

Washington Hancock Community Agency
 Meeting of the Board of Directors, February 24, 2015

Called to Order: 5:23 pm		
I. Roll call and introductions		Quorum established
II. Approval of Board Meeting Minutes from November 25, 2014 Discussion: Action: Martha motioned to accept as written Craig seconded, motion carried.		
III. Approval of Executive Committee Minutes of December 22, 2014 Discussion: Action: Brent motioned to accept as written Craig seconded, motion carried.		
IV. Items for Board Action		
<p>1. To authorize the Executive Director to enter into a four year lease agreement in substantially the form that is attached to this agenda with LT STEU-MACH, LLC, a Maine limited liability company d/b/a BBS—Lobster Trap and to authorize the Executive Director, Treasurer and Finance Director to borrow up to \$40,000 for repairs to the building as approved by the executive committee on 12/22/14. Discussion: This was discussed at the last meeting and the EC approved it in December, but the Board needs to ratify it. Action: Barbara made the motion to authorize the lease Brent seconded, motion passed.</p> <p>2. To hear the report from the Auditor for FY 13/14 including a review of the IRS Form 990 Discussion: Erik Nadeau presented the audit. We received an Unmodified opinion for September 30, 2014, which is the best we can receive. Unrestricted Cash shows an improvement of \$260K over last year, to \$170K. Restricted Cash (Footnote 8 for revolving loan funds) is up; this includes restricted donations (\$180K as of 9/30/14) and revolving loan funds. Kevin made a recommended change in this area, which improved the bottom line and increased the Restricted Cash. Accounts and Grants Receivable percentage is consistent year after year, about 15%. Investments are carried at fair value on the Balance Sheet. \$42K increase in net income, \$50K in unrealized gains, \$57K withdrawal. Liabilities include an increase in deferred revenues, remaining balance on fiscal agent agreements, deferred forgivable notes receivable.</p> <p>Current Ratio is 1 (Current Assets/Current Liabilities). Are we able to cover our debts? Need to pay attention to the make-up of the Current Assets. Change in Net Assets was a \$6K loss, prior year was \$126K. Unrestricted decreased \$47K vs \$315K in the prior year. Public support stayed fairly flat, around \$3.2M. Program Fees decreased \$600K over last year. Support and Revenue about \$600K decrease over prior year. 33% revenue is program, 67% is grants and donations.</p> <p>Program efficiency – dollars that go to program, 80% is the benchmark. WHCA is at 88%; Management & General is 12%. Why did this increase over the past 2 years? This is due to our other expenses going down. 2010 and 2011 started to increase due to ARRA (stimulus funding) ending, and 2012 increased due to the loss of Section 8. 2013 and 2014 is showing a balancing out to where we were prior to 2010.</p>		

A-133 and MAAP audits due to be filed March 15, 2015.

Action: Brent made the motion to accept the audit and the 990 Martha seconded, motion passed.

3. To hear presentation from Bar Harbor Bank and Trust regarding the endowment
Discussion: Sarah Robinson presented the quarterly update from the Endowment, discussing the handout she brought. Peter Nicholson met with the Finance Committee last month. Market Value as of 1/20/14 - 72% Stock; 27% Bonds; virtually 0% in Cash and Other. Primarily (85%) in large cap stocks; 8% approx. in small cap stocks; approx. 7% international stocks. Account was up 4.8% for the quarter. They are still in the process of divesting, based upon the list of 200 companies we have presented them with. There were only 3 in our portfolio, and 2 have been divested. We have had 5-6 years in a Bull Market.

Action:

4. To Approve a new Drug and Alcohol Policy
Discussion: What are candy alcohols? Rum balls and cordials. Why another change so soon? It was changed at the federal level, so we need to change it at our level. Alcohol test, is it blood or breathalyzer? It depends on the situation and where the person is sent. Random tests are done every month, and we are part of a larger pool.

Action: David made the motion to accept the policy as written Martha seconded, motion passed.

V. Reports

1. President's Report – Betsy Fitzgerald – Betsy has been speaking with Mark, Brent and others about what we do. There is an issue with housing. WHCA owns a 10-lot subdivision in Machias that is undeveloped. Brent has come up with some plans for duplexes. There may be some condos available at Cutler, and there is the recently closed nursing home in Lubec. Betsy would like us to consider these and perhaps move in that direction. This could be Transitional Housing, Homeless Shelter, etc.
2. Finance Committee Report
3. Executive Directors Report – Mark Green – We seem to be getting busier all the time, which is a good sign. Joe is busy with AHD; Jen is busy with renewing the SSVF grant and is busy with Housing; Friendship Cottage is busy; we are going to submit a grant to turn the front part of the Milbridge building into apartments for Transitional Housing for Veterans and Domestic Violence victims. We have an architect coming in to look to determine if this is something that can be done with the building, and if given the ok we will submit a grant proposal.
4. Finance Directors Report – Kevin Bean – We had a Finance Committee meeting the week before January's scheduled Board meeting. Peter Nicholson presented the Endowment information. The audit was presented in further detail as well. The first quarter financials were also discussed. The first quarter we were getting into a small deficit. A good chunk was a result of the delayed billings for the new brokerage. Kevin was showing a conservative approach to the ARs for

Transportation, and he is seeing a 10-15K increase over the estimated AR each month. We are catching up with these billings. The Worker's Comp Trust gave a refund this year, and as one of the smallest members we received one of the largest returns. We received \$104K; the programs were refunded the total refund; half the programs were grants so the effect is that funds are freed up for other activity and services; we issued a \$200 "bonus" to all employees because the reason we got the refund was due to employees being safe, we haven't been able to give a Christmas bonus over the past 3 years, and raises have been minimal in the past 3 years. About \$45K went to our bottom line through Transportation's refund due to the fee for service nature of their program. This reduced our deficit to about \$27K. We are looking to have another good month. Cash is good; we increased \$132K, largely due to the refund. ARs were high, but we have been receiving some payments from Logisticare so that should start to come down. We have received DOT and Maine Housing payments as well. Revenues and Expenses are about 1% over budget, which should even out after the winter. We did have a rough February due to the weather and the need for shutdowns. Friendship Cottage deficit should level off; reimbursement from the State is expected to go up and Anne will start charging to CSBG as per the budget.

5. Point in Time Survey – Jennifer Trowbridge – The Point In Time count is an annual count mandated by HUD. It is typically done on one day in January every year, from sundown to sunup. Due to the rural nature of our area, we were given a week last year, but this year we were only given 24 hours. The blizzard and subsequent snowstorm made it difficult to do the count, but we were able to locate 14 people; 12 men and 2 women, no children. There were 3 locations that were observed to be homeless, for example a camper with a smoke pipe sticking out of the side. The count did result in 3 people being counted in Washington County, which was the first confirmed count in Washington County. SSVF has the goal to end Veteran homelessness by 2016, which is a "functional zero", meaning that all who want to be housed are and then the focus is prevention and housing any new homeless individuals and families.
6. Written Reports
 - a. LiHEAP Report
 - b. Friendship Cottage Report
 - c. Downeast Business Alliance
 - d. Development and Community Services
 - e. Transportation
 - f. Housing and Veteran's Services

VI. Business meeting adjourned at 6:36 pm		Ron made the motion to adjourn.
Respectfully submitted, Jennifer Trowbridge, Housing and Veteran Services Director		