

Minutes for KSHC Board of Directors Meeting
December 19, 2012

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

Members Absent: Donnie Grose and Marilyn Roberts

Ex-officio Members Present: Dani Dresslar, Marion Nichols (Phone)

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

Staff Present: Doug Wallace

Guests: James Chiselom and Christy McMurphy

The meeting was called to order by Margene Swarts in the absence of a Chair.

Chris moved we approve the November meeting minutes as submitted. Erick 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 went over highlights of the 2012 budget to date. Travel is high due to additional expenses related to the Point-In-Time training. The Coalition should end 2012 in good shape. There are funds outstanding from KDAD which are not reflected in the budget. Joyce made a motion to accept the treasurer's report which was seconded by Heather and approved.

Margene walked us through the 2013 proposed budget which has been revised to reflect employee costs. There is a budgeted deficit of \$3,501. Funding requests are out to the Kansas Housing Resources Corporation and the Kresge Foundation. The balance in the checking account as of the end of 2012 is included as income in the 2013 budget. Expenses are lean; there is really nothing to cut. If HUD funds our project planning application, the Coalition would receive just over \$39,000. Joyce made a motion we accept the proposed 2013 budget. The motion was seconded by Brad and approved.

BoS Coordinator's Report

Doug shared highlights from his written report which was previously sent via email.

PIT – Training has been completed in all regions except the Northwest. The survey has been finalized. The online version has been entered into Survey Monkey. It is up to the regions now to mobilize staff and volunteers to conduct the PIT.

Summit – The next planning meeting is at 1 p.m. on January 10 in Pittsburg. Doug will set up a conference call for those who wish to participate remotely. The committee is following up on suggestions for workshops. It was suggested we invite staff from HUD headquarters and include workshops on fair housing, rent calculations and rent reasonableness, habitability standards, etc. The regional coordinators have asked for training on their role. The registration fee was discussed. It has been \$25 for participants and \$35 for vendors with scholarships available. It was suggested the fee be raised with a discount for 3 or more persons from the same agency.

The planning committee will discuss this and bring a recommendation back to the Board in January.

NOFA – Doug explained there are 3 components of the CoC application (previously the Exhibit 1) this year. New this year is funds for planning efforts, and a separate priority ranking process. The CoC Committee is meeting weekly to prepare the application with phone access for those who cannot travel. Doug feels the application is in good shape and has set a goal to have it completed by January 14 which is 4 days before the January 18 deadline.

No information carried forward from last year's application so more data entry is being required. Doug passed out the planning application. An updated version will be forwarded to the Board for comment. Careful review is needed as once the application is submitted the Coalition is committed.

Central Intake and Assessment – Doug, Margene and Joyce visited via telephone with Luella Sanders and United Way of the Plains staff about the 211 system serving this function for the Balance of State. Other continuums in Kansas and Missouri are looking at 211 to serve this purpose as well. A standard assessment form would be very helpful. Doug will suggest this as a topic for the Kansas Interagency Council on Homelessness meeting scheduled for January 7 as all CoC's will be present. One question is what happens to the data that is collected from the callers, how it is stored and reported back to the Continuums, and how referrals will be documented. It will be critical that the information on services is kept up to date in the 211 database. James shared the MAAC is looking at ways to interface with the 211 system. The system would be implemented in phases beginning with CoC funded programs and services followed by ESG services, programs listed in the Housing Inventory Chart, and lastly other providers, etc.

Rank and Review – The committee consisting of Angie Baur, Diane Etzel-Wise, Dena Holeste, and Melena will receive training December 21. Joyce and Doug shared HUD's process for ranking projects into two tiers this year with a guaranteed 3.5% reduction of the annual renewal demand (ARD). The Coalition's ARD is \$2,391,164. A 3.5% reduction would mean \$83,690 less than that or \$2,307,474 for certain out of the \$3,125,250 pro rata for the Balance of State. The Board discussed our priorities for the year. Joyce made a motion that the rank and review committee be directed to prioritize renewals in rank order by their score, but protecting the CoC planning, and HMIS renewal above other new or renewal projects. Tier 1 would include renewals and the planning application. Tier 2 would include any renewals that could not be included in Tier 1 along with new projects, all ranked by score. The motion was seconded by Tate and approved.

New Business

Margene shared that Peg McFadden had resigned from the Board effective December 10. With the Vice-Chair position already vacated, and Margene stepping down from the Treasurer role in January, this left only Joyce Schau as Secretary. Margene asked for Board members to step forward to fill an open position. After much discussion Margene nominated the following slate of officers which was seconded by Chris:

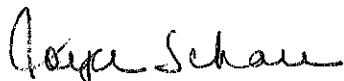
Joyce Schau – Interim Chair
Erick Vaughn – Vice Chair
Heather Davis – Secretary
Margene Swarts – Treasurer (through January 2013)

The slate was approved.

The January Board meeting was moved from the 16th to the 8th, 1 to 3 p.m. which would allow the Board to approve the Rank and Review Committee's project listing. HUD requires the Continuum to advise projects of their status and allow for appeals prior to the submission of the application.

Tate made a motion to adjourn which was seconded by Erick and approved.

Respectfully submitted by,



Joyce Schau, Secretary

Attachments: December Treasurer's Report
2012 Budget through November
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, December 2012
Date: December 17, 2012

KSHC continues to hold two accounts with Envista. There is a Business Share account with a balance as of 11-30-12 of \$5.08 and the Premier Plus Checking which is the primary operating account for KSHC. The balance of this account was \$28,687.38 as of 11-30-12. Expenses include KSHC payroll, November office rent, Cox Communications, office supplies, and BoS Coordinator travel reimbursement. One deposit was made for \$15,539.00 for the KDAD reimbursement request and the November dividend was \$4.05.

Using the Envista Premier Plus Checking account, between 12-12 and 12-17-12, checks/debit card expenses totaling \$4,005.63 were for December office rent, Cox Communications, and KSHC payroll. The balance as of 12-17-12 is \$24,681.75 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

KSHC Budget, 2012

<i>line</i>		Budget	Actual	
1001	SRS BoS Tasks, FY 11-12 (Coordinator)	\$ 59,500.00	\$ 39,643.00	67% (\$35K (2011) + \$24.5K (6 mos of 2012))
1002	SRS 2012 Summit Hosting	\$ 8,000.00	\$ 9,893.00	124%
1003	SRS Head Start 2012 Summit Hosting	\$ 3,000.00	\$ 3,000.00	100%
1004	Summit Donation from KCAP	\$ 3,000.00	\$ 3,000.00	100%
1005	Interest Income	\$ 50.00	\$ 34.97	70%
1006	SRS BoS Tasks, FY 11-12 (RC Reimb/Office Supplies)	\$ 7,000.00	\$ 14,720.00	210%
1007	Annual Appeal/Donation	\$ -	\$ -	#DIV/0!
1008	Statewide Summit Registrations (Attendee & Vendor)	\$ 2,000.00	\$ 4,597.73	930%
1009	Mini Summit Registrations	\$ -	\$ -	#DIV/0!
1010	Other Income (Env & Fid Balance Forward 12-31-11 - \$18,546.04)	\$ 18,546.00	\$ 18,592.04	0%
	<i>Total Income</i>	\$ 101,096.00	\$ 93,480.74	92%
	Expenses			
3001	KSHC Dir Salary	\$ -	\$ -	0%
3002	KSHC CoC Coordinator (2012: Jan-Feb-\$6,737; May-Dec-\$32,039)	\$ 38,776.00	\$ 37,591.41	97%
3003	KSHC Employer Exp (FICA/Medicare) - Currently 7.65%	\$ 2,451.00	\$ 2,306.80	94%
3004	Consultant Fee	\$ -	\$ -	#DIV/0!
	<i>Salaries & Benefits</i>	\$ 41,227.00	\$ 39,898.21	97%
4001a	Regional Coordinator Support	\$ 8,000.00	\$ 5,424.96	68%
4001b	Regional Coordination CoC Chair	\$ 500.00	\$ -	0%
4002	Technology Support	\$ 3,000.00	\$ 2,860.90	95%
4003	Office Support (payroll adm and data entry)	\$ -	\$ -	#DIV/0!
4004	Accounting Services (PGH + audits)	\$ 2,000.00	\$ 1,925.00	96%
4005	Rent (CRC)	\$ 3,700.00	\$ 3,725.00	101% Jan-Apr-\$500; May-Aug-\$200; Sept-Dec-\$225
4006	Equipment Leasing	\$ 1,680.00	\$ 1,268.14	75%
4007	Phone and Fax (Cox Communication)	\$ 1,320.00	\$ 1,016.90	77%
4008	Cell Phone	\$ -	\$ -	#DIV/0!
4009	Travel - KSHC	\$ 3,000.00	\$ 3,059.93	102%
4010	Office Supplies	\$ 2,500.00	\$ 3,176.38	127%
4011	Insurance (Liability/Work Comp)	\$ 1,500.00	\$ 1,604.00	107%
4012	Awards/Gifts	\$ 200.00	\$ -	0%
4013	Meeting Expenses	\$ 350.00	\$ 325.00	93%
4014	Dues/Subscriptions	\$ 250.00	\$ 210.00	84%
	<i>Support Expenses</i>	\$ 28,000.00	\$ 24,596.21	88%
5001	Statewide Summit 2012	\$ 8,000.00	\$ 8,351.29	104%
5002	Mini Summit(s) 2012	\$ 2,500.00	\$ 1,964.44	79%
5003	Statewide Summit 2013	\$ -	\$ 345.00	#DIV/0!
	TOTAL EXPENSES	\$ 77,227.00	\$ 74,810.15	97%
	NET INCOME	\$ 23,869.00	\$ 18,670.59	128%

Proposed KSHC Budget, 2013

<u>LINE</u>		Budget (2013)	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)	\$ -
1002	DFC 2013 Summit Hosting	\$ 8,000.00	\$ 8,000.00		\$ -
1003	DFC Head Start 2013 Summit Hosting	\$ 3,000.00			\$ -
1004	Summit Donation	\$ 3,000.00	\$ 4,000.00	Summit Fundraiser?	\$ -
1005	Interest Income	\$ 50.00	\$ 50.00		\$ -
1006	SRS BoS Tasks, FY 12-13 (RC Reimb/Office Supplies)	\$ 7,000.00	\$ 7,000.00		\$ -
1007	Annual Appeal/Donation	\$ -			\$ -
1008	Statewide Summit Registrations (Attendee & Vendor)	\$ 2,000.00	\$ 2,000.00		\$ -
1009	Mini Summit Registrations	\$ -	\$ -		\$ -
1010	Other Income (Envista Balance Forward 12-31-12)	\$ 18,546.00	\$ 20,000.00		\$ -
	Total Income	\$ 101,096.00	\$ 83,050.00		\$ -
	Expenses				
3001	KSHC Dir Salary	\$ -	\$ -		\$ -
3002	KSHC CoC Coordinator	\$ 49,000.00	\$ 51,000.00		\$ -
3003	KSCH Employer Exp (FICA/Medicare) - Currently 7.65%	\$ 3,749.00	\$ 3,901.00		\$ -
3004	Consultant Fee	\$ -			\$ -
	Salaries & Benefits	\$ 52,749.00	\$ 54,901.00		\$ -
4001a	Regional Coordinator Support	\$ 8,000.00	\$ 8,000.00	(\$5600-RC; \$2400-DW/RC)	\$ -
4001b	Regional Coordination CoC Chair	\$ 500.00	\$ 500.00		\$ -
4002	Technology Support	\$ 3,000.00	\$ 3,000.00		\$ -
4003	Office Support (payroll adm and data entry)	\$ -	\$ -		\$ -
4004	Accounting Services (PGH + audits)	\$ 2,000.00	\$ 1,000.00	Audit?	\$ -
4005	Rent (CRC)	\$ 3,700.00	\$ 2,700.00	(\$225 x 12 mos)	\$ -
4006	Equipment Leasing	\$ 1,680.00	\$ 1,300.00		\$ -
4007	Phone and Fax (Cox Communication)	\$ 1,320.00	\$ 1,100.00		\$ -
4008	Cell Phone	\$ -	\$ -		\$ -
4009	Travel - KSHC	\$ 3,000.00	\$ 2,000.00		\$ -
4010	Office Supplies	\$ 2,500.00	\$ 1,500.00		\$ -
4011	Insurance (Liability/Work Comp)	\$ 1,500.00	\$ 1,700.00		\$ -
4012	Awards/Gifts	\$ 200.00	\$ 200.00		\$ -
4013	Meeting Expenses	\$ 350.00	\$ 400.00		\$ -
4014	Dues/Subscriptions	\$ 250.00	\$ 250.00		\$ -
	Support Expenses	\$ 28,000.00	\$ 23,650.00		\$ -
5001	Statewide Summit 2013	\$ 8,000.00	\$ 8,000.00		\$ -
5002	Mini Summit(s) 2013	\$ 2,500.00	\$ 2,500.00		\$ -
5003	Statewide Summit 2014	\$ 88,749.00	\$ 86,551.00		\$ -
	TOTAL EXPENSES	\$ 12,347.00	\$ (3,501.00)		\$ -
	NET INCOME				\$ -



**KANSAS STATEWIDE
HOMELESS COALITION**

Safe, appropriate and affordable housing for Kansans

12/12/12

To: KSHC Board of Directors:

RE: Balance of State Coordinator Report:

Dear Board of Directors,

Below is my Coordinator report for the month of December.

A. Regional Coordination:

Nothing to report

B. Point-in-Time Count

Our planning continues for the 2013 PIT count. Together, Dani and I have conducted PIT trainings in the Southeast, South central, East Central, Northeast, North Central and Southwest Regions. These trainings were developed to train the regional planning group so that they were prepared to train their volunteers. I have provided a copy of the training material to all of the regional planning committees. I still plan to I conduct a PIT training in Hays for the NW region, but do not have it scheduled yet. Dani conducted a training the Lawrence / Douglas County region on Dec. 11th. Our next step will be to reconvene the larger planning group to discuss next steps and to provide an opportunity for the regions to report on their progress. The hard copy of the survey form and the online version has been completed and are available.

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. We will use January 23rd as our day of reference and will spend up to seven days asking people where they stayed on the 23rd. The multiple day data collection is new for our continuum. The benefit of a multiple day data collection is that we will gather more surveys. The downside is that we increase our chance of having duplicate surveys and the respondents may not remember where they stayed seven days ago. It decreases the reliability of their reporting. We are hopeful that by increasing the days we collect the surveys, we will have a better response throughout the continuum.



**KANSAS STATEWIDE
HOMELESS COALITION**

Safe, appropriate and affordable housing for Kansans

C. Continuum of Care Program

❖ **CoC Consolidated Application**

As you know, HUD released the NOFA for the Continuum of Care funds. Grantees have been working on their Project applications and have a deadline to submit copies of their applications to me by Dec. 14th. I will send copies of all of the submitted applications to the Rank and Review Committee for their review. I have developed the training for the Rank and Review Committee and have been working on getting our first meeting scheduled. The Rank and Review Committee consists of Angie Bauer, Diane Etzel-Wise, Deena Hallacy, and Melena Levi-Kauffman.

As noted on the last report, the BoS CoC Committee will meet to provide input for the completion of the HUD Continuum of Care Consolidated application. The Committee is scheduled to meet every Wed. from Dec. 5th through January 16th for the purpose of completing the CoC Consolidated Application.

My plan is have the consolidated application finished by Jan. 14th which is four days before the HUD deadline

❖ **Plan for a Coordinated Assessment system**

I am continuing to explore the possibility of using 211 as our coordinated assessment system for the BoS Continuum of Care. I have another meeting scheduled with the United Way of the Plains next week to discuss the cost and our next steps for implementation. MAAC is working on a way to have MAACLink interface with the 211 system.

❖ **CoC Planning Funds**

I will share my plan for the CoC Planning funds during the BOD meeting on the 19th. HUD has indicated there will be \$30,066 available to the KSHC to be used for planning activities.

Submitted by

Doug Wallace, BoS Coordinantor