

Minutes for KSHC Board of Directors Meeting
July 17, 2013
Emporia, Kansas

Board Members Present: Heather Davis (phone), Jay Preston, Joyce Schau, Brad Schmidt, Margene Swarts, Erick Vaughn (phone), and Jill Wheeler

Ex-Officio Members Present: Beth Waddle, and Dani Dressler (Phone)

Board Members Absent: Chris Bailey, Donnie Grose, Nancy Johnson and Tate Toedman

Staff Present: Doug Wallace

Guests: None

The meeting was called to order by Joyce Schau, Chair at 10:16 a.m.

The minutes from the BOD meeting in June were reviewed. Bryan Anderson's name was moved from the ex-officio member list to guests. It was recommended that we add the location to the minutes. Margene made a motion to approve the minutes as modified. Jill seconded the motion, which passed.

Joyce made an adjustment to the agenda. The proposed personnel policy will be discussed at the end of the meeting in Executive Session.

Treasurer's Report

Margene provided a brief summary of the Treasurer's report, which was previously sent out to the Board. Margene reported that KSHC has incurred normal monthly expenses, such as rent and phone and has paid out some reimbursements to the Regional Coordinators. Margene also shared that KSHC has received the \$3,000 payment from KHRC for our summit expenses. We are still waiting on the final reimbursement from KDADS. Erick made a motion to approve the Treasurer's report. Brad seconded the motion, which passed.

Margene presented an amended 2013 budget. KSHC started the year off with a \$6,000 projected deficit in the budget. Margene and Doug met after the June Board meeting to make suggested adjustments to the budget for the remainder of the year. Margene presented the following recommended changes to the budget which would get KSHC closer to breaking even:

- Lower the Regional Coordinator reimbursement to \$6,000
- Remove \$500 allocated to the CoC Committee Chair
- Lower amount allocated to IT support to \$800
- Increase the amount allocated for Doug's travel by \$1,000
- Decrease the amount allocated for office supplies by \$1,500
- Increase the amount allocated for meeting expenses to \$599
- Decrease the amount allocated for the mini summits to \$500

Jay made a motion to approve the adjusted budget as presented. Brad seconded the motion, which passed.

BoS Coordinator's Report

Doug provided a summary of his Coordinator's report, which was previously sent out to the Board. Included in this report was an update regarding the BoS CoC Regions and the BoS Subcommittees.

Doug reported that the office has been moved to the new location, with the help of CRC. He would like to have a locking desk which members may have available.

Joyce raised the question of a potential conflict of interest with Nancy being on the Board and also being KSHC's landlord. The members felt any conflict of interest could be dealt with by Nancy recusing herself from relevant discussions. Joyce will ask each new Board member to sign the conflict of interest statement as soon as possible.

There is still no coordinator in the North Central or Northwest Regions. We have contacts but no official coordinator in the North Central Region. Doug is planning a touring visit to Hays and the surrounding area soon. This has been helpful in increasing coordination in other regions.

Doug provided an update on the plans for the 2014 Summit on Homelessness and Housing. The summit will be held in Salina in April, 2014. Doug reviewed the list of potential locations and discussed his top two choices. The possible dates of the summit are April 7th, 8th, and 9th or 14th, 15th, and 16th. Most present preferred the earlier dates. Doug asked for volunteers to join the summit planning committee. Margene agreed to do so. Doug requested the Board consider approving a tentative budget of \$11,000 for the summit. This would allow him to proceed with his planning activities. We anticipate receiving \$8,000 from KDADS and will apply for \$3,000 from KHRC as well. Jay made a motion to tentatively set the summit budget at \$11,000. Margene seconded the motion, which passed.

Doug and Joyce met with John Rich at MAAC about our concerns regarding reporting. James Chiselom has expressed to Doug his appreciation for how we have taken an active role with the HMIS.

The centralized assessment required by HUD was briefly discussed including using a standardized form. We hope to use the 211 system. The next planning meeting is August 7. Doug is researching what other Continuums of Care are doing. We also will survey providers to see what type of assessment form they currently use.

Doug shared his concern about the length of time it is taking HUD to send out the grant agreements to the projects expiring this year. Out of the 18 projects that are renewing in 2013, none have reported receiving their grant agreement yet, which allows them to access their new grant funds. Several of these projects have been using other agency funds to cover their project expenses, which is creating a burden on their agencies. One grantee, My Father's House, has expended almost half of their grant without being able to draw down any funds due to waiting on the grant agreement. A few of the grantees have expressed their concern that they are not able to continue operating the projects without funding. They are looking at either suspending or stopping their services. A discussion ensued regarding

potential options for impacting this situation. Doug will write a letter to Dana Buckner and Terri Porter with the HUD Regional office. Joyce will try to discuss this issue with HUD staff when she is at the NAEH conference in D.C. Other suggestions included Doug contacting Governor Brownback's office to ask for support. Joyce volunteered to draft the letter for the HUD Regional Office, which will include a description of the impact of the delays in funding.

Old Business

Doug discussed the plans for the Board retreat in October. During a previous meeting, it was suggested that we ask Angie Bauer to help facilitate the retreat. Doug has been in contact with Angie regarding her availability. She will have to charge KSHC for her services and has offered to assist Doug in locating funds to help pay for her time. Doug will also be following up on a couple of suggestions Angie has provided. Another option is for KSHC to request assistance from the K-State Extension Office's Board development team.

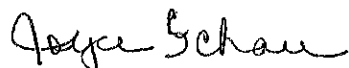
New Business

Randy Crandall has offered to nominate KSHC for the Ad Astra award, which will be presented during the upcoming Kansas Housing Conference. Doug is drafting the nomination and will be sending it to Randy for submission to KHRC.

Margene made a motion to enter into Executive Session to discuss the Personnel Handbook for 20 minutes. Heather seconded the motion, which passed. A motion was made by Jill to extend the Executive Session for an additional 30 minutes. It was seconded by Margene and passed.

Following the end of the Executive Session Jill made a motion to adjourn which was seconded by Brad and passed. The Board meeting was adjourned at 12:15 p.m.

Respectfully Submitted by,



Joyce Schau, Chair

