

Minutes for KSHC Board of Directors Meeting

January 14th, 2013 – Conference call

Board members Present: Tate Toedman, Joyce Schau, Chris Bailey, Brad Schmidt, Margene Swarts, Heather Davis

Members Absent: Donnie Grose, Erick Vaughn, Melena Levi-Kauffman

The meeting was called to order by Joyce Schau, Chair

Margene moved to approve the December meeting minutes as submitted. Tate seconded the motion which was approved.

Treasurer's Report – Margene and Debbie Coen are working on what needs to be completed for IRS, including the w-4 for Doug.

Margene reported that Christy McMurphy has requested a meeting with Margene and Doug to discuss the KDADS contract. This meeting will occur in February.

Margene reported that it is time to submit our request for reimbursement to KDADS for our contract. This request is submitted in conjunction with a quarterly report to Christy.

Joyce made a motion to accept the treasurer's report as submitted. Heather seconded the motion, which was approved.

BoS Coordinator's report – Doug provided an overview of the Continuum of Care application and provided a detailed overview of the Ranking and Review Committee process.

Margene commented on how diverse the Ranking and Review Committee is this year and applauded them for their hard work. There was a general discussion on the process that the Ranking and Review Committee followed. It was suggested that KSHC provide guidance to the grantees on what they can do to improve their projects before next year's competition.

New Business

Doug presented to the Board the final recommendation for the project rankings as recommended by the Ranking and Review Committee. During this discussion, Doug discussed the rankings of the projects and discussed the potential that projects listed in the tier 2 level will not be funded due to shortfalls in funding at HUD. Two of the renewal projects and all of the new projects are

listed in the tier 2 level. Chris made a motion to approve the Project ranking as recommended by the Ranking and Review Committee. Margene seconded the motion, which was approved. Joyce and Brad abstained from the vote due to a potential conflict of interest. No one opposed the motion.

Doug reviewed the timeline for the completion of the CoC application. Projects will be notified of their ranking by Doug. They will be given until Wed. , Jan. 16th to file their appeal of their ranking to the Board of Directors. The appeal must be in writing and is to be submitted to Doug. He will forward all appeals to the Board for review.

Doug provided an overview of the CoC Planning Application to the Board. In this year's competition, HUD has made \$39,066 available to KSHC to use for CoC planning activities. Doug has been working with Joyce to put together our application for these funds. Doug provided an overview of how the funds will be used, which includes adding an Executive Director position. Doug and Joyce discussed the division of duties between the Executive Director and the BoS Coordinator. The plan presented to the Board is still a draft. Doug will send the Board the final draft of the CoC Planning Application.

Other Business:

The next BOD meeting is scheduled for February 20th, 2013 at 10:00. We will meet in Topeka at the Topeka and Shawnee County Library for the meeting in February and March. The BOD meeting in April has been canceled due to the summit. During the meeting in February, Joyce would like to discuss the locations for the remainder of the meetings. Do we want to continue meeting in Topeka or would the Board rather travel to other locations for each of the remaining meeting.

Margene made a motion to adjourn, Tate seconded the motion. The motion passes and the meeting was adjourned at 9:38.

Respectfully Submitted by

A handwritten signature in cursive script, appearing to read "Heather Davis", written over a horizontal line.

Heather Davis, Secretary