect of the SSVF program loss and an increase in another program. State funds increased due to MaineCare and Maine Housing. We also picked up the CDC contract as fiscal agents. Kevin stated there are some areas that we will be monitoring over the course of the year, but there are no items that are of concern to him. There are 3-4 buses that will be coming off the road that are back-ups, but are hopeful that there will be more to replace them. We are looking at bringing in smaller vehicles such as vans in order to get some of the larger buses off the road.  <b>Action:</b> Becky made the motion to approve the budget, Bunny seconded. Motion passed  <b>Action:</b> Becky made the motion to approve the request to drawdown \$50,000 from the Endowment, Vanessa seconded. Motion passed.         </li> <li>2. To reappoint Ruth Sousa of Calais to a second three-year term.  <b>Discussion:</b>  <b>Action:</b> Martha made the motion to accept the reappointment, Becky seconded. Motion passed.         </li> <li>3. Elect Officers for a two-year period expiring at the annual meeting in 2018 (See memo from Nominating Committee)  <b>Discussion:</b> The slate of officers was included in the Board packet for November.  <b>Action:</b> Ruth made the motion to approve the slate of officers, Bunny seconded. Motion passed.         </li> <li>4. To confirm the President's appointment of Vanessa Young and John Harris to the Executive Committee.  <b>Discussion:</b>  <b>Action:</b> Becky made the motion to confirm both appointments, Martha seconded. Motion passed.         </li> <li>5. To approve the creation of the Manny Young Transportation Program.  <b>Discussion:</b> This will fill a new position as a volunteer recruiter. We would like to recruit volunteer drivers for not only our medical appointments, but also for non-medical trips. We would like to start in Washington County because Hancock County already has several options, but there are not very many options in Washington County. We have monies from the JTG and Boston Foundations. We have about 20 volunteers, but are confident there are more people available. We reimburse 44 cents a mile. Manny was a volunteer driver who put over 1M miles on his vehicle over the years, and this is a way to         </li> </ol>		

honor him. The program should improve our capacity to provide rides in general. Part of the position will include outreach and PR for the program. The position is included in the budget that was just approved. Part of the record keeping will include background checks, ensuring licenses are current, vehicle safety, and checking driving records. We are tying this in with the Community Caring Collaborative, and Mark has spoken with other partners in Washington County who are excited about the program.

**Action:** Ruth made the motion to approve the creation of the program starting in Washington County with the goal of expanding to Hancock County, Bunny seconded. Motion passed.

6. To approve a “Cash Out” policy for accumulated employee Paid Time Off (PTO).

**Discussion:** This is something that has been in the works for a while. We have several employees who annually reach their total accumulation. The funds are available to pay out as needed due to the accounting used for PTO. This is an opportunity for some people to get another week’s pay, and is a way to increase compensation. Liability is booked on a quarterly basis. This is one that has been climbing. We have about \$160K in PTO to be paid out on the books, and this will help get the Liability down to a more comfortable level. The programs are charged as the PTO is earned. The Personnel Policies clearly define PTO, and this would be added to the policy. The maximum amount that is allowed on the books as of 9/30 each year is 440 hours. The minimum of 8 hours was suggested by the E-Team. The timing in the policy was written to comply with the IRS rule of constructive receipt. The policy does allow the Executive Director to work with special considerations. PTO is earned at three tiers, depending on longevity. When someone leaves we pay out whatever their balance is on the books.

**Action:** Becky made the motion to approve the policy, Ron seconded. Motion passed.

IV. Reports

1. Family Advocacy and Nurse Bridging Programs – Ida Davis & Ashlei Guptill – Ashley is sick and will be on the agenda at another time. The FA program has been going for a year. With Section 17 changes for eligibility for Case Management, a lot of people have lost their case managers and Ida has been able to fill in that gap. Ida travels across both counties to meet with people, which opens up more opportunities for people who can’t get services from other agencies with mileage limitations. She has worked with 23 people this year, and over 100 calls looking for resources that Ida was able to give. Several calls have come in from elderly people who don’t have case management. Without a certain mental health diagnosis case management is not available, so this is a great resource for people who may not be able to get the services they need. Referrals come from other programs within the agency, and from other agencies such as those at the CCC.
2. Development Committee – Betsy Fitzgerald – We have a very uncertain future with the new Administration in Washington, DC, and there may be things we have to advocate more enthusiastically for than we have had to in the past. Please think about this and consider providing testimony. The Legislature has their own time and agenda that doesn’t always work well with people’s schedules. We would like to come up with statements that can be read by Board members at hearings. Joe will look for opportunities for training in this area. There is a Legislative calendar put together by some of our member organizations so we may have some advance notice. December Development Committee meeting

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<p>needs to be firmed up, as well as call-in options. Joe &amp; Sarah will coordinate and send something out.</p>		
<p>3. President’s Report – Betsy Fitzgerald – The EC discussed advocacy with the Legislature as well.</p>		
<p>4. Executive Directors Report - Mark Green – The merger process is going fairly well thus far. The subcommittee is meeting Dec. 1 with the consultants, Deb Burwell and Sarah Strickland. The program directors and EDs from both organizations met for about an hour last week to discuss our various programs and get to know one another. As new members of the EC, John and Vanessa are invited to the meeting. We are still working diligently on the Veteran apartments. HUD regulations don’t allow new structures to be built within 100ft of propane tanks. Mark has sent letters to the neighbors and is hoping their tanks can be moved to accommodate our construction. Reminder that there is no December meeting.</p>		
<p>5. Finance Directors Report – Kevin Bean – It is the transition period between the old fiscal year and new fiscal year. He is almost done with the FY16 adjustments and will be able to book revenues and deferred revenues. This should be done this week and sent off to the auditor. The audit is on track for Kevin’s portion of the audit to be done by December 31, with the plan to have the audit presented at the January meeting and the 990 at the February meeting. This will get us back on track with our normal schedule. We have a little over \$800K in the bank.</p>		
<p>6. Written Reports</p>		
<p>a. Development and Community Services Grant Report</p>		
<p><b>V. Business meeting adjourned at 6:31 pm</b></p>		<p>Becky made the motion to adjourn.</p>
<p>Respectfully submitted, Jennifer Trowbridge, Housing Services Director</p>		