

Washington Hancock Community Agency
 Meeting of the Board of Directors, June 30, 2015

Called to Order: pm		
I. Roll call and introductions		Quorum established
II. Approval of Board Meeting Minutes from April 28, 2015 Discussion: Action: David Sanders motioned to accept as written Martha Beatham seconded, motion carried.		
III. Items for Board Action (New Business)		
<ol style="list-style-type: none"> 1. To review and approve proposed amendments to the WHCA Personnel Policy regarding the definition of part-time employment and the maximum PTO accrual. Discussion: Mark explained to the board the changes with PTO were to be in compliance with ACA law that full time defined as 30 – 40 hours and part time was up to 29 hours and that PTO Accrual will allow that on September 30 to allow the employee to continue accrual on 1 October if employee has 440 hours. Action: Martha Beatham made the motion to support the amendments to WHCA Personnel Policy and Bunny Richards seconded, passed. 2. To nominate Margaret Wolford as the elected representative for District 3 in Washington County. Discussion: No discussion. Action: Bunny Richards made the motion to appoint Margaret Wolford as the elected representative for District 3 in Washington County, Betsy Fitzgerald seconded, motion passed. 3. To fill the vacancy of Vice-President for the term ending at the annual meeting in 2015. Discussion: Amanda Look motioned to table the vote to next month because there are only two members. Betsy Fitzgerald agreed to join the Nominating committee. Action: Item tabled and carried over to next month. 4. To amend the By-Laws, Article IV, subsection 4 Attendance. Discussion: The Amendment would allow board members to be placed on medical leave. Bunny wanted to know if we had discussed allowing board members to call in via phone. Betsy said that if someone really needed to they could. Mark suggested that we invest in a polycom for that reason. This would be considered as attending the meeting. Action: Ruth Sousa motioned to accept the amendment to the By-Laws, Article IV, subsection 4 as written, Barbara Clark seconded, motion passed. 5. To authorize the creation of the Bucksport Wood Bank as a program of WHCA. Discussion: Paul Hansen from the Bucksport Wood Bank Program introduced himself and explained why he started the Wood Bank Program in Bucksport. The Town of Bucksport was worried that their town insurance would be dropped because of the insurability of the wood bank. The town wanted the Wood Bank to provide their own insurance. Paul explained that their group could not afford that. The program would like to become affiliated with WHCA as a parent organization not for financial support but for the insurance umbrella. Many areas in Hancock county are interested in the program such as Blue Hill and looks like there is room for this program to grow county wide. All volunteers in the program sign a Hold Harmless clause. <p>Mark Green added that this program would benefit our clients. He stated that there are some risks but was impressed that the program has an internal safety program and adheres to it. Mark explained that he would like to bring them in as a program so it would fall under our insurance program and allow the program to continue. Presently the program will not be able to continue due to the cost of insurance if WHCA does not approve the</p> 		

Wood Bank as a program.

Questions from the board: Ruth Sousa wanted to know if they go into the wood and cut trees. Paul stated most of the wood is donated. All agreed that one of the biggest dangers is when you cut and drop a tree.

Martha Beatham wanted to know if Mark spoke to our insurance company. Mark said not yet, but believes that probably our insurance company would be adverse to us doing so. But that he feels strongly that the good of the program outweighs the negative.

Ron King would like to see a safety manual and program in written form before we approve the program. Paul stated that there isn't one and that he honestly does not have the time to compile that. Paul said that he is willing to train his staff. Mark stated that we will develop a list with rules for cutting wood.

Amanda Look stated that if this does become a program that we do need guidelines for safety, programmatically and policy wise, and eligibility of who would be the clients. Mark stated that Paul's group would provide wood in the Bucksport area and that other areas would need to develop their own wood banks for their specific town and surrounding areas. All wood banks would need to comply with WHCA Safety rules and policies.

Craig wanted to know do they, the volunteers at the wood, deliver the wood or does the client pick up. Paul stated that it was situational and arrangements can be made to deliver and stack the wood if needed. The Town of Bucksport requires that the wood bank provides fire safety inspection and fire alarm inspections on all clients that receive wood.

David Sanderson wants the program to have some type of organization like a board. Paul stated that he has volunteers to cut and store the wood and that is what they do. He would not be able to keep his volunteers if they had to have meetings all the time to form boards and meetings.

Joe stated that Kevin checked with our insurance company and that it would need to be a program vice us being a fiscal sponsor. Amanda stated that we should provide to Paul a structure of what a program is and what WHCA would require. Mark stated that we would provide a list of safety rules and WHCA Safety Policies. WHCA will also set up a small board (ie: Mark, Joe, and one board member).

Action: Ron King made motion that we accept as a preliminary program to allow for the development of safety program and policies and development of a board. Ruth Sousa Seconded, motion passed.

IV. Reports

1. President's Report – Betsy Fitzgerald – Talked about her meeting with HUD and other members of Washington County who worked with the GROW WA and voted to support the GROW WA recommendation. Good energy in the room. HUD is interested Senior Housing in Washington County. Washington County has the interest of HUD and they have funding available. Bobbi will send out the link to the GROW WA Sustainable Housing report.
2. Nominating Committee- Amanda said that there are 4 open positions on the board and one more that will be open next month. Some questions are "Why are we losing people on the board, what can we do to retain them, identify our current strengths and weakness, and are we doing the right thing for the board?" What is

the role of the nominating committee – give name to the nominating committee and they will contact the person and then invite them to a board meeting, then board will discuss the person’s strengths and weakness. Craig said that there should be stated expectations of what is required from board members. Amanda stated that we need to have an orientation for new board members. Amanda put together a survey for the board so they can give input to the nominating committee. Martha wanted to let the board know that the whole board is responsible for looking for and recommending new board members.

3. Development Committee – The bucket project has raised \$5K. Committee is going to look at it and see why it isn’t taking off like they thought it would. SEED is around \$60K goal is \$80k. Sarah is back and working in the Development Division and busy with Facebook, development, and reports. They are going to work on the development plan and will bring to board in two months.
4. Executive Directors Report – Mark Green – Thanks to Bobbi for coming in on her vacation to do minutes and cook dinner. Working on Mehaf grants of 60 and 40K to work on health outcomes. Meeting attendance has dropped off the last couple of months. Meeting tomorrow to bring more life into the group and looking how to get the health centers involved in the grants. Have been doing focus groups (Community Circles) to listen to low income Liheap clients and their thoughts and opinions of health care in Washington County. Individuals are offered rides and Hannaford gift cards to attend the meetings about the current health care system in Washington County. Mark mentioned that he learned from the meetings that there is pretty good acute care but anything for a specialty care that the clients have to travel many miles for services.

Family advocate position is going well and she has created the program rules, etc... and has started to see clients. We also hired a new Case Manager for the Veterans Program and she will be covering Washington Aroostook counties partnering with the Easter Seals Program to do so. Betsy, Joe and Mark met with John T. Gorman Foundation about Washington County and how well the groups and programs collaborate in Washington County.

5. Annual Report – Presented report to the board for their approval. Sarah explained that we need to have it approved by the board by June 30 for CSBG compliance. Asked board if they had questions about the report. David wanted to know what if any reaction there was to the one page annual report from a couple of years ago. Joe said that we really don’t get much feedback at all about any of the Annual Reports. Ruth wanted to know if towns should be listed next year in the donor listing. Next year they will be. Joe presented the new updated WHCA Fact Sheet. This is a useful marketing tool to give to people interested in WHCA and what we do. Front side of the sheet is the overview and the back can be tailored to WHCA program specific.

Written Reports

- a. LiHEAP Report
- b. Friendship Cottage Report
- c. Development and Community Services -
- d. Transportation

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e. Housing and Veteran's Services		
f. Finance Director's Report - Mark excused Kevin from the meeting due to personal reasons. Any questions call Kevin.		
V. Business meeting adjourned at 6:36 pm		Ron King made the motion to adjourn.
Respectfully submitted, Bobbi Harris, HR and Special Projects Director		