

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

Called to Order: 5:15 pm		
I.	Roll call and introductions	Quorum established Yes
II.	Approval of Board Meeting Minutes from May 27, 2014 Discussion: <i>No changes proposed</i> Action: <i>Brent Hartford moved to accept Ruth Sousa seconded to accept as is. Passed</i>	
III.	Approval of Executive Committee minutes from June 10, 2014 Discussion: <i>Number 5 items for board action change to 2014</i> Action: <i>Martha Beathem moved to accept Nikki Fox seconded to accept as is. Passed</i>	
IV.	Reports	
1.	Executive Director's Report – Mark Green <i>Joan pointed out that it was not in packet, it was emailed, Mark will make sure that those not on e-mail get a copy.</i> <i>Tomorrow Mark and Linda will meet with broker. See how it goes. Actual start date is 8/1/2014.</i> <i>Commuter bus system going from 4 Corners to Prospect Harbor will start soon. Hope to expand eventually to Machias. Hope to help move folks down to the jobs there.</i> <i>About to provide bus service up the peninsulas to meet the West Bus Co. intercity routes.</i> <i>Just ran a bus trip for seniors from Eastport to Bar Harbor.</i> <i>Three new clients at Friendship Cottage. Census picking up.</i> <i>Met with Martha about HHG, will be reporting to the board in July and recommend action.</i> <i>Tentatively scheduled annual meeting for last Tuesday in October. Charlie Newton will be guest speaker, retired Penquis CEO. Time of day TBD, and location will be somewhere in Hancock County. Plan a slightly larger gathering than last year.</i> <i>Barbara Arter spoke to remind people that this is a community event to include partners and the community to celebrate, recognize the work we do and bring us more visibility.</i>	
2.	Finance Director's Report – Kevin Bean <i>Surplus for this past month jumped up, mostly attributable to Transportation cleaning up trip reports. Some billings were done ahead, so May looks good. June may look a little bit lower because of this.</i> <i>Cash increased. Maine Housing sent some payments.</i> <i>Veterans grant is current on payments.</i> <i>Now will focus on Transportation.</i> <i>Accounts Receivable for end of month was high at 1.25 million. Like to see 7-8 hundred thousand. Veterans payment should help that.</i>	

HHG showing a \$4,000 deficit. Will put some CSBG toward that, but still have some bad loans to write off.

Friendship Cottage showing a \$13,000 deficit. Participation rates are very low, but picking up. Also putting some CSBG funds here to help this budget.

Need to focus on spending CSBG funds or they go back to the state.

Revenues are about 3% under, gaining ground.

End of June hitting some PTO which may change this a bit.

3. Development Committee Training – Joe Perkins, Board roles and responsibility in development

Development Committee Report:

Met last week, and want to bring you Craig's Bucket o'Nails project. Explained how Heifer Project works, and how Craig came up with the idea to do a similar style fundraiser for WHCA. Idea is to keep it limited for the first year, no more than 5 programs highlighted. Then, if it works, grow it in subsequent years.

First time any of us remember that we have an Agency-wide appeal.

Craig is already exploring funding sources to help us plan and pay for this. Want to work with management team for appropriate things to have listed, have a professional designer work on layout. Distribution is still being sorted out.

Would like formal approval of proposal to go forward.

Barbara Arter: Check out Peace Ridge Animal Shelter similar project. Also, make it very clear why these people need our help. There is some local attitude resistant to donating to the poor. Make a solid case for donations. Will help with editing if needed.

Craig – want to piggy-back onto WHCA website donation feature to make this easy to do on web, as well as providing option for mailing.

David – there is a big staffing requirement behind the scenes, reviewed it with Mark, who appreciates it. Need for tracking, thanking, etc.

Mark – speak for Sarah and Joe who appreciate that the committee is doing a lot of the work, did not just come up with the idea and dump it on staff.

Barbara – why not plan on asking each of the program directors which things should be listed under their programs.

Craig and David – being done.

Martha – should hear from rest of board.

Barbara Clark – too broad, do 4 instead of 5. More complicated you are when you launch, make it easy to understand. 3 is good as well.

Ron – agree, keep it very simple the first year.

Joan – we agree that is why we trimmed the list this far.

Betsy – come back with formal proposal in July with actual programs and specific things for approval in July.

Barbara – agree, let's envision what this looks like, how will Mark deal with small dollar earmarked funds?

Joan – want to see it before the meeting, please put it in the packet so we can see it ahead of time.

Ron – July is too soon for full proposal, but we can bring what we get done in that time.

All agree.

SEED report – Joe gave us a report last week that said we were nearly to 67,000, which is a good percentage of our goal of \$80,000. We thought that goal was unattainable when we set it. Great effort by staff and board to get this far.

Joe's training – Joe appreciates the involvement of the board in development, it means a lot to the effort and to Joe.

Handout outlines partnership between board and staff to share responsibilities to implement fundraising plan. Outlines roles and responsibilities of each sector.

Joe pointed out that he greatly appreciates that many of the items on the list are already being done. We have a great story, and when you get to tell it, it is great.

Barbara Arter – can we make a simple list of simple arguments why people should give? Make it three or five. Maybe even a couple of examples of the work we do.

4. Written Reports
 - a. LiHEAP
 - b. Friendship Cottage
 - c. Incubator Without Walls
 - d. Development and Community Services
 - e. Transportation
 - f. Homeless Veteran's Program

V. Items for Board Action

1. To ratify the following resolution approved by the Executive Committee on June 10, 2013:

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 for a 2014 Supportive Housing Deferred Loan Program for repairs to property located at 92 South Street in Calais Maine; and,

Be it further resolved that the repairs to be made to the property will include the

replacement of the roof, windows and doors; and,

Be it further resolved that the Executive Director shall be authorized to contribute up to \$3,000 of Agency funds towards these repairs 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.

Motion made: David Sanderson

Seconded: Ruth Sousa

Discussion:

Ruth: who owns the building?

Mark: We do. Had Executive Committee approve application; need to ratify that decision to apply for funds.

David: what did we ask for?

Mark: submitted request for \$10,000 for roof, similar amount for doors and windows. Roof is required by Maine Housing.

Action: passed

2. To review and approve the proposed Executive Director Emergency Succession Plan

Motion made: Craig Schoppe

Seconded: Barbara Clark

Discussion: Why is it an Emergency plan, not a long range succession plan? Not exclusively an Emergency Plan.

Betsy would have a different plan if this was a normal succession. This is for a true emergency.

Craig amended motion to remove "Emergency" from title.

Craig withdrew amendment.

Betsy will draft other plans for other situations. Mark will help.

Action: Passed

3. To review and approve a "Transition Plan".

Required by Fickett property application. Mark crafted it based on some he found on line

Motion Made: David Sanderson

Seconded: Martha Beathem

Discussion: None

Action: Approved

4. To approve a request by Howard Willingham for a medical leave of absence

Motion Made: Barbara Arter

Seconded: Joan Weber

Discussion: Determined to put no end date on it at this time.

Action: Passed

5. To authorize the transfer of the current RMAP Revolving Loan fund to NMDC

Motion Made: Barbara Arter

Seconded: Ruth Sousa

Discussion: Barbara Arter is fully supportive of getting back into Economic Development, have needed it in this region for years.

Craig Schoppe : review the decision to reduce DBA.

Mark: when he came on board, there were 5 in DBA, primarily supported by CSBG.

Mark decided and the board agreed to shift CSBG funding over to other programs.

USDA and small anonymous donor are used in conjunction with CSBG at this point, and Mark has committed to one more year.

Craig: Then what, do you have a plan?

Mark: No, not really. In fact we met today and talked about the fact that we don't have a lot of programs that move people out of poverty, and this is one that does. We need to consider rebuilding. No one in Hancock County providing this support. Have good partnership with SCEC.

Craig: would like to encourage the rest of the board to consider expanding, redeveloping DBA as it is crucial to what we do.

Barbara Arter: big question. How do we actually make something like this move forward? Craig has made this request. How do we transfer this request from board to Mark?

Mark: This is what I have used your goal setting work process for, but the timing doesn't always work right. If the board told me that was something important to them, I would take a look at the CSBG and other funding sources.

Betsy: There are people doing Economic Development. Concerned about duplication of effort. Define what is already happening and what is our strength?

Barbara Arter: 2 things: Sarah respond; but first, DBA was in existence for a long time, we did provide something to the community targeted at low income residents, not the target of all economic development organizations. Now, Sarah what were the two most important things DBA did?

Sarah: IWW training program, and working with partners to ensure no duplication of efforts while making sure that the clients get the service they need.

David: takes more thought than what we have done here tonight, needs to come up at strategic planning.

Mark: will take this into consideration in planning.

Further discussion on annual strategic planning meeting: role, process, planning.

Action: Passed

6.To accept the FY 2013 A-133 Fiscal Audit

Federal audit – no findings. State audit – some findings on late reports.

Motion Made: Ruth Sousa

Seconded: Martha Beathem

Discussion: Kevin reviewed audit, and management letter. Recommendation on how to handle unrestricted donations. Review of general ledger journal entries. Should be

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*reviewed by the Finance Controller and Director. They are the only two who do them, they review each other's. Auditor thinks review should happen prior to entry.
Action: Passed*

7. To review and approve the "Child Support Services Referral Policy"

*Motion Made: Barbara Arter
Seconded: Ruth Sousa
Discussion: none
Action: Passed*

8. To review and approve the revised FY 14 CSBG Budget

*Motion Made: Brent Hartford
Seconded: Nikki Fox
Discussion: none
Action: Passed*

VI.	Adjourn business meeting at 7:08 pm		Martha Beathem made the motion to adjourn.
Respectfully submitted, Sarah Nugent, Resource Developer			