

## Minutes for KSHC Board of Directors Meeting

June 19th, 2013

Salina, Kansas

*Board Members Present:* Chris Bailey (phone), Joyce Schau (phone), Brad Schmidt, Margene Swarts (phone), and Erick Vaughn

*Ex-officio Members Present:* Dani Dresslar (phone), and Timi Myers (phone)

*Board Members Absent:* Heather Davis, Donnie Grose, Melena Levi-Kauffman, and Tate Toedman

*Staff Present:* Doug Wallace

*Guests:* Bryan Anderson, Nancy Johnson (phone), and Mike Lynam

The meeting was called to order by Erick Vaughn, Vice Chair at 10:11 at Joyce Schau's request since she attended via phone.

The minutes from the May Board Of Directors meeting were reviewed. Margene made a motion to approve the minutes as submitted. Brad seconded the motion, which was approved.

### Treasurer's Report

Margene provided a brief summary of her Treasurer's report, which was previously sent out to the Board. Margene made a correction on the date of the report. Instead of April, the report is for May. Per Margene's report, KSHC is still waiting on our final reimbursement from KDADS for our Summit expenses. KSHC has paid out all of the expenses for the summit. Margene received an email from KHRC confirming our account information, which indicates that KSHC should receive the \$3,000 payment from them to reimburse us for some summit expenses.

Margene reported that our expenses this month have been the normal ones. She has also paid for some coordinator travel and regional coordination. Margene has paid the Secretary of State the nonprofit fee for KSHC. We are waiting for the auditors to finish the taxes for this year. An extension has been filed so we are in compliance.

Margene reported that she feels our bottom line still looks good, even though she budgeted us to have a deficit this year. Joyce made a motion to accept the treasurer's report with the correction. Brad seconded the motion, which was approved.

### BoS Coordinator's Report

Doug provided a summary of his coordinator's report. He spent a couple of days in Dodge City meeting with stakeholders to discuss the continuum and homelessness. Doug feels this was a productive trip that may lead to more involvement with the SW Regional Committee. Doug plans to do a similar trip to Hays later this year.

All of the flashdrives for the Summit have been mailed out to the participants who purchased them. Doug provided an update on the Balance of State HMIS Oversight Committee's HMIS trainings. The Data Quality Plan will roll out to the agency Executive Directors in August.

The KSHC office will move in late June. The CRC office will be closed the first week in July so Doug cannot guarantee he will have internet or phone service then. Nancy invited all Board members to the ribbon cutting/open house on September 12, at 3:30 p.m.

### Bylaws Update

A general discussion ensued regarding recommended bylaw changes.

Section 5.2: There was a discussion on when Board members officially begin their terms and when Board officers officially take office. New members to the Board of Directors are elected in April at the Annual Summit and officially start their term in July. This allows them two months become familiar with the activities of KSHC prior to officially taking office. There was consensus of the group that officers should be elected in November with their terms beginning in January. This would allow new board members six months to become familiar with the board prior to the opportunity to become an officer. Margene questioned if there is a nominating committee for the board. This question was tabled until after the retreat, as this will be one of the topics discussed. Joyce Schau made a motion for the Board to approve a change to the bylaws section 5.2 specifying that Officers for the Board of Directors will be elected in November with their terms beginning in January. Margene seconded the motion, which passed. Moving the Nominating Committee, Section 7.2, Nominating Committee, under the Board of Directors section of the bylaws (Article V) was discussed. We need to amend Section 4.3 Terms to spell out Board terms begin in July.

Doug reported that Heather Davis has resigned her position as interim secretary. He posed the question as to whether we needed to elect another interim secretary for the remainder of the year as we will vote on a new secretary in November. There is also a need to recruit a new treasurer, as Margene has requested to resign from this office. The consensus of the group was to discuss both positions during the July meeting.

A general discussion ensued regarding attendance of the board members, addressed in Section 4.4, Removal. It was questioned whether Board members should be required to attend a certain number of meetings in person. Changing the venues of the meetings will allow some board members to have more flexibility to attend in person. No changes to this section of the bylaws were made at this time.

### Personnel Handbook

Joyce, Melena, Erick and Margene have been revising the personnel handbook for KSHC. Joyce will send out the draft to all Board members for them to review prior to the meeting in July. The

board will be asked to vote on the personnel handbook during the July meeting. Joyce reported that Doug is due for his annual evaluation. She will complete the evaluation with the assistance of Board members to present to the Board for approval during the July meeting. A general discussion ensued regarding whether KSHC should give staff all federal holidays, since our funding source is federal. The decision will be made when the handbook is discussed in July. Joyce asked if the board could send any feedback to herself or Erick prior to the July meeting.

#### Board Retreat

The retreat will be rescheduled from September to October 16<sup>th</sup> from 10 a.m. to 3 p.m.. Nancy suggested we hold the event at the Avondale East offices in Topeka. Doug will follow up to reserve the board room there. Doug encouraged the Board to have a facilitator at the retreat to help guide the discussion. And suggested Angie Bauer. If Angie is not able to provide this service at no/low cost, Nancy suggested we explore the K-State Extension office or possibly the CRC Strategic Planner. The retreat will be on October 16<sup>th</sup> from 10-3.

#### HMIS Confidentiality Issue

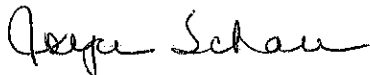
Doug brought up a continuing issue with the MAACLink system. Agencies are still able to run annual performance reports for other agencies although this was fixed for the ESG fund. It was suggested that a representative from the Board and Doug meet with John Rich to discuss the issue after Doug confirms this is still occurring by working with Brad and Megan with Prairie View. Joyce offered to meet with MAAC.

#### Board Recognition

As Melena's term on the Board ends June 30, it was recommended that a certificate be presented to her, and other Board members in the future as their service ends. Doug will look at templates to use.

Brad made a motion to adjourn, Chris seconded the motion. The motion passed and the meeting was adjourned at 11:35.

Respectfully submitted by



Joyce Schau, Chair

