

Washington Hancock Community Agency  
 Meeting of the Board of Directors, July 29, 2014

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| <b>Called to Order: 5:20 pm</b> |   |                           |
| I.                              | Roll call and introductions   | <b>Quorum established</b> |
| II.                             | <p>Approval of Board Meeting Minutes from June 24, 2014<br/> <b>Discussion:</b> Headings on all pages say May 27, 2014 they should say June 26, 2014.</p> <p><b>Action:</b> David moved to accept the minutes as amended, Joan seconded.<br/>         Motion passed</p>   |                           |
| III.                            | <p>Reports</p> <ol style="list-style-type: none"> <li>1. President's Report – Betsy Fitzgerald<br/>           We have changed the by-laws so we will be nominating 2 BOD members tonight; WHCA Wellness Committee has been coordinating quarterly events, the next one is Saturday, August 2 at Fraser Point, please let Anne Ossanna or Sarah Nugent know if you are attending so that there can be enough food; due to Brent's absence we will postpone his item on the agenda; Mark and Betsy have not been able to meet with Child and Family Opportunities, but they are trying to get the scheduling solidified, she will keep you posted; the forum that Brent will expand upon at next meeting, is meant to provide a forum for discussion between meetings; the Executive Committee has come up with an evaluation plan for the ED, they will be doing a 360 assessment so department heads will be getting a questionnaire and the results will be turned in to Betsy, who will be the only one to see them, the Executive Committee will meet via conference call and develop the questionnaire.</li> <li>2. Development Committee Report – David Sanderson – SEED had a goal of \$80K, and we have reached \$74,600; the Bucket project (formerly Bucket of Nails) will use a Heifer Project inspired booklet, people will be able to purchase items within 4 categories, and the booklet will explain all that WHCA does, a final draft is expected next month for BOD approval; a question that many big donors ask is whether the BOD is 100% invested, we haven't had a major WHCA appeal and we want to be able to say that yes, 100% have contributed, the idea is that we all might contribute \$1 at the August meeting and any member can and is encouraged to donate more than that, which will ensure 100% participation and hopefully won't be burdensome to any individual. David asked those present if they liked the idea and if they would participate. Why is it necessary for BOD members to financially invest? People with a lot of BOD and Non-Profit fundraising experience have stated that many donors want to know that the BOD is financially invested and some won't donate unless we can show that the BOD is 100% invested, the reality of fundraising today is that certain grants and some donors do ask that question, if we can't get 100% participation then we will have to do something other than the Bucket project, historically the WHCA BOD did donate 100% to the Friendship Cottage capital campaign, this issue will be on the agenda next month</li> <li>3. Presentation on WHCA BOD Forum – Brent Hartford - POSTPONED</li> <li>4. Executive Director's Report – Mark Green<br/>           Administrative changes as mentioned in his ED report; Jennifer Trowbridge will take over SSVF and Housing and step out of the HR and Controller positions; Bobbi Harris will take over HR, and some of Susan's old responsibilities; the ultimate goal is to get some items off of Sarah Nugent's plate so that she can be</li> </ol> |                           |

- freed up for grant writing; CSBG is a large grant we get each year, and we had a big change for this year, 50% of money has to go to job creation, 50% can only be used for 3 projects, this is a major change in the rules, all of the CAPs will be meeting next week to discuss this, there may be an Executive Committee meeting needed to discuss this; Flash in the Pans concert for At Home Downeast and Healthy Peninsula in Blue Hill at 7:30 on August 4; to clarify, the trailer project in Cherryfield used \$1000 of donated labor
5. Finance Director's Report – Kevin Bean  
Documents handed out: Endowment as of 6/30/14, minutes from Finance Committee meeting on 7/24/14, list of 200 from the Fossil Free website  
As of the end of June the agency decreased our surplus due to the recognition of revenue for Transportation earlier than expected, we have leveled out; cash has increased significantly due to getting receivables in from CTS and SSVF; SSVF billings are all caught up and the funder has been paying within 7-10 days of receipt of the billing packet; HHG is still showing a \$4K deficit, which is expected to increase due to resale of repossessed vehicles being less than was owed on the original loan, we are sending these to collections but we expect about 1/3 to be lost; Friendship Cottage is currently showing a deficit of \$19K, the remainder of the Fiscal Year we allocated some additional expenses to CSBG but consumer participation is down from expected projections, they have added 4 consumers so the month of July is expected to be better; there is a \$38K surplus of Restricted Net Assets primarily from the THAW program, which will drop down to the Temp Restricted Fund Balance at the end of the Fiscal Year, being recognized as a set aside fund that will be used for THAW in the following year; a request for minutes and financials from Everybody Eats; Everybody Eats is part of the Admin budget and is now part of Temporarily Restricted Funds; the outstanding loans are for HHG, and are planned for a term out, the balance is due upon the maturity date, which is about another 2 years, we may want to look at the possibility of renewing these dependent upon the how the program goes; Finance Committee should start discussing the loans to go over worst case scenarios, Camden is being paid interest and principle and Machias is just interest; given our reduction in size are we “bankable”? Kevin would want to sit with the bankers to discuss this in order to get a solid answer, shifting non-current assets up to current assets would certainly make us better off, Mark stated that there are several areas where we are looking to tighten our belts and pull back so that we can grow once again, the employees are cognizant of being frugal, the true answer will be if Genesis finances us for the Fickett Properties, they have looked at our books and have had good things to say thus far;
  6. Homeless Veterans Outreach Events – Lucy Barnhart, Caseworker for SSVF – Lucy handed out a poster the events that listed some needs; 2 events, one on Sep 6 in Machias and one on Sep 13 in Ellsworth; please let her know if you have any questions or can help, the list is broken down by what is committed and what is needed; Mark recognized Lucy for receiving the Maine Military Community Network Distinguished Service Award for her work with the homeless count in Washington and Hancock counties;
  7. Report on Transportation Brokerage – Linda Belfiore – Friday, August 1 is the start of LogistiCare; we are having difficulty getting trips out of the portal and only have 33 so far, the normal is 300 per day; everything is done on paper with this company, making this a more labor intensive contract; the first Maine Fair Trade Lobster work run was on July 28, the company is pushing this, the grant that helps with this requires a 50% match from the company, employees are only

being charged \$20 per week for the rides, Linda is still working out possible routes with the company; 2 more busses from the southern part of the state, we have gotten them free, including the busses that are now in use for the work run and the shopping run; we will be providing the transportation for the Winter Harbor Lobster Festival; we have been asked to provide trips from Winter Harbor residents to Ellsworth and Bar Harbor once per month because Downeast Transportation cannot provide that service due to their funding structure.

8. Finance Committee recommendation – Kevin Bean –

**DISCUSSION:** Kevin met with Sarah Robinson from Bar Harbor Trust Services to discuss the BOD resolution to divest; Kevin asked if the list of the top 200 worst users of fossil fuels was provided to her to ensure these weren't included in the portfolio would work, she stated that would be a good way to do it; one of the things the committee liked about this plan is that we don't always have the resources to do the research, and this is a great tool to give to them that meets what we're trying to do, and will work with their model; the list represents the top 200 companies based on the reserve of fossil fuels they own, the CO2 that is listed is the potential release of the CO2 that these companies could release; our current portfolio holds 3 of the companies on the list.

**ACTION:** Barbara Arter made the motion to proceed with the strategy to use the Fossil Free Index top 200 list as the guide for divesting our investment portfolio, Martha seconded, the motion passed.

9. Written Reports

- a. LiHEAP
- b. Friendship Cottage
- c. Incubator Without Walls
- d. Development and Community Services
- e. Transportation
- f. Homeless Veterans Program

IV. Items for Board Action

1. To review and approve a memorandum of understanding (MOU) with Healthy Peninsula.

**Discussion:** Barbara Peppey explained how Healthy Peninsula came to be and what the mission of the organization is; the organization covers the 9 towns on the Blue Hill Peninsula; they have 2 part-time staff and a budget of about \$150K per year; funds come from grants and contracts, family foundations, and private donations; they went through a strategic planning process this past year and are moving towards becoming their own 501(c)(3), but this is a long process and they were looking for a new fiscal sponsor that more closely matched their mission; they have received a grant from the Maine Health Access Foundation (MeHAF) this past year for a planning grant, and have pulled together 11 partner agencies, including WHCA and At Home Downeast; they expect another 3 years of about \$100K in grant funds from MeHAF; they will be bringing on 4-5 more BOD members, and the expectation is that the BOD will want to continue to pursue their own non-profit status. Their service area is the Peninsula, as was established when they were created from the Healthy Maine Partnership funds

**Action:** Barbara Clark made the motion to approve the MOU with Healthy Peninsula, Barbara Arter seconded, motion passed.

2. To approve a contract between LogistiCare and WHCA for transportation services.

**Discussion:** We have signed the contract, but have not received it back; we are

getting rates that are a little bit higher than what we got from CTS.  
**Action:** Barbara Arter made the motion to approve the contract with LogistiCare, Martha seconded, motion passed.

3. To review and approve amendments to Article IV, Board of Directors, Section 2, C (3) of the WHCA by-laws.  
**Discussion:** This only deals with the nomination process, adding the ability of the BOD to nominate someone for the position, but the position is still elected by the low income sector in the service area.  
**Action:** Barbara Clark made the motion to approve the amendments to Article IV, Board of Directors, Section 2, C (3) of the WHCA by-laws, Amanda seconded, motion passed.

4. To nominate Bunny Richards of Trescott for a position on the WHCA Board of Directors representing the elected sector for Washington County District II.  
**Discussion:** Mark has worked with Bunny for the past year on the Washington County board he has been on,  
**Action:** Nikki made the motion to approve the nomination of Bunny Richards, Barbara Arter seconded, motion passed.

5. To nominate Theresa Brown for a position on the Board of Directors representing the elected sector for Washington County District I.  
**Discussion:** Theresa is the COO of Eastport Healthcare  
**Action:** Barbara Arter made the motion to nominate Theresa Brown, Nikki seconded, motion passed.

6. To reappoint Joan Webber representing the private sector in Hancock County.  
**Discussion:**  
**Action:** Barbara Arter made the motion to reappoint Joan Webber, Martha seconded, motion passed.

7. To review and approve the proposed Executive Director Emergency Succession Plan.  
**Discussion:** Second line of the second paragraph, change “require” to “requires”  
**Action:** Amanda made the motion to approve the Plan, Martha seconded, motion passed.

8. Resolved: To transfer to the Northern Maine Development Commission all rights and obligations of the original IRP loan. This includes the terms of the Work Plan approved by the USDA Rural Development at the time of the loan closing. All instruments of conveyance will contain Nondiscrimination covenant referenced in RD instruction 1951-E, Section 1951.204. Washington Hancock Community Agency will convey all RMAP assets (\$150,000 plus interest) and all RMAP debt (\$150,000 less payments) from the transferor to the transferee.  
**Discussion:** This was voted on at the last meeting, but an official resolution was required.  
**Action:** Martha made the motion to approve the resolution, Barbara Arter seconded, motion passed.

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| <p>V. Meeting adjourned<br/>7:02 pm</p> |  | <p>David made the motion to adjourn.</p> |
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Respectfully submitted, Jennifer Trowbridge, Controller/HR Manager