

Minutes for KSHC Board of Directors Meeting

May 15th, 2013

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

Ex-officio Members Present: Joyce Stockham (phone), Timi Myers

Board members absent: Donnie Grose, Tate Toedman

Staff Present: Doug Wallace

Guests: Nancy Johnson (phone)

The meeting was called to order by Joyce Schau, Chair at 10:06

The minutes from the BOD meeting in April were reviewed. Brad's name was added to the list of members absent from the meeting. Melena's name had been misspelled and was corrected in the minutes. Heather made a motion to approve the minutes from April. Erick seconded the motion, which was approved. The minutes from the Annual Meeting held in April were reviewed. Erick made a motion to approve the minutes as submitted; Margene 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. Margene provided a brief summary of her report (attached). Our balance with Envista is \$20,382.55. Our expenses have been the normal month expenses such as payroll, rent for our office space, Cox, etc. There have been a few expenses for the summit incurred this month.

Margene reviewed the 2013 Budget and discussed our expenses for the year. We are about 34% into the year and are still looking good. Margene and Doug submitted the quarterly expense request to KDADS for our grant. Margene wants KSHC to explore other funding streams for the future. With our current revenue, we will not be able to sustain ourselves long term.

Margene reported that Deb Coen has requested an extension to file our tax return.

There was a question regarding the projected expenses. Margene had budgeted that we will be in a deficit at the end of the year based on projected expenses. It was asked if we will be able to adjust our expenses to overcome that deficit. Doug and Margene will work together to adjust our expenses to make the budget neutral. Margene feels that we will be in good shape at the end of the year. CRC will be paying for the office move which should occur the last week of June. KSHC will only have to cover the expense of moving the copier and setting up on the new network estimated at less than \$500 by Doug.

Melena 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 his coordinator report. Point-In-Time numbers were up slightly. We had a better response from Emergency Solutions Grant providers.

Doug brought up an issue with the Balance of State MAACLink system. It was brought to his attention that users can run their Annual Performance Report (APR) and view information on clients served by a different agency, if they share the same fund. Doug feels this constitutes a breach in the confidentiality of the information. A discussion ensued regarding this issue. Doug asked the Board to support his position that MAAC must change the system so that agencies are not able to view the client information from another agency by running an Annual Performance Report for the other agency. Margene made a motion that MAAC should limit the access of client information being seen by only allowing agencies to run APRs on their own agency. Heather seconded the motion, which passed.

Doug recapped comments from the 2013 Summit evaluations. The venue received low marks. The 2014 Summit was discussed. Salina was chosen as the location at the April board meeting. The date has not been set yet but will be sometime in April. Doug will work on this. Margene suggested we change the format of the summit so that the annual meeting is not at the end of the summit. Doug reviewed the 2013 summit expenses and shared a summary of the feedback received from the attendees. Two summary reports were shared and will be sent out to those not present.

Other Business:

Joyce discussed progress toward revising the KSHC personnel handbook. A draft has been written and sent out to the committee to review. Joyce hopes to submit the final draft of the handbook at the June meeting.

Doug discussed the location of future Board meetings. Per the decision of the Board, the meeting locations will rotate between Topeka, Salina and Emporia. The following schedule was set for meeting locations:

June 19th – Salina

July 17th – Emporia

August 21 – Topeka

September 18th – Board Retreat - Salina

October 16th – Emporia

November 20th – Topeka

December 18th - Salina

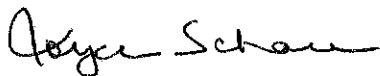
There was a general discussion regarding the plans for the Board retreat. Tentatively it is planned for September 18th and will be an all day meeting (10-3 with a working lunch). Doug suggested that we bring in an outside facilitator to guide the discussion. There were several comments made about developing a good plan for what will be accomplished at the retreat prior to the meeting.

Doug discussed an awards program briefly discussed at the April board meeting. The general plan is to create at least two awards to be given out during the annual meeting. One will be awarded to an individual who demonstrates certain characteristics that have yet to be decided. This award will be in honor of Marion Nichols. The second award will be given to a program that demonstrates excellence. A committee was formed to plan the awards program. This committee consists of Doug Wallace, Joyce Schau, Brad Schmidt, Joyce Stockham, Nancy Johnson, and Melena even after she leaves Board service. The goal is to have nominations sent out in January and present the award in April during the Annual meeting.

Two by-laws changes are needed: 4.4 Removal and 5.2 Election and Term of Office. These will be voted on at the June Board meeting. It was suggested the document itself be dated for the latest revision.

Margene made a motion to adjourn, Erick seconded the motion. The motion passed and the meeting was adjourned.

Respectfully Submitted by



Joyce Schau, Chair

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