

Minutes for KSHC Board of Directors Meeting
November 30, 2012

Board Members Present: Chris Bailey (Phone), Heather Davis, Donnie Grose (Phone), Melena Levi-Kauffman, Peg McFadden, Joyce Schau (Phone), Brad Schmidt (Phone), Margene Swarts and Tate Toedman

Members Absent: Marilyn Roberts and Erick Vaughn

Ex-officio Members Present: Dani Dresslar

Ex-officio Members Absent: Robert DeLeon, Becky Gray, Andy Martin, Marion Nichols, and Beth Waddle

Staff Present: Doug Wallace

Guest: Veronica Coons – Great Bend Tribune (Phone)

The meeting was called to order by Peg, Chair.

Tate moved we approve the October meeting minutes with the following corrections: Melena was absent, and the September and October treasurer's reports were approved. Melena seconded the motion which was approved.

Treasurer's Report – Margene provided a written treasurer's report which was previously sent out to all Board members. She shared that she had received no comments regarding the proposed FY 2013 budget which was sent to all Board members. She announced that she would be resigning as Board Treasurer effective January 1, 2013 but would be remaining on the Board. This will be addressed at the December meeting when new officers are elected for 2013. Margene has the financial records in order with the help of our volunteer accountant. The Board needs to consider whether an audit will be conducted for the 2012 fiscal year. Joyce moved we approve the November treasurer's report which was seconded by Chris. The motion carried.

BoS Coordinator's Report

Doug walked the Board through his written report which was previously sent via email.

Regional Coordination - Doug continues to work with the Northwest Region. While no coordinator has been identified, a regional group is now meeting. A new coordinator has been tapped for the Northeast Region, Erin M. with the Manhattan Guidance Center

PIT – The PIT Planning Committee has met regularly in September and October. Doug and Dani are providing in person training in each region. The methodology will be similar to past years. Paper and survey monkey surveys have been finalized.

Summit – Doug has sent out a Save the Date flyer and is soliciting suggestions for workshops, i.e. outreach, etc. Becky is working on finding presenters

KHRC – Al Dorsey suggested to Doug that KSHC apply for discretionary funds for the Summit. He asked Doug to send a letter of intent. Margene made a motion that Doug be authorized to

submit an LOI for an amount yet to be determined up to \$5,000. Tate seconded the motion was carried.

NOFA – HUD released the NOFA for the Continuum of Care Program in early November. It is due to HUD January 18 but our goal is to have it submitted by January 14. Eighteen projects are renewing for an annual renewal amount of \$2,391,164. Three Letters of Intent for new projects have been received, one for permanent supportive housing and two for transitional housing, in the amount of \$444,844 leaving about \$289,242 available. An additional \$312,525 is available through the permanent housing bonus. We need to continue to solicit project applicants. It was suggested Doug contact public housing authorities that may be interested in applying for Shelter+Care vouchers.

A total of \$39,066 is available for Continuum of Care Planning. KSHC intends to apply for those funds for our coordinating efforts. Included in the responsibilities for this funding include, but are not limited to regional coordination, monitoring, the Point-In-Time Count, and a Centralized Intake and Assessment Center. As we will now be a project applicant there are several HUD forms that must be submitted. Joyce made a motion, seconded by Melena, that the Board authorize Peg to sign these forms as the Board Chair on behalf of the Coalition. The motion carried. Doug suggested that an executive director be hired to work in conjunction with the Balance of State Coordinator. She was tabled for discussion in Executive Session.

Central Intake and Assessment - Doug has visited with KHRC staff about a software program, Social Service, they use which could be set up to be effective as a central intake unit, serving as the database of all services available in the Balance of State. It would be expensive, however, as much as \$15,000 just to set it up with an annual fee. Another option is the United Way 2-1-1 system which can be called for anywhere in Kansas. This is what Doug is recommending. Other continuums in Kansas and Missouri are looking at 2-1-1 to serve this purpose as well. Joyce made a motion that Doug be authorized to speak to the United Way of the Plains about serving in this capacity. The motion was seconded by Margene and carried.

Doug has recruited a ranking and review committee consisting of Angie Baur, Diane Etzel-Wise, and Dena Holeste with the City of Pittsburg. Melena was recruited from the Board to serve on this committee as well. Margene made a motion we approve this committee. Tate seconded the motion which carried. The ranking and review process is two-tiered this year. It will be critical that all reviewers have a clear understanding of what is expected of them and study HUD's ranking system. Doug intends to provide training.

Old Business

Bylaws Update – The proposed revisions to the Bylaws were sent out by the Secretary prior to the meeting. Section 4.3 – Board of Directors Terms – it was recommended this be revised to indicate each new term would start July 1. Time filling an unexpired term upon a resignation would not count against the two three-year term limit. Margene will send Joyce suggested wording for this section. Section 5.2 – Officers Election and Term of Office – it was recommended officers of the Coalition be elected in January as that the Bylaws not be amended to change this to May.

The revised Bylaws will be approved for recommendation at the December Board meeting. They will then be sent out to the membership for endorsement.

The Board adjourned to move into Executive Session to discuss personnel matters.

Following the adjournment of the Executive Session the Board reconvened to approve adjournment. Chris moved the meeting be adjourned with Margene seconding. The motion carried.

The next meeting of the Board will be Wednesday, December 19, 2012 at the Topeka Public Library, Anton Room, 10 a.m. to noon.

Respectfully submitted by,

A handwritten signature in cursive script that reads "Joyce Schau".

Joyce Schau, Secretary

Attachments: November Treasurer's Report
2013 Proposed Budget
BoS Coordinator's Report

KANSAS STATEWIDE HOMELESS COALITION

501 SE Jefferson Suite 30 Topeka, KS. 66607 Phone 785.394.4990 Fax 785.354.1448

To: KSHC Board of Directors
Subject: Treasurer Report, November 2012
Date: November 15, 2012

KSHC continues to hold two accounts with Envista. There is a Business Share account with a balance as of 10-31-12 of \$5.08 and the Premier Plus Checking which is the primary operating account for KSHC. The balance of this account was \$20,315.18 as of 10-31-12. Expenses include KSHC payroll, October office rent, Constant Contact, Cox Communications, office supplies, and BoS Coordinator travel reimbursement. One deposit reimbursement for \$46.00 was received for the overpayment of Worker's Compensation insurance as well as the monthly account dividend. (The overpayment deposit was originally reported as received in September but the check was not deposited until October.)

Using the Envista Premier Plus Checking account, between 11-1-12 and 11-15-12, checks/debit card expenses totaling \$2,935.89 were for November office rent and KSHC payroll. One deposit was made for \$15,539.00 for the KDAD reimbursement request. The balance as of 11-15-12 is \$31,716.34 for the Premier Plus checking and remains 5.08 for the Business Share account.

The 2012 KSHC Budget spreadsheet is attached and details expenses to date and the current budget balances.

Margene K. Swarts, Treasurer
KSHC Board of Directors

Proposed KSHC Budget 2013						
Income	Budget (2012)	Budget (2013)	Comments	Actual		
1001 SRS BoS Tasks, FY 12-13 (Coordinator)	\$ 59,500.00	\$ 42,000.00	\$17.5K (1/2-2012); \$24.5K 1/2-2013)	\$ -		0%
1002 DFC 2013 Summit Hosting	\$ 8,000.00	\$ 8,000.00		\$ -		0%
1003 DFC Head Start 2013 Summit Hosting	\$ 3,000.00			\$ -		0%
1004 Summit Donation	\$ 3,000.00	\$ 4,000.00	Summit Fundraiser?	\$ -		0%
1005 Interest Income	\$ 50.00	\$ 50.00		\$ -		0%
1006 SRS BoS Tasks, FY 12-13 (RC Reimb/Office Supplies)	\$ 7,000.00	\$ 7,000.00		\$ -		0%
1007 Annual Appeal/Donation	\$ -			\$ -		#DIV/0!
1008 Statewide Summit Registrations (Attendee & Vendor)	\$ 2,000.00	\$ 2,000.00		\$ -		0%
1009 Mini Summit Registrations	\$ -	\$ -		\$ -		#DIV/0!
1010 Other Income (Envista Balance Forward 12-31-12)	\$ 18,546.00	\$ 20,000.00		\$ -		0%
Total Income	\$ 101,096.00	\$ 83,050.00		\$ -		0%
Expenses						
3001 Exec Dir Salary	\$ -	\$ -		\$ -		0%
3002 KSHC Coordinator	\$ 31,656.00	\$ 37,500.00	(13 @ \$1385; 13 @ \$1500)	\$ -		0%
3003 Benefits (CoC Coord only)	\$ 9,004.00	\$ 13,520.00	(13 @ \$500; 13 @ \$540)	\$ -		0%
3004 Consultant Fee	\$ -			\$ -		#DIV/0!
Salaries & Benefits	\$ 40,660.00	\$ 51,020.00		\$ -		0%
4001a Regional Coordinator Support	\$ 8,000.00	\$ 8,000.00	(\$5600-RC; \$2400-DW/RC)	\$ -		0%
4001b Regional Coordination CoC Chair	\$ 500.00	\$ 500.00		\$ -		0%
4002 Technology Support	\$ 3,000.00	\$ 3,000.00		\$ -		0%
4003 Office Support (payroll adm and data entry)	\$ -	\$ -		\$ -		#DIV/0!
4004 Accounting Services (PGH + audits)	\$ 2,000.00	\$ 1,000.00	Audit?	\$ -		0%
4005 Rent (CRC)	\$ 3,700.00	\$ 2,700.00	(\$225 x 12 mos)	\$ -		0%
4006 Equipment Leasing	\$ 1,680.00	\$ 1,300.00		\$ -		0%
4007 Phone and Fax (Cox Communication)	\$ 1,320.00	\$ 1,100.00		\$ -		0%
4008 Cell Phone	\$ -	\$ -		\$ -		#DIV/0!
4009 Travel - KSHC	\$ 3,000.00	\$ 2,000.00		\$ -		0%
4010 Office Supplies	\$ 2,500.00	\$ 1,500.00		\$ -		0%
4011 Insurance (Liability/Work Comp)	\$ 1,500.00	\$ 1,700.00		\$ -		0%
4012 Awards/Gifts	\$ 200.00	\$ 200.00		\$ -		0%
4013 Meeting Expenses	\$ 350.00	\$ 400.00		\$ -		0%
4014 Dues/Subscriptions	\$ 250.00	\$ 250.00		\$ -		0%
Support Expenses	\$ 28,000.00	\$ 23,650.00		\$ -		0%
5001 Statewide Summit 2013	\$ 8,000.00	\$ 8,000.00		\$ -		0%
5002 Mini Summit(s) 2013	\$ 2,500.00	\$ 2,500.00		\$ -		0%
5003 Statewide Summit 2014				\$ -		#DIV/0!
TOTAL EXPENSES	\$ 76,660.00	\$ 82,670.00		\$ -		0%
NET INCOME	\$ 24,436.00	\$ 380.00		\$ -		#DIV/0!



**KANSAS STATEWIDE
HOMELESS COALITION**

Safe, appropriate and affordable housing for Kansans

11/26/12

To: KSHC Board of Directors:

RE: Balance of State Coordinator Report:

Dear Board of Directors,

Below is my Coordinator report for the month of November.

A. Regional Coordination:

We hosted a regional "mini" summit in Hays on October 10th. As I reported on during the last BOD meeting, the summit was not well attended. During the mini summit, I scheduled a follow-up regional planning meeting in Hays on October 24. The meeting on October 24th was in Hays and had about 8 in attendance. During this meeting, I conducted a mind map exercise with the group to help guide them in a discussion about their needs and priorities for the Northwest region. From there, we developed a list of three top priorities for this regional group.

1. Plan a Poverty Simulation for the region
2. The group needs to collect comprehensive statistics on those experiencing homelessness in the northwest region. This can be done by having a good PIT count.
3. Maintain a steering committee in the region. This will be our regional continuum of care committee.

We still have not identified a regional coordinator for the northwest region. However, we do have a regional group that is now meeting. This group met again on November 20th in Hays. My next task for the region is to schedule a PIT training.

As you know, Donna Dedonder resigned as the Regional Coordinator for the NE region. I have recruited a new Regional Coordinator, Erin M. with The Guidance Center.

I attended the regional committee meeting in the South Central Region. The meeting was in Winfield and was focused primarily on updates from the KSHC, including the NOFA and PIT planning. None of the other regions held a regional meeting since the last BOD meeting.



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B. Point-in-Time Count

Our planning continues for the 2013 PIT count. I have coordinated a PIT Planning Committee, that has met regularly in Sept. and October. Our last meeting of this PIT Planning Committee was on October 25th. This committee consists of representatives from each of the regions, myself, Dani Dresslar, Joyce Schau, and Emily Wagner.

With the help of this committee, I have developed the PIT survey instrument that will be used in January. I have also set up an online survey using Survey Monkey. I have mailed letters to each of the county leaders explaining the count and inviting them to support our efforts.

Dani and I have scheduled PIT trainings in each of the regions. We are doing the trainings in person versus having an webinar training on the website. This allows for better participation of the attendees. Thus far, we have conducted the PIT trainings in the Southeast region and the south central region. We have trainings scheduled this week in the North Central region, Northeast region and East Central. Next week, we will conduct the PIT training in Dodge City for the Southwest region.

I will conduct a PIT training in Hays for the NW region, but do not have it scheduled yet. Dani will cover training the Lawrence / Douglas County region.

Our methodology for the PIT Count will be similar to past years. We will collect surveys in at least 40 counties and use that data to extrapolate estimates for the entire BoS Continuum of Care.

C. NOFA

As you know, HUD released the NOFA for the Continuum of Care funds. Grantees can now go into esnaps and start working on their funding applications for the CoC funds and we need to complete the Consolidated application for the Balance of State CoC, formerly known as the Exhibit 1 application. The CoC application is due to HUD on January 18th. I plan to have it submitted by January 14th. I have notified all grantees about the NOFA being released as well as sent it out to other listservs and posted it on the website. The BoS CoC Committee will be invited to participate in weekly meetings focused on completing the Consolidated application. The weekly meetings will begin on Dec. 5th and continue until the application is submitted to HUD. Applicants wanting to submit renewal applications or new funding applications should have already submitted a Letter of Intent to the KSHC notifying us of their intention to apply for the funds. They will be instructed to start completing the online application through esnaps. During the CoC Committee meeting on Dec. 5th, I will review the Letters of Intent with the CoC Committee. I have recruited a Rank and Review Committee and have developed a training for them. The Board of Directors will need to approve the members of this committee. Once approved, I will schedule a training for this committee.



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Our Final Pro Rata need amount, as determined by HUD, is \$3,125,250. This is the amount that HUD has made available for renewal projects and new projects in our CoC. As of today, we have 18 projects renewing this year for a total of \$2,391,164. I have received Letters of Intent for three new projects, totaling \$444,844. This leaves about \$289,242 available for additional new projects. If the funding is allocated by Congress, there will also be \$312,525 available for a Permanent Housing Bonus and there will be \$39,066 available for COC Planning. The funds for the CoC Planning must be applied for by KSHC and will be used for our planning costs. I will discuss this more during the BOD meeting.

D. Other business

- I presented on a panel discussing homelessness at the NAMI conference in October.
- I coordinated a conference call with the CoC leads in each of the other Kansas CoCs. We plan to continue having the conference calls once a month, depending on our availability. The conference calls will allow the CoC leads an opportunity to share ideas about the HUD Continuum of Care and to discuss updates from each of our Continuums. During our first conference call, we reviewed the Interim rule and talked about some of the new expectations for the CoC Collaborative Applicant (COC Lead agency)
- I presented about the Continuum of Care process and PIT count at the quarterly meeting of the CMHC Housing Specialists in October.
- I presented about the Continuum of Care process at the NAHRO conference on Nov. 15th.
- I have continued to attend the Kansas Interagency Council on Homelessness and the Governor's Planning Council's Subcommittee on Housing and Homelessness.
- I met with Christy and the Executive Director of Social Serve to discuss Social Serve's ability to provide a coordinated assessment and intake system for the Balance of State CoC. I will discuss in detail at our BOD meeting.
- All current grantees have been asked to sign the Memorandum of Understanding with the KSHC. Most have already signed it when it was first sent out in August. I am still waiting on a few to be signed and returned, including the MOU for KHRC. According to Al Dorsey with KHRC, they are willing to sign the MOU. He asked if they could review it and provide me some feedback on what they would like removed from the MOU. They felt that some of the expectations listed in the MOU do not apply to them, since they don't provide direct services to clients. Al thought that he could provide me that feedback by the end of this week.

