

# Kansas Statewide Homeless Coalition

## Board Meeting Minutes

February 21, 2019

Lawrence, Ks

### Meeting Minutes

Attendees: *Beth Waddle, Emily Wagner, Joyce Stockham, Debra Fester, Kate Watson (non-voting member), Chiquita Miller (via phone), Donna Garwood (via phone) and Sarah Robinson (via phone), Andy Houlberg (via phone)*

Not Present: *Sierra Jackson (notified), Denny Bender (notified), and Tamela Carter (no notification)*

- I. Call to Order & Welcome – *Beth Waddle, Vice-Chair, called the meeting to order at 11:04am.*
- II. Adoption of Consent Agenda – *Joyce Stockham moved to approve the Consent Agenda. Debra Fester seconded. m/s/c*
  - a. Agenda for 2/21/19
  - b. Board Meeting Minutes from 12/13/18
  - c. Executive Committee Meeting Minutes 1/24/19
  - d. COC meeting 12/15/19; 1/9/19; 2/6/19
  - e. Kansas Housing Resources Corporation – 2019 Housing Conference Notes
- III. Chair Election to Fill Vacancy – *Due to the resignation of Marcee Binder, the Board needs to elect a new chair. Beth Waddle called for volunteers and nominations for the Chair position.*
  - a. Nominations – *Beth Waddle nominated Joyce Stockham. Sarah Robinson seconded. Chiquita Miller nominated Beth Waddle. Beth Waddle declined due to a conflict of interest.*
  - b. Vote – *Beth Waddle called for a vote on the nomination on the table, to elect Joyce Stockham as Chair. m/s/c*
  - c. Secretary – *Joyce's election as Chair leaves the Secretary position vacant. Joyce called for volunteers or nominations. Debra Fester volunteered. Emily Wagner moved to nominate Debra Fester as Secretary. Beth Waddle seconded. m/s/c*
- IV. Finance Update – *Emily Wagner, Treasurer*
  - a. Budget Amendment Approval – *The KDADs grant was approved for \$3,000 less than verbally indicated. The proposed amendments to the budget to reflect the reduced amount include reducing the Regional Coordinator Stipend, Travel and Meeting Expenses line items by \$1,000 each. Beth Waddle moved to approve the budget amendments. Debra Fester seconded. m/s/c*
  - b. Finance Committee – *Kate and Emily asked for volunteers for the Finance Committee. Joyce volunteered to assist until new members can be recruited to fill the Committee. Debra Fester requested a summary of the activities and responsibilities of the members of each committee.*
  - c. Finance Reports – *Emily and Kate reviewed KDADs and HUD finance reports. Discussion was tabled due to concerns that the reports do not reflect current expenses accurately.*
- V. Coordinated Entry Improvement Project (New HUD Award) – *Kate Watson*

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- a. Grant Overview – *Kate will send a synopsis of the HUD grant that was approved for \$168,734 to assist with improving Coordinated Entry for the Balance of State.*
  - b. Budget & Staffing – *These grant funds will fund 2-3 staff persons and will require a match of approximately \$42,000. Some discussion ensued of potential sources of match in kind as the KDADs grant is used in part to match the Planning Grant and care should be taken to be sure the match is eligible.*
- VI. Personnel Workgroup – *Beth requested volunteers for a Personnel Workgroup to be more active later in the year as we near the Dec. 1 start date of the new CE grant. Joyce Stockham indicated that by Sept/Oct that group should have job descriptions ready to pursue hiring for the grant. Debra Fester has experience writing job descriptions and volunteered to participate in the workgroup. Additional members will be recruited via email in coming months.*
- VII. HMIS Update – Beth Waddle, Joyce Stockham
- a. HMIS Contract Status – *Beth Waddle shared that the Exec Committee reviewed the contract amendments requested by KHRC to MAAC, as well as MAAC's response and requested revisions. The Exec Committee indicated that we need some additional time to research options before we recommend that KHRC commit to some of the provisions that MAAC has included in the amended contract.*
  - b. HMIS Systems Research Overview – *Kate has contacted a few HMIS providers and is working on scheduling demonstrations after conducting an initial review of Nutmeg and Apricot. Debra Fester also recommended WellSky. Joyce Stockham recommended calling high performing COCs and seeing who they are using.*
- VIII. Short Term Strategic Planning Workgroup Update – *Beth Waddle and Kate Watson shared that the STSP Workgroup met and worked on identifying Board Composition and Board Committees and Sub-Committees, along with the responsibilities of each.*
- IX. Other – *Removal of Tamela Carter from the Board, acceptance of Marcee Binder's resignation – (Tabled due to loss of quorum.)*
- X. Adjourn - *Joyce Stockham adjourned the meeting at 1:10pm. The next meeting will be held 4/18/19.*

*Minutes submitted by Beth Waddle, Vice Chair*