

Washington Hancock Community Agency  
 Meeting of the Board of Directors, August 25, 2015

<b>Called to Order: pm</b>		
I. Roll call and introductions		<b>Quorum established</b>
II. Approval of Board Meeting Minutes from July 28, 2015 <b>Discussion:</b> None <b>Action:</b> Martha Beatham motioned to accept as written, Bunny Richards seconded, motion carried.		
III. Items for Board Action		
<p>(Old Business)</p> <ol style="list-style-type: none"> <li>1. To fill the vacancy of Vice-President for the term ending at the annual meeting in 2015.  <b>Discussion:</b> Martha Beatham noted that the Nominating Committee recommended that Brent Hartford fill the Vice President vacancy. The Nominating Committee has spoken to Brent and he would fill the seat ending at the Annual Meeting in October 2014.  <b>Action:</b> Martha Beatham made the motion to nominate Brent Hartford to fill the vacant Vice President seat with that term ending at the Annual Meeting in October 2015, Ruth Sousa seconded, motion carried.</li> </ol> <p>(New Business)</p> <ol style="list-style-type: none"> <li>1. To consider the application of the Blue Hill Peninsula Community Resource Collaborative for financial sponsorship  <b>Discussion:</b> Mark Green described that this is a community group working to address poverty in the Blue Hill Peninsula. They have received a grant thru Maine Community Foundation (MCF) to run the program. They are training navigators to go out in the community to address poverty issues. The group has complied with WHCA Fiscal Sponsorship Policy requirements.             Barbara Clark asked Joe Perkins if the group was going to have warming centers this winter. Joe stated they are working with Maine Emergency Management Agency (MEMA) to find out what constitutes a warming center or a shelter. Barbara was wondering if Friendship Cottage could work with the group and have Freindship Cottage be the warming center.  <b>Action:</b> David Sanderson motioned to accept the application of the Blue Hill Peninsula Community Resource Collaborative for WHCA Fiscal Sponsorship, Joan Weber seconded, motion carried.</li> <li>2. To consider the application of the Bucksport Wood Bank Program for WHCA Fiscal sponsorship  <b>Discussion:</b> Mark explained that the group has developed a set of Safety Policies for their program and there are in line with WHCA Safety Policies. A board has been appointed and they have complied with WHCA Fiscal Sponsorship Policy requirements. WHCA will also be “Held Harmless”. Joe noted that all volunteers sign a “Hold Harmless” statement prior to doing any work for the program. Barbara Clark stated that the Blue Hill Peninsula has looked at this model and is interested in developing a Wood Bank program.</li> </ol>		

**Action:** Bunny Richards made the motion to accept the application of the Bucksport Wood Bank Program for WHCA Fiscal Sponsorship, Becky McKenna seconded, motion carried.

3. To approve a revised development plan.

**Discussion:** David Sanderson noted that they following goals: 1. Public Relations work has been developing well with the addition of Sarah Nugent to the Development Department and will remain an ongoing priority; 2. Public Policy Advocacy has been placed on hold at this time; 3. The committee is working on a plan for Unrestricted Donations and will try to make a recommendation by February 2016 about fundraising. 4. Committee is working to cultivate large donors and looking at ways of finding donors of \$1000 or more. Mark Green and Development Committee will work on each finding 20 names; 5. Goals for the next three years: a) Program specific donations b) Develop board capacity, c) Find opportunities for board training.

The committee's attention was focused on The Bucket project last fall. They have been working lately on revising the development plan and setting real definable goals.

Bunny Richards spoke about public awareness, letters to the editors, outreach at other community events of what WHCA does and that she would be happy to perform outreach at local community events.

David Sanderson noted that Joe Perkins and Sarah Nugent had developed a one page fact sheet of what programs WHCA administers and that they would get that to her for outreach.

Betsy said that it would be handy to have the Development Committee develop a one sleeve (card stock) flyer with pictures or our logo that is what the community is familiar with to put out in the public.

Barbara Clark was amazed that not so many people know our logo and familiar with it. Maybe this becomes something that Development Committee works on in the upcoming year.

**Action:** Barbara Clark made the motion to accept the revised WHCA Development Plan, Joan Weber seconded, motion carried.

4. Other Business/Adjustments to the Agenda

**Discussion:** None

**Action:** None

#### IV. Reports

1. President's Report – Betsy Fitzgerald – Betsy presented David Sanderson with a token of thanks and recognition (desk clock) for his service on the board as this was David's last meeting as a board member. Betsy spoke at an aging conference at University of Maine at Orono (UMO) about aging in Washington County. She spoke about the needs of the aging and WHCA's initiatives in support of the

- aging in place and the efforts to keep transportation for the elderly
2. Executive Directors Report – Mark Green – Deficit is going down and all staff are working on decreasing this even further by the end of September. Linda Belfiore, Cheryl Robbins, and Mark met with Logisticare about getting more funding and the meeting went well. Linda is going part-time January 1<sup>st</sup> and will begin to mentor Cheryl as the Transportation Operations Director.
  3. Finance Directors Report – Kevin Bean – Large increase in cash received cash this month due to payment from Department of Health and Human Services (DHHS) for Transportation for 3 months of billings. SEED also had a good month and we received \$15,000. Deficit is down to \$35,000. Revenues are on budget and Expenses are 1% over - mainly due to sale of land and for the cost for the assesment of the Fickett Properties. Betsy questioned if we were going to be able to get Helping Hands Garage (HHG) deficit to zero? Kevin doesn't believe that will happen. There are a sizeable amount of loans, have no activity, and looking at approximately \$20,000 on bad loans. Activity of the agency is what we are looking at to offset the HHG losses.
  4. At Home Downeast Program Presentation – Joe Perkins and Kara Janes – At Home Downeast (AHD) Program is now also on Mount Desert Island (AHD MDI) along with the Blue Hill Peninsula. AHD is a program that helps the elderly age in their homes. AHD staff consists of herself as Program Manager, and Administrative Assistant, and a Volunteer Coordinator, all of which are part time.

Kara provided the board with a brief overview of the program. She has been Program Manager for 3 years. There are 75 members and 125 volunteers. In six months volunteers drove over 2300 miles in providing transportation. Volunteers donated 187 hours services for transportation to 188 medical appointments and 187 shopping trips. There were 217 home visits from contracted nurses. Presently AHD is involved in the Llewelyn Grant that that is studying that socialization is detrimental to aging in place. In September AHD will have their Second Annual Tennis Round Robin. There are also going to be having two volunteer training days coming up. Kara will be attending the Tri-State Aging in Place Conference and will speak at a webinar. AHD is working with Blue Hill Hospital about bring hospital and social services together, working to bring Physical Therapist, Occupational Therapist, Registered Nurses, and the Island Nursing Home to provide training for direct service workers of the elderly. Joan Weber asked if family members could also attend the training. Kara said they can. AHD is also involved in two evaluations, one by University of California Berkley (national) and they will provide feedback on how we are performing and at the University on Aging

Kara explained how members pay on a sliding scale. All is income is self-declared. High end membership fee is \$1000 per year low end is \$130 per year.

Barbara Clarke was interested if Island Connections (MDI) is working with AHD. Kara said that she provides referrals to Island Connections whose services may be

more appropriate than AHD.		
Other – Martha made plea from the Nominating Committee for new board members. Please all take an active part in this process.		
5. Written Reports		
a. LiHEAP Report		
b. Friendship Cottage Report		
c. Development and Community Services		
d. Transportation		
e. Housing and Veteran’s Services		
f. Family Advocate Report		
g. Nurse Home Bridging Report		
<b>V. Business meeting adjourned at pm</b>		David Sanderson made the motion to adjourn.
Respectfully submitted, Bobbi Harris, HR and Special Projects Director		