

Draft
Town of Oak Bluffs
Finance and Advisory Committee
Thursday, February 4, 2021, 5:00 pm
Via Zoom Conference

Present: Chair –Bob Gaffey, Bernie Crossland, Sherry Countryman, Maura McGroarty,
Mike Taus, Greg Thornton, Walter Vail, Bill Vrooman, Richard Weiss,
Absent: None
Others: Recorder - Marni Lipke
Dukes County – Manager Martina Thornton, VHCAP – Sarah Kuh,
CFL – Leslie Clapp, Harbor Homes – Karen Tewhey,
MVCS Cindy Trish, HAMV - Beth Folcarelli,
Town: Town Administrator – Bob Whritenour, Town Accountant – Deb Potter,
* Late arrivals or early departures of OB FinCom members, noted solely to mark vote counts.

• The Oak Bluffs Finance and Advisory Committee (FinCom) came to order at 5:09pm after some technical confusion over the Zoom link.
(Recorder's Note: Discussions have been summarized and grouped for clarity and brevity.)

• **Approval of Minutes**

• **WALTER VAIL MOVED TO APPROVE THE JANUARY 21, MINUTES AS AMENDED; MIKE TAUS SECONDED; MOTION PASSED: 9 AYES, 0 NAYS, ABSTENTIONS AS ABSENT: MIKE TAUS—AYE, WALTER VAIL—AYE, BILL VROOMAN—AYE, BERNIE CROSSLAND—AYE, GREG THORNTON—AYE, SHERRY COUNTRYMAN—AYE, MAURA MCGROARTY—AYE, BOB GAFFEY—AYE, RICHARD WEISS—AYE.**

• **Dukes County Budgets** (See documents on file & below: Actions.)

The County budgets and warrant articles (Vineyard Health Care Access Program (VHCAP), County Social Services, homelessness prevention, Center for Living (CFL)) were either level funded or slightly down, with health insurance savings that were changed from placeholders to actuals. Town payments for the County bond were also included.

- The County Social Services Dept. was able to decrease its Town ask by a grant from Community Action Committee for the Cape and South Shore which funded 10 hrs. of the single case manager position from—30 to 40 hrs/week. The Department facilitated food stamps, fuel assistance and more unemployment applications than ever before—due to the pandemic. A Martha's Vineyard Community Foundation (previously the Permanent Endowment) grant was not included in the budget but considered as value-added in: bus passes and Stop & Shop gift cards for emergency food assistance and personal care items—not often included in food pantry distributions.
- VHCAP employees were partially covered by grant funding.
- County accounting was by cost center/funding source to accommodate grant reporting.
- Retirement was reduced due to a discovery that retirement system payment should be 19% rather than 25%—about \$70,000 in previous overage would be returned to the Towns.
- Government agencies were not eligible for Payroll Protection Program (PPP) loan/grants.

Later in the meeting, other County programs were reviewed.

- The County was glad to bid out homelessness prevention case management contract to Harbor Homes non-profit. Previously, this service was state funded and when that failed, by a United Way grant which was not renewed. The case manager position has been on the Island since January 2016, with an average 80-100 individual referrals per year for people in housing crisis. A point-in-time national count identified 40 homeless individuals. The individual had to be knowledgeable about many applications, opportunities and state program eligibility regulations.

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- The County resubmitted the Stabilization Fund warrant article (see 12/19/19 Minutes p.4) eliminated when the 2020 Annual Town Meeting (ATM) warrant was shortened. Aquinnah, Edgartown, Tisbury and West Tisbury had approved the article. The Fund would allow the County to adapt to the County Advisory Board (CAB) new policy to retain only 10% of any annual residual by lowering the Town assessments; for example Fiscal Year 2021 (FY21) deed registry revenues had already exceeded the annual projection.
- Stabilization funding request would be split over 2 years and was based on the County formula.

• **Martha's Vineyard (MV) Center for Living (CFL)**

(See documents on file & below: Actions.)

- The CFL received and was forgiven a \$75,000 PPP loan/grant and had applied for the second round. Other FY21 savings included a staff member retirement that was not replaced for the year (but was in the FY22 budget request) and furloughed Meal Coordinator and Assistant—of which only the Coordinator was requested in FY22. Two staff had reduced hours while they worked on professional development.
- The Center was providing Zoom programs 5 days a week engaging 30 clients and their families—they opened in-person briefly until the Covid-19 infection rate spike. Some in-person return was anticipated after vaccinations with protocols and safety measures, e.g. about 7 clients in the building at any given time (down from 10-15) and regular testing of staff and clients.
- Fees were increased from \$50 to \$60 per day and half-day charges eliminated—i.e. full day charges regardless of time spent. Families would transport clients—eliminating CFL transportation costs.
- FY21 Food service cuts were partially restored in FY22, and paper goods (plates, napkins, etc.) increased slightly.
- Recreational supplies for activities and crafts were increased since clients now had to have individual bins rather than sharing from a common stock—currently supplies were being delivered to at-home clients.
- As the most centralized elder service organization, the CFL traditionally ran the Meals on Wheels program (shown as: Pass Through Expenses paid by the County).

• **Martha's Vineyard Community Services (MVCS) Budgets** (See documents on file.)

The \$217,509 FY22 budget was down - \$5,000 but shifted funds according to need and program progression.

- After the initial establishment of the First Stop website requiring significant data entry/design, it was found that about 1 hr. per week would covered updates, maintenance and phone work—for a budget reduction from \$31,300 to \$9,300.
- Counseling Outreach and Referral for Elders (CORE) needs had risen for the 60-70 individuals due to Covid-19 related social isolation, anxiety, and depression. This required more interventions and better technology. Two direct service staff worked in the program and the FY22 budget requested an increase from 0.875 to 1.35 Full Time Equivalent (FTE) for a budget increase from \$80,000 to \$101,741.

• **Healthy Aging Martha's Vineyard (HAMV)** (See documents on file & below: Actions.)

MVCS was also the fiscal agent for HAMV which had a level-funded budget except for a \$5,000 decrease in health insurance costs. HAMV was the strategic planning, research, funding exploration, and coalition building arm of elder care, working closely with the Island Councils on Aging (COA), and the other local and national non-profits and social service agencies (overseeing direct service only in pilot programs) and working to leverage expertise and agency focal points.

- The FinCom revisited the previous issue of multiple agencies possibly providing overlapping services and redundant administrative costs and requested a hierarchy or bubble chart. The following points were noted.

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- The Martha's Vineyard Commission (MVC) had presented an elder services mapping study (see 1/16/20 Minutes p.1).
- Different agencies and non-profits were required to address different needs, different licensure requirements, different skills and were eligible for different funding sources.
- The agencies were in constant communication/collaboration. For example they conferred on a recent State grant and divvied up administration of rental, utility and food assistance.
- Non-profit Advantages included grant resources and budgetary savings: e.g. government benefits threshold was 20 hrs./wk. while non-profit threshold was 25 hrs./wk.
- There was an attempt to bring agencies under one organization (see 1/10/19 Minutes p.2) and the MVCS 12.4% administrative fee was an example consolidating administrative costs for 3 agencies.
- Hiring a third party consultant to increase efficiencies was discussed.
- The FinCom thanked everyone for their attendance and thorough presentations.

• **Accountant's Comments** – None

• **Member Comments**

- 8 FinCom members gave permission to open and discard individual letters if from Jehovahs Witnesses.
- Bernie Crossland and Walter Vail had indicated they would not run for re-election and members were asked to reach out to the community for possible candidates (see below: Actions). The FinCom discussed changing the Bylaw to reduce FinCom to 7 members—with a quorum of 4.
- Members agreed to address the following at the February 11th meeting:
 - the revised Public Safety budget,
 - the Martha's Vineyard Regional High School (MVRHS) warrant articles, and
 - the Waste Water enterprise fund.

• **Public Comments** - None

• **Adjourn**

• **MIKE TAUS MOVED TO ADJOURN THE FINANCE AND ADVISORY COMMITTEE MEETING AT 6:57PM; WALTER VAIL SECONDED; MOTION PASSED UNANIMOUSLY: 9 AYES, 0 NAYS, 0 ABSTENTIONS: MIKE TAUS—AYE, MAURA MCGROARTY—AYE, BERNIE CROSSLAND—AYE, SHERRY COUNTRYMAN—AYE, RICHARD WEISS—AYE, WALTER VAIL—AYE, GREG THORNTON—AYE, BILL VROOMAN—AYE, BOB GAFFEY—AYE.**

Meetings/Events:

OB FinCom - 5:00PM, Thursdays, February 11, 2021 - Zoom

OB FinCom - TBD 5:00PM, Thursdays, February 18, 25, 2021 - Zoom

Action List

- Martina Thornton – provide FY19 & FY20 Social Services actuals.
- Leslie Clapp – provide CFL actuals.
- Cindy Trish – provide MVC Elder Services mapping, and/or chart of elder services agencies.
- Bob G./Walter – confer on Zoom.
- Maura – pick up letter in Town Hall box.

Ongoing Action List from previous meetings

- Bob G. – coordinate/schedule quarterly meetings with BOS.
- FinCom work with Bob W. on updating Town fee structure, licensing, BOH, etc.

continued

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Ongoing Action List from previous meetings (cont.)

• Future Agenda Items:

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|---------------------------------|-------------------------|
| Trash/Waste Analysis | Reserve Fund Increase |
| Town Cleaning Services Analysis | Embarkation Fund Policy |
| FinCom Membership | |

Documents on file:

- Agenda 2/4/21
- Community Preservation Committee Recommendations for ATM 2020 3/13/20
- Community Preservation Committee Recommendations for ATM 2020 1/26/20
- Potter/Thornton cover emails re: Regional Programs Funding Request 2/3/21
- Fund 550 – Vineyard Health Care Access Program
- Harbor Homes of Martha's Vineyard – Homelessness Prevention Request
- Fund 555 – Fund 555 Dukes County Social Services
- FY2022 County Request for Funding (2 p.) 12/9/20 & 1/6/21
- Martha's Vineyard Center for Living FY21 & FY22 Budget Narrative (4 p.)
- FY2022 ATM – Oak Bluffs 2-3-21
- FY2022 County Request for Funding 2/2/21
- Gaffey/Whritenour/Thornton cover emails re: County Warrant Articles (2 p.) 2/4/21
- Vineyard Health Care Access Program
- Dukes County Social Services FY2022 Budget Fund 555
- Martha's Vineyard Community Services Town Funding Request 2022 (13 p.)
- Whritenour/Clapp emails re: MV Center for Living FY 21 Budget Actuals (4 p.) 2/5/21

- Minutes approved by the OB FinCom 2/11/21