

Washington Hancock Community Agency
 Meeting of the Board of Directors, March 31, 2015

Called to Order: 5:27 pm		
I. Roll call and introductions		Quorum established
II. Approval of Board Meeting Minutes from February 24, 2014 Discussion: Action: Barbara motioned to accept as written Amanda seconded, motion carried.		
III. Items for Board Action		
<p>1. To review and approve a proposal to redesign the Helping Hands Garage Program. Discussion: After consulting with staff, Amanda, and Martha, we would like to redesign the program. We haven't sold a car to a client since around November. We have had bad luck buying at the auctions, and don't really have people on staff who are good at that. We are proposing to hire a "car guy" who knows cars and will do intensive work to get donated cars. We have some CSBG money that we would use for the remainder of this year to pay this person. This would be a modest salary, viewed as a high end volunteer job.</p> <p>What is meant by referred? We will stop advertising actively and will work through our partners and staff to get clients who need this service. Even without advertising, Mark is getting 3-4 calls a week. We need to ensure that not only can people afford the payment, but can they afford the upkeep and maintenance.</p> <p>Financial Coaching? The original program did have a financial coaching component. We now have someone who we can send to Calais, or wherever we may need him, to do the coaching.</p> <p>Qualification? If someone who currently does not have a car needs a car to get a job, do they qualify? Yes. Action: Martha made the motion to support the change to the HHG program, Ruth seconded, motion passed.</p> <p>2. To approve the temporary closing of the Incubator Without Walls Program. Discussion: We had some trouble this year recruiting people for the program. We had four in Calais and six in Ellsworth, plus another six in the high school program. The past two years were funded mainly by two grants for Washington County. If we were to continue the program we would need to pay for it all out of CSBG. If we are to stop the program, now is a natural progression because the current classes are ending in the near future. We would lay the current staff person off as of July 1, with the next couple of months being used to get the program ready to continue if we were to pick it up in the future.</p> <p>Think this is a big mistake. We have had around 450 business starts because of this program, and it is a big part of our mission. We may have saturated part of our coverage area, but there are other areas that haven't had a class in several years, Deer Isle-Stonington being one area. Here we have been putting CSBG into a program that doesn't work (HHG) and closing a program that does work (IWW). Would hate to see this disappear from our agenda; this is the most worthwhile</p>		

program we have had in several years.

Do we have a record of what businesses are still in existence and their success? It shouldn't be hard to get that information but we don't have that today. Has attendance been lower because there are similar programs in the area that are pulling clients away from this program? There is still a potential to get clients in larger numbers. Has anyone spoken with Susan Collins about this? She was key in earmarking some funds for this program, but is unable to do this at this time.

Why aren't we partnering with the other programs? We tried it with Sunrise County Economic Corporation, but the person we initially started this with has left and the new ED is not as passionate about the program. If we got someone in who could focus on grants, perhaps we can find funding?

The other programs seem to be easier on the customer. The current structure doesn't seem to work because it cannot be done on their schedule. Many programs allow for walk-ins and one-on-one work. There are no scheduled classes. A revamping needs to happen in order to move this forward. Is the way we're doing it relevant now? If it's such a good program then we need to look at ourselves to see what we can do to improve. There's a huge need for small business owners to know bookkeeping and accounting software such as QuickBooks. We need to think about this and talk more at the next meeting.

Mark can go out and find out what other similar programs are available and what they entail. Mark, Amanda, and Betsy can speak with CEI, Axion, and other programs to discuss partnerships. We do need to continue with something but figure out how to spend fewer dollars. Roland is having trouble recruiting up in the Calais and Machias areas and we're not sure why. We would probably have more luck in the Ellsworth area, but we don't have an instructor in this area. Bucksport may be a good area.

Amanda, Joan, Barbara, and Craig will work on the brainstorming. Roland should be included in the discussion. Mark didn't want us to squander too long, which is why he brought it up now.

Action: Barbara made the motion to table this until next month and put together a group to brainstorm how we may be able to salvage something from it, Craig seconded, motion passed.

3. Resolved: That the Executive Director acting on behalf of and with the authorization of the Washington Hancock Community Agency (Agency) Board of Directors is hereby authorized to submit a proposal to the Maine State Housing Authority 2015 Supportive Housing Program to construct two units of supportive housing attached to the former Agency offices in Milbridge, Maine; and Be it further resolved that these housing units will be primarily for the use of homeless veterans; and,
Be it further resolved that the Executive Director shall be authorized to borrow up

to \$100,000 on behalf of WHCA towards the construction and renovation of these units and to execute any and all documents and instruments on behalf of the Agency related to the application for funds and the completion of these repairs.

Discussion: Mark handed out plans for the project. The proposal started out as a proposal to renovate the front part of the Milbridge building into four apartments for homeless veterans or victims of domestic violence. The architect suggested this would be an unwise and expensive venture. The next suggestion was to tear the front of the building down and build two apartments. We would tear down the entire old portion of the building, creating a new entryway for the office renters and the apartments. Total cost of the project is \$350,000, with Maine Housing paying \$250,000 of that. It would cost us about \$4,300 a year with a 92% occupancy rate. The applications are due April 1, 2015. The reasoning for this proposal was two-fold; one to provide housing for homeless veterans and ensure the safety of the front of the structure. We will be receiving rent for the apartments. The \$4,300 is a worst case scenario as to what rent payments may not cover.]

Action: Ruth made the motion to accept the resolve and submit the proposal, Bunny seconded, motion passed.

Joan made the motion to authorize the Executive Director to borrow up to \$100,000, Ruth seconded, the motion passed.

IV. Reports

1. President's Report – Betsy Fitzgerald – Betsy turned her report over to Craig. He handed out papers that came from the Donna Beegle seminar in Machias last summer. The hand out was “Test Your Knowledge of Poverty in America”.
2. Development Committee – David Sanderson – Nikki gave the report in David's absence. There were two meetings in March. The Bucket campaign has asked for more addresses to be sent to Joe. Please take some with you when you leave. If you put them in a public place, please be sure to ask permission from the location and let Joe know where you have put them. The Development Assistant position has been advertised. We are hoping that will fill soon so that Joe can concentrate more on his role. Barbara will be on the Development Committee following Craig's time-out from the Board in April, 2015. Craig will consider continuing with the Committee.

This is a big campaign. We should do a kick off through the newspaper and really launch this. Bunny mentioned that Susan Bennett is launching an online news website for the Downeast area. Bunny will get that information to the Committee.

3. Executive Directors Report – Mark Green – Mark spoke with the Executive Committee about Maine Fair Trade Lobster wanting us to purchase the Knights Inn (former White Birches) in Hancock to house their workers. There is a possibility to use it for other partnerships with Next Step, or other groups that may need housing. Mark will continue to look into the proposal and possible partnerships and will return to the EC with an update.

We are reworking the CSBG budget and Mark will present it to Betsy. If it is felt that the changes are significant then it may come to the full Board to approve. We have a new financial coach, Tom Stewart. We are sharing him with EMDC;

he is not an employee of either agency, but is paid for through another national agency out of Washington, D.C. This is a nationwide program. Tom grew up in St. Stephen and is very familiar with the Downeast area. He will meet people where they are, and help them to set goals. He may meet with someone once, or several times.

Are there town meetings that still need to be attended? Joe is working to get the list together. If you want to know if a meeting is coming up you should contact Fran.

4. Finance Directors Report – Kevin Bean – The deficit for February increased a bit, the primary reason being the Friendship Cottage billable hours decreased. They were at the lowest point we have seen in a number of years. We do expect the numbers to improve with the Admin costs for Friendship Cottage. We have made adjustments so that much of Anne’s salary & fringe can go into CSBG. We are hoping that the revised rates will become effective soon, which will make an impact as well. There was a leak in the radiant heating system and Finance was flooded, which increased space costs for Admin. SEED had a high month for admin and a low month of revenues. This should start to change as the meetings start up. Cash is up to over \$500K. Billings for Transportation are caught up. Billings for December and January were around Kevin’s estimates, February was about \$4K below estimate, which was a surprise based on the closures. ARs are up, but with payments starting to come in should start to be reduced. Agency Revenue and Expenses are on target. Concerns right now are Friendship Cottage and the rental units that we have. April 1st is the first month that Elm Street will be rented out; the loss for this building should be down around \$5K by the end of the Fiscal Year.
5. Nurse Home Visiting and Bridging Program – Judy Donaher – Welcome to Judy. This was a program of Downeast Health Services, which held the license to provide this service in Washington & Hancock Counties for 41 years. Visit pregnant moms and children up to age 5. Some of that was switched to Public Health Nurses, but the need was still there. In 2009 the Community Caring Collaborative (CCC) devised a program that would bridge the care plan from EMMC to the home in Washington County. The CCC purchased the nursing services from Downeast Health Services. This is wrap-around program that will meet the family where they are and will provide any of the services they need. Families considered high risk are served through the program. Between Judy, who works 29 hours, and a 10-hour position they have 14 currently enrolled in the program. There is only one public health nurse in Washington County who also services 16 schools; the state took away the funding for this. Clients include moms who are on drug therapy, premature babies, babies with diagnoses. This is an all volunteer program. The program does have access to flex funding for items such as car seats, food, take the mom out to lunch if she has been at the hospital alone, etc. Judy meets with the mom at the hospital, and will go to medical appointments with the family. Hancock County has an independent solo practitioner, who used to work for the program through Downeast Health Services. As an independent solo practitioner, no license is needed other than the

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<p>RN license. The hospital is currently the fiscal sponsor for her. Hancock County is not much better served than Washington County.</p> <p>6. Written Reports</p> <ul style="list-style-type: none">a. LiHEAP Reportb. Friendship Cottage Reportc. Downeast Business Allianced. Development and Community Servicese. Transportationf. Housing and Veteran's Services		
<p>V. Business meeting adjourned at 6:38 pm</p>		<p>Martha made the motion to adjourn.</p>
<p>Respectfully submitted, Jennifer Trowbridge, Housing and Veteran Services Director</p>		