

Downeast Community Partners (DCP)  
 Meeting of the Boards of Directors, September 25, 2018

<b>Called to Order: 5:15 pm</b>		
I. Roll Call and introductions		
<b>Roll call:</b> John Harris, Martha Beathem, Betsy Fitzgerald, Jonathan Thomas, Ruth Sousa, Ron King, Walter Kumiega, Elizabeth Ehrlenbach, John Harris, Charley Martin Berry, Katie Clough, Lori Schneiders Quorum present		
<b>Staff Present:</b> Mark Green, Kevin Bean, Bobbi Harris, Melissa Mattes, Sarah Nugent, Cheryl Robbins, Hook Wheeler, Joe Perkins		
<b>Guests:</b> Jane Thomas, Dortha Crowley, the Ehrlenbach family		
II. Presentations		
<p>1. At Home report – Joe Perkins Handed out monthly report not included in board packet. Services provided are through a medical model, volunteer supported, membership based program. Contract with MDNA and VNA to provide nurse visits, but we could not do what we do without our volunteers. About 120 volunteers on paper, but typically about 35-40 are active in a month. It is membership-based because we do charge a fee, sliding scale, from about \$10 a month to \$100 a month. Services include rides to medical appointments, grocery store trips or shopping, can request in home nurse visit, they can get social worker visits, At Home staff are an LMSW and a BASW. The interaction between nurses, members, caregivers, and volunteers works to empower members to age with dignity. It is a very comprehensive program that has made a positive impact on members’ lives and health. We worked hard to get agreements with hospitals and VNA that are very unique in this type of program, this service bridges the gap for community support.</p> <p>We include our report each month, but we have never gotten a chance to ask you if there are any questions on it.</p> <p>If you look, it adds up to about 400 units of service this month, which is about average. The median age of members is 82.5; Oldest is 98. These folks are working hard to maintain their independence.</p> <p>Referrals come from hospitals, and other healthcare providers. At Home staff works hard to keep in touch with the providers to keep referrals coming, but most of our outreach efforts are in the area of volunteers – recruiting, recognizing, appreciating, them. It is hard to get people who want to do the work. Volunteers use their own vehicles and are not reimbursed. We do have two vans, one donated from Tradewinds, one from Darling’s, which are used for shopping trips. Most trips are made with a volunteer’s personal vehicle, door to door.</p> <p>Kara and Hannah coordinated 531 nurse visits this year.</p> <p>Beyond that, work to sustain the program through appeals, grant writing, fundraising events. This year there were three events, el el frijoles hosted “Sunday Suppers for a Cause” which raised \$5000, Flash in the Pans concert in July netted about \$900, and the tennis Round Robin this month raised about \$14,000. In 2019 we are adding a couple of MDI fundraisers – a ping pong tournament and a rowing regatta with support of Hinckley’s.</p> <p>Another thing we are working on now, we are starting to have conversations with Peninsula Ambulance about doing para-medicine when they get their license, to hopefully relieve some of the reliance on nurses, for a bit less money.</p>		

Impact: A few years back we had a grant, and the grantor wanted us to keep track of how many people we talk to about the program. We have presented about At Home to nearly 1,000 people, including in groups in New Hampshire, Vermont, and Ohio, in addition to Maine. We like to think we have lit a fire under some people about elder services, not just talking about it, but doing things. Frankly, lit a fire under local organizations, too. Since At Home and Friendship Cottage came on the scene, others have picked up their game. We are more about action than talking.

Question: What type of screening is done for volunteers? To avoid elder abuse by volunteers?

We do Maine state police and motor vehicle background check, people are known in the community. Average age of volunteers is likely 70. Want to be sure the program is still here when they need it.

Want to say that it is a real pleasure to work with Kara and Hannah. I am very lucky to have them. They hang in there, very dedicated and professional, very passionate about their work.

We can't always share stories due to confidentiality issues. But over the years, we have had examples where Kara and Hannah have taken action about possible abuse and theft from elders. I can remember one afternoon a nurse was visiting a member, called the office, asked Hannah to come over, because the nurse was trying to convince him he had to go to the hospital. He wouldn't budge unless Hannah took him. Not ideal, but it shows the trust that our members have in us. As soon as she showed up, he went.

A few weeks ago, Kara got a call from a doctor's office. An independent member was not taking care of herself, wouldn't go to the doctor, wouldn't let the nurse in. She asked to see Kara, Kara spent three hours there, got her to the doctor's office, and the member then was admitted to hospital.

Just recently received a \$500 donation from a long distance family member as appreciation for caring for his mother-in-law, whom he knew to be a difficult character.

A doctor can't make someone come to an appointment, but by developing these trusting relationships, the outcomes are improved. Some of these people would fall through the cracks without At Home.

Would be nice to expand it, but a whole lot of factors are involved, it really takes a committed community with people who want to work and will do the volunteering, and find others to volunteer.

We know that some towns have taken this and run with it. We want to inspire people to do something. Going to be talking to Sullivan about At Home and how it works soon. They are very committed to being an age-friendly community.

### III. Items for Board Action

#### 1. Approval of Meeting Minutes from 8/28/18

**Discussion: None**

**Action: Ron made the motion to approve the minutes, Martha seconded. Motion**

**passed.**

2. Resolved to appoint the following individuals as Private Sector Members of the Board of Directors for three year terms.

1. Charles Harrington, Addison
2. Michelle Beal, Ellsworth
3. Walter Kumiega, Little Deer Isle

**Discussion: None**

**Action:** Martha made the motion to approve, John seconded. **Motion passed.**

3. Resolved, to nominate Charles Rudelitch as a Public Sector Member of the board of Directors, representing Washington County. (Public Sector members are appointed by the Hancock or Washington County Commissioners. Nominations are forwarded to the appropriate County Commissioners for their consideration.)

**Discussion: None**

**Action:** Walter made the motion to approve, John seconded. **Motion passed.**

4. Resolved, to approve the transfer of \$47,981.96 from the Head Start/Childcare endowment as recommended by the Finance Director.

**Discussion:** Mark noted that we are in process of doing the budget, looking at using the funds to subsidize folks to get into early Head Start, to cover the lag between getting state funding.

**Action:** Walter made the motion to approve, Martha seconded. **Motion passed.**

5. Resolved, to approve the Downeast Community Partners Substance Abuse Policy.

**Discussion:** The major change in the policy is that they are now testing for opioids. This is actually the state's recommendation for us to use. Had the option to use second chance or no tolerance policy.

Bobbi is overseeing the implementation. Hook is being trained, and Bobbi will be his back up.

Question: Does this go with federal rules?

Yes, we comply with all federal guidelines, including medical marijuana, which is not allowed federally.

Comment – A sad commentary on our society that we have to be so intrusive, to witness urine collection.

This actually is lenient and is to protect the agency.

**Action:** Walter made the motion to approve, John seconded. **Motion passed.**

#### IV. Reports and Presentations

1. Strategic Plan Update – Committee Members

All board members should have received update. Most interviews are done, meeting Friday, getting ready for the World Café, at the Ellsworth City Hall.

2. Executive Directors Report - Mark Green

Fun things happened recently. Cheryl came in this afternoon with the news that Mary Ann Hayes of DOT applied for a federal grant, recognizing how

bad our vehicles are. She applied for a grant to get 8 new vehicles, with no local match required, the state will provide the match. This will replace a vehicle that is running with over 300,000. With other grants can get 7 new vehicles, and next year's grant has three in it.

Cheryl has really good communication with the state, they knew to call her.

This Thursday we got final approval for solar field in Franklin, could happen this fall. Martha reports that they are surveying today. Franklin has been very supportive. Revision Energy, the company we are working with, had an engineer there, and he was very helpful in working with the planning board.

Milbridge, making slow but steady progress. A bit of a hold up getting water pressure enough for the veterans housing required sprinkler system. Were able to work it out with town and architect.

Trusses are there, still anticipates that we will be in there by Dec 15 as per contract.

Propane tanks are all sorted out, contractor is taking care of that.

Today Bobbi and Mark and MSCM, and Housing staff met with CF Adams and the "anonymous" donor. Last year they gave us 100K over two years. All our staff and Scott Shaw and Wendy Harrington of MSCM did a GREAT job showing the donors what is involved with what the partnership does to rehab housing. Got to talk about Scott's Dream of tiny houses.

3. Finance Directors Report – Kevin Bean –

This month was a really good month for us, came out of the deficit, showing a 75,000 surplus. Good strong month for transportation and SEED. Cash has been declining. One of our contract officers has been out for a few weeks, over sees three contracts. There will be a drop in cash next month as well. Close to utilizing a portion of the line of credit. Look to some other things to help – close on Milbridge Loan, draw down for that, also cash from endowment will replace cash used last fall. Once DHHS payments come in we will be steady. Not happy that it is at the end of the fiscal year, which hurts the balance sheet. Been a while since we have been this low.

One more month of the year, end of August expenses and revenues both a little bit under budget. Operations for FC showing 65,000 deficit. Haven't used any of the budgeted crisis funds. Should help.

ECE showing \$200 surplus. Had a deficit of \$100,000 earlier in the fiscal year, reallocation helped a lot. Head Start contract looks dead on target. Things are looking good. Cash is only concern.

Submitted RFP for new auditor, anticipated this with merger. Eric, WHCA's former auditor decided not to apply because of personnel issues, he will

reapply in a few years. Mark, Becky and Stacy will review and come back with a recommendation.

Question: Is the state of Maine paying faster?

Most of the contracts are cost reimbursement. 1/12 supposed to be sent out each month. Sometimes they are processed 2-3 days before end of month, come the next month, want us to show it as revenue in the month they were owed, not paid.

Cheryl's DHHS contract goes fine. When contract officer returns, he will get us caught up.

Response: One way to balance a budget is to pay something due 6/30 on 7/1.

4. Head Start Director's Report – Melissa Mattes

Meeting with superintendent about enrolling 3 year olds, it is in the contract, but they don't want to. Thanks to all DCP departments for helping get the word out.

HS coming out with funding opportunity to increase hours. Can apply to extend the day for 4 children, some contracts will be ending at the end of June, and so want to extend it for 16 children which we would apply to Calais, where they are trying to move to whole day program. Application due in December.

Policy Council – looking at enrollment and shifting slots. Let's not get rid of those 16 slots, or convert them to Early Head Start, we will never get them back. Policy Council reluctant to give up slots.

Questions: Are we using the building across the road from Avery Lane?

No, the Y did.

Question: Is there an ongoing report on the Machias port building?

Betsy will get to that in her report

Question: Did we get more teachers?

No, we have 15 teacher openings, nine in Ellsworth. Hook and Pam are doing everything we can to get the word out. We are getting applicants but probably half not qualified.

5. Chair's Report – Betsy Fitzgerald

Bobbi – thank you very much for dinner.

Katie – welcome to the group! Thank you for being willing to serve, and now you can vote.

Machiasport building is “listed” but haven't seen the listing. Took Ann, Bobbi, and Stacy through the building three weeks ago, they seemed very impressed with the space. With minor alterations, it would lend itself to the services we want to do.

Question: Is it on the market?

Yes, If they chose to dissolve the institute they had to either sell the building and give the money to the nonprofit, or give the building to one. Assuming

that they won't get a bite in 6 months we will have very serious conversations.

Question: Talked about use of land – any new information on that?

No. Lots of wood we can use in one way or another.

Anne is working on adult services cost analysis. No major repairs, just major cleaning.

Charley, Ann, Stacy, and Cheryl came to TIP meeting and presented the idea as something we were thinking about, a good conversation about that existing group of partners. Grateful that they came to Machias and shared the idea.

6. Development and Community Services Grant Report - written
7. Minutes of Parent Policy Council for 8/15/2018
8. Member introductions – Walter Kumiega and John Harris Postponed until next month.
9. Celebrating Elizabeth

Elizabeth has been on the board of CFO and DCP for 40 years. She is retiring, tonight is her last night. Betsy presented her with a commemorative chair and card. Staff, guests, and board spoke.

Melissa: 22 years ago, I first met Elizabeth. When she was around, we stood a little straighter and had things in order, because she cared so much.

Walter – I have known Elizabeth for more than 20 years, I could go on for a couple of hours. What strikes me the most besides kindness and thoughtfulness, hasn't let recent challenges stop her from doing what she is passionate about and cares about Inspiring to see someone overcoming challenges to do what they care so much about.

Martha – known her for 53 years, trained her daughter, can't help but be an awesome person because her daughter is so wonderful.

John had Liz in 7<sup>th</sup> grade.

Grant – you have been such a support to me all my life, but what I remember most about you is your concern for all families, we were geared pretty much to low income families, you reminded us that a good quality pre-school education is a benefit to all families, you guided us as we expanded. A core value and a driving force was that. Came from being a probation and parole officer, learned how to be a parent from you and other board members.

Betsy – sorry I missed knowing you for so long

<b>V. Business meeting adjourned at 6:35 pm</b>		Ron made the motion to adjourn.
Respectfully submitted, Sarah Nugent, Development Assistant		