Minutes for KSHC Board of Directors Meeting
August 21, 2013
Topeka, Kansas

Board Members Present: Heather Davis, Nancy Johnson, Jay Preston, Joyce Schau, Brad Schmidt (phone), Tate Toedman, and Erick Vaughn

Ex-Officio Members Present: Dani Dressler (Phone), and Timi Myers (phone)

Board Members Absent: Chris Bailey, Donnie Grose, Deena Hallacy, Margene Swarts, and Jill Wheeler

Staff Present: Doug Wallace

Guests: Christy McMurphy, Kim Wilson Housing

The meeting was called to order by Joyce Schau, Chair at 10:00a.m.

The minutes from the BOD meeting in July were reviewed. Tate made a motion to approve the minutes as modified. Jay seconded the motion, which passed.

Treasurer's Report

In Margene's absence, Joyce provided a brief summary of the Treasurer's report, which was previously sent out to the Board. KSHC has incurred normal monthly expenses, such as rent and phone bill. Currently we have $5.08 in the business share account and have $7,610 in the business checking account. Doug reported that KSHC fully expended the grant funds received from the Kansas Department of Aging and Disability Services. Doug also reported that KSHC will receive a $1,000 check from Crawford County for hosting the summit in Pittsburg this year.

Doug reported that KDADS has not hired a replacement for Christy. All communication since Christy left KDADS has been with the administrative office and in regards to our KDADS contract.

Erick made a motion to approve the Treasurer's report. Jay seconded the motion, which passed.

Doug reported that he purchased a converter which will allow him to use the KSHC conference phone in locations with digital service. The cost of the converter was $116. Funds will be reallocated from a different budget line item to cover the expense.

BoS Coordinator's Report

Doug provided a summary of his Coordinator's report, which was previously sent out to the Board. He has been working toward scheduling regional meetings in the Northwest Region, Southwest Region, Northeast Region, and the North Central Region. Doug also reported on attending the regional meetings in the South Central, Southeast and Douglas County Regions. As Dani received a promotion to Community Development Manager for the City of Lawrence the search continues for a new coordinator for that region.

Doug shared the HMIS Subcommittee is meeting regularly. Representatives of MAACLink as the HMIs vendor and KHRC as the HMIS Lead are not involved as this is for users only.

Christy shared that at the National Alliance to End Homelessness Annual Conference HUD officials shared that they want CoCs to be transparent in their NOFA ranking and review process. A committee of the BoS CoC is working on revising the score sheet now to reflect the Annual Performance Report measures. It will be sent out for review when completed. The concern was raised that we look at more than last year's performance. There will be a place for narrative in each section to note significant issues. As we anticipate reductions in the funding available, the ranking becomes even more critical.

Doug discussed the HUD requirement that the BoS Continuum of Care develop a coordinated assessment system. During this discussion, Doug provided a general overview of what a coordinated assessment system is and used 211 Resource and Referral as an example. A discussion ensued regarding the requirements for this system. One of the elements of a coordinated assessment system is the use of a standardized assessment form. Doug provided the Board with a draft of the BoS CoC's Coordinated Assessment form. After reviewing the form with the Board, it was suggested that Doug ask for copies of the forms that are being developed in the other continuum of care networks. Some Board members felt the form was too intrusive and suggested taking off some questions. Heather Davis described the VA's National Call Center and how it triages calls. People sleeping under a bridge would be a higher priority for help than those living with other people. Nancy encouraged Doug to view the development of this system from two directions. First, it should be developed with the homeless person in mind and should be focused on what is easiest for the homeless person to access. Secondly, it should be viewed from the "process" standpoint. What process can be developed that will work with a Balance of State Continuum of Care. Nancy suggested that Doug follow up with Anna Pilato and David Thompson regarding statewide resource databases.

As KSHC was awarded $39,066 for its planning project, we anticipate hiring a new staff position. Doug outlined the activities in the planning project. He will send out proposed job descriptions for the new position and an executive director position including the duties of the regional coordinators as well. Doug expressed his desire to move into the executive director position as the transition is made.

Doug provided an update on the plans for the 2014 Summit on Homelessness and Housing. The summit will be held in Salina April 7 – 9th, 2014. Doug has toured a couple of facilities in Salina and provided the Board with the recommendation that the Summit be held at the Ramada Inn. This location has adequate space available and will not charge KSHC for the use of the space if the food and beverage expense exceeds $4, 050. Doug presented a contract from Ramada and asked for BOD approval to sign. Nancy moved to approve entering into a contract with the Ramada Inn. Erick seconded the motion, which passed.

Doug discussed the award of excellence program that is being developed. KSHC will present an award of excellence to an individual and a program during the Summit in April. Doug will be meeting with a committee of Board members to develop the awards program. Nancy shared the process followed by CRC with their awards. She suggested we develop a theme, such as asking people to describe how they or the person they are nominating are working toward ending homelessness.

Doug asked the Board for suggestions for national speakers for the summit. It was suggested that we get someone from the national HUD office or someone from Rural Housing. James Glenn was also suggested as a speaker. Christy offered to ask James about this. Also suggested was Greg Kauffman,

poverty correspondent for The Nation, Becky Kannis with 100,000 Homes or staff from the National Alliance to End Homelessness or the National Low Income Housing Coalition of which we are a member.

Old Business

Doug provided an update regarding the Board Retreat scheduled for October 16th to be held in Topeka at the Avondale East Center. The proposed time of the retreat is 9 am to 3 pm. Doug was not able to secure any funds to help pay for Angie to provide facilitation. The purpose of the retreat will be Board development and looking toward the future. Nancy highly recommended that we contact Vann Anderson to see if he would consider helping us. Another suggestion is to contact Lori Chandler with the K-State Extension Office.

Joyce provided an update to the Bylaws. She reviewed the updates that were approved during the April meeting and reviewed changes to section 4.4 – terms of BOD members. Joyce has made some minor editing changes to the bylaws, including removing the date when changes were approved. Nancy made a motion to approve the Bylaws with noted changes. Tate seconded the motion, which passed.

Joyce reviewed the Personnel Handbook and discussed in detail the section on leave. A discussion ensured regarding how the policies state to go to the Executive Director or the Chair of the BOD. It was suggested that this might lead to conflict in the future. Instead, it was suggested that the language be changed to say that employees should go to their immediate supervisor. To help clarify the role of the Executive Director, BoS Coordinator and the Board of Directors, it was suggested that a paragraph be added to Section 5 describing the chain of command. Joyce will make the recommended changes. Jay made a motion to approve the Personnel Handbook with the proposed changes. Tate seconded the motion, which passed with one dissenting vote.

New Business

Doug and Joyce discussed a suggestion from Randy Crandall that KSHC undergo a financial review from an independent accountant. After a brief discussion on why this review is necessary, Nancy made a motion that KSHC seek three bids from accountants to conduct a financial review. Jay seconded the motion, which passed.

Meeting adjourned at 12:05

Respectfully Submitted by,

Joyce Schau

Joyce Schau, Chair in Absence of Secretary