

Washington Hancock Community Agency  
 Meeting of the Board of Directors, May 27, 2014

<b>Called to Order: 5:15 pm</b>		
I. Roll call and introductions		<b>Quorum established</b> Yes
II. Approval of Board Meeting Minutes from March 25, 2014 <b>Discussion:</b> <i>No changes proposed</i> <b>Action:</b> <i>David Sanderson moved to accept Brent Hartford seconded to accept as is. Passed</i>		
III. Reports		
<ol style="list-style-type: none"> <li>1. Executive Director's Report – Mark Green <i>If you haven't read directors reports, please do, they are full of information. Doug Orville Child and Family Opportunities and Mark want to get their presidents together to talk about all the possibilities available.</i></li> <li>2. Finance Director's Report – Kevin Bean  <i>Finance committee met May 12, mainly to review, approve IRS form 990 by the May 15 deadline. Reviewed and accepted it, it was filed on time. Quickly reviewed the audit. Closed out meeting by discussing investment policy revision. Spent most of the time discussing percentage of primary activity. BH Trust Services was to get back to Amanda with options, Have not heard from Amanda if that happened            Next meeting is in July, should have more answers.</i> <p><i>April activity – cash is low - \$51,000 in bank. VA receivables 163-164 thousand. Have only gotten one month of the several Kevin was expecting. They have 20 days to submit payment; that was up yesterday (holiday), Kevin will touch base with them tomorrow. Using unrestricted cash to cover this slow AR. Also, \$250,000 of DOT billings we are behind on. Working on it.</i></p> <p><i>Other worry – CTS – still no reconciliation on what they have paid us, they say we have been paid, but we feel it is short at least 100,000.</i></p> <p><i>Good news – \$77,000 surplus is still there, did receive \$25,000 donation, made up for the \$35,000 we had to send back to DOT for overpayments (fraud).</i></p> <p><i>We have used 58,000 of THAW donations.            HHG deficit is down to \$5,000.            FC deficit is down to 6,000.</i></p> <p><i>CSBG spending is lower than expected, will be revising our budget. Kevin recommends moving a bit more to Friendship Cottage.</i></p> <p><i>David Sanderson: very concerned with CTS, that they are stalling until after contract ends in June, and then will not pay us at all, is there any action that we can take to ensure that we get paid?</i></p> <p><i>Response: Finance is working OT to get billing sorted out and determine exactly what we are owed.            Meanwhile, Rick McCarthy is gathering information to bring to legislature to make sure it is properly resolved.            Concern expressed that it won't be better with Logisticare, but Linda Belfiore assured the board it would be better as they are a larger more reputable</i></p> </li> </ol>		

*company.*

3. Review the 2013 Audit – Erik Nadeau, Auditor (*This item was moved to the first item of the agenda*)

*See slides showing trend analysis. Already met with Finance committee to go over details in audit and the 990. 990 has been approved and filed. Audit is clean, unmodified opinion (best we can receive). Notes 1 and 6 have been expanded to enhance info about endowment funds (permanently and temporarily restricted).*

*Current ratio is below 1 in 2013. Shows capacity to pay bills. Need to look at what is in AR – slow pays or bad ARs can hurt ability to pay bills and may not show up right away in current ratio.*

*Change in net assets driven by loss in transportation*

*Change in total public support – loss of section 8 and decrease in Weatherization funding.*

*Program fees – Primarily Transportation reimbursement*

*Our actual admin rate is 9.2 which is low for us, historically, and is very good as compared to industry standard.*

*Management letter – no significant deficiencies or material weaknesses in internal control in current year.*

*Financial statements reflect a couple of down years. Infrastructure and systems we have in place are good.*

***Craig Schoppe Move to go to Executive session with Auditor at 5:48 PM and Ruth Sousa seconded.***

***Barbara Arter moved to come out of executive session at 6:04 PM, Joan Weber seconded.*** (no actions/votes were taken as a result of the executive session)

4. Development Committee Report *David Sanderson provided minimal report as meeting minutes were in the package. He did add that the committee is committed to bringing to the June meeting a proposal for an Agency-wide fundraising appeal.*
5. Nominating Committee Report Mark: *Theresa Brown, registered nurse Eastport Health center, SS child welfare experience good advocate for low income. Bunny Richards is other candidate, not much info, not a woman of means, gets assistance. Speaks her mind, very pleasant. Barbara Arter said for the record “serving on the board also takes some professional skills, we are the owners of this company, have to read forms, do not think it is a requirement to live in poverty, you know it if you live in Washington County. Not just about speaking your mind, but being willing to serve, showing up, knowing the issues and keeping informed. We want to make sure that whoever is on the board is willing to serve, keep up with issues and serve on committees.” Applicants used to be interviewed by Board. Should we have an application? Sarah Nugent reminded the Directors that “maximum feasible participation” is not optional, it is why we have an elected sector of our board, and that we should be*

*looking for qualified candidates who are, have been, or through other life experience can represent low-income residents in our two counties.*

6. Update on Homeless Veteran's Program (SSVF) – Bobbi Harris  
**Discussion:** *Bobbi provided an update and solicited help in outreach to veterans who are experiencing homelessness or are in imminent risk of homelessness.*

*The program has served 31 homeless veterans and families; lots of single dads.*

*Direct client service dollars - \$40,000 spent to stabilize these 31 veterans.*

*Really good news – Point in Time survey - Lucy Barnhart identified 30 previously uncounted homeless people. For her work on this, she is receiving Maine Military Community Network's highest award.*

*Lucy is still out on medical leave, Bobbi is hiring a temporary person to help Thomas cover her work in Hancock County.*

*Although our numbers do not meet the original projections, we are doing better than any other rural area grantee. We are the only rural grantee with no military installation in the area, and Bobbi is very proud of the work her staff is doing to achieve these results.*

*Bobbi handed out pull-tab flyers and hand-out flyers to board members for posting in their communities.*

7. Written Reports
  - a. LiHEAP
  - b. Housing and Energy Services
  - c. Friendship Cottage
  - d. Incubator Without Walls
  - e. Veteran's Program –
  - f. Development and Community Services
  - g. Transportation Director's Report

IV. Items for Board Action

1. To accept the 2013 Audit Report and IRS Form 990  
**Discussion:** *As the audit is not yet complete, it is not appropriate to vote on this at this time.*  
**Action:** *table until June on advice of Auditor*
2. To review and approve an amendment to the Personnel Policy, Article XIII Whistle Blower and Non-Retaliation Policy  
**Discussion:** *None*  
**Action:** *David Sanderson moved that we approve the amendment. Martha Beathem seconded. Motion passed*
3. To review and approve the proposed Executive Director Emergency Succession Plan  
**Discussion:** *Executive Committee met at 4 today, reviewed policy; identified typos. Couple of additions to proposed policy: page two of policy, second paragraph additional info here about training for any acting executive director. Under first and second back up, there will be a sentence about compensation. Do we also need a policy for department heads? Does this policy take into account the deputy director position? Revise, read and discuss next month. No automatic accession of deputy director in this policy. Should it be here? Can we*

*clarify deputy director role? Please email Betsy thoughts.*

**Action:** *table vote to next month with revisions.*

4. To approve a Memorandum of Understanding (MOU) making Everybody Eats a program of WHCA.

**Discussion:** *#4 on next to last page – why is this here, when if it is a program we will of course be on it. When Mark met with board, it was important to Everybody Eats that we maintain the link we have through the Advisory Committee. This has been Jennifer Trowbridge, as a member of their board. They want to keep that connection.*

**Action:** *Brent Hartford moved to accept, Joan Weber seconded, motion passed.*

**Other –**

*Joan Weber: is it appropriate to have the board do something to honor Susan Farley's service? Will we be replacing her?*

*Mark – yes, in some fashion. Staff will be having a small gathering on her last day.*

*Joan – we created that position to do case management, and that is missing in this agency, it is more than crisis management. Keep that in mind going forward, Barbara Arter agrees.*

*Brent Hartford – Update on Maine Fairtrade Lobster – anything new?*

*Linda Belfiore is waiting to hear from them, and we have a vehicle we can use. It will take 2 drivers, because of the time and miles involved.*

*Craig Schoppe: Back to Susan Farley – what time and place?*

*Mark: Nothing formal planned but it will happen tomorrow.*

*Craig: Sun Rides – can we get the logo on the buses? Great publicity opportunity driving around.*

*Linda Belfiore: Agency name is there, but a few years ago, we rebranded the buses so that the general public would ride the buses, no longer the “welfare bus”.*

*Craig: Al May was going to get in touch with us to schedule a meeting back in March, to talk about county health issues.*

*Mark: Unsure what this was about, but will follow up with Al.*

*Craig: Can we get a quick update on Fickett properties.*

*Mark: Down to two properties we are bidding on outright, a few others we will manage, it is all still in the works. We are putting information together; application will be done within a week. Still looking at autumn at best, making slow progress.*

V.	Adjourn business meeting at 7:10 pm	Ruth made the motion to adjourn.
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Respectfully submitted, Sarah Nugent, Resource Developer