

**Greater Kansas City Coalition to End Homelessness
Board of Directors Meeting
MINUTES**

June 05 2020 8:30 AM – 10:00AM

Online Go To Meeting: <https://global.gotomeeting.com/join/978587821>

- I Call to Order- CP MW 8:32am**
- II Roll Call Present:** Matt Watkins, Cara Hoover, Simon Messmer, Michael Barrett, Precious Stargell Cushman, Christy Murphy, Heather Bradley Geary
Absent: Jameson Auten and Kimberly Henderson
- III Approval of Minutes**
 - a. May 2020 – Waiting for edits Friday and will vote electronically.
- IV Public Comment- NONE**
- V Executive Director Highlights**
 - a. **Isolation Center**
 - i. Staying open for 2 weeks at least, have had 3 total individuals
 - ii. Jackson County already sent funding to our separate bank account
 - b. **Working From Home**
 - i. Mostly working from home; coordinating to avoid each other at office as needed
 - ii. Stocking up on cleaning supplies for when we are in office; Meetings happening remotely
 - c. **Leadership Meeting**
 - i. 6/10/2020 1-4pm; to be led by Carolyn Sullivan from New Chapter Coaching
 - ii. 77 RSVPs; Planning on COVID-19 response in coming months
 - d. **Grants:**
 - i. Health Forward and Community Foundation
 - ii. Both funds were applied for isolation center funds
 - i. Have met with both funders to discuss other options to use funding on
 - a. Will have update in 14 days; Considerations: funds for hotel rooms for medically fragile or CE efforts regarding CV-19

e. Updating By-Laws: Progress Update

- i. Spoke with David Renz from Midwest Center for NonProfit Leadership and he is sending over proposal soon

f. No Meeting Next Month due to July 4th.

Board Follow Up Questions:

GP: What is average stay at isolation center? HH: Approx 10 days

GP: Board vote was okay pending liability insurance, what is the update on that?

HH: Prime Insurance for Worker's Comp and Liability Coverage cost-\$35K for 3 months of coverage

GP: Are we out any money for the center? HH: No all has come from Jackson County Fund

VI Committee Reports, Finance

a. Executive

i. Treasurer Report

i. Financials

HH gave Review:

- Kansas City Spend Down: 122K, report showing how we have spent every KCMO dollar
 - 20K contract written to remain open through December of this year:
 - \$10K Needs Assessment; \$10K Annual Report
 - This contract is being contested by Kansas City, but HH is speaking with Kansas City to see if we can secure the 20K. If funding is not secured, we can cover with the HUD Planning Grant.
 - FY21 Grant will be 122K, not 140K anticipated, this cut is concerning when it comes to match.

GP: What is fiscal year 21? HH: FY 21 is the year we are moving into.

GP: Who changed the contract and did they put that in writing?

HH: They sent it via email. There was an MOU (e-verify) that they wanted an updated version of and noted that the MOU that they had on file was invalid. HH confirmed that MOU is correct and not outdated. KC wants an updated MOU with HH's signature on it, but this is not possible per Department of Homeland Security. HH is continuing to work with them to secure funds due to the fact that we have been in compliance and what they are asking for is not possible per MOU provider (DHS).

Board Follow Up Questions:

GP: At the beginning of the year, did we sign one contract for 142K or did we sign two contracts 122K and 20K?

Matt W: 2 years ago we met with KC regarding the budget and they told us how we are budgeting the funds they are giving. We signed 2 contracts one for 122K and one for 20K.

GP: So they are defaulting on the 20K contract? MW: Yes

GP: For FY 21 have we signed a contract yet? HH: No we haven't signed anything but we've sent in all the documents they have asked for. They haven't sent the contract for FY21 but I am trying to get them to increase to 140K that we anticipated before we sign a contract.

- **Monthly Statement of Activity**

- Remaining 56K and has been drawn down at end of HUD PG 17 grant.

Simon M: We do not have a lot of income in April but we will see a significant increase in next month.

Board Follow Up Questions:

GP: What about HMIS accounts? HH: Working to separate that chart of accounts.

GP: This serves as end of year statement correct? HH: Yes.

- **Budget vs. Actual**

Simon M: Income looks rough for this

Board Follow Up Questions:

PSC: Is correction reflected in net income? HH: Correction will be reflected in upcoming month.

GP: It shows we are 85% on total income budget, what are the reasons for this? And we are negative on the expenses.

HH: Some of the dates of the draw downs are affecting this, so there is a significant draw down in May that will reconcile that percentage.

GP: And we didn't back date due to the flow into this coming year?

HH: When I spoke to Amber, she said we waited a little while to back date last year, but since we are a little ahead this year this is reflecting where we are at currently.

- **Balance Sheet**

SM:Equity Line 300 negative balance, I understand that the 1797 is going to be with us in perpetuity because we don't have a way to take it off the sheet but we will be talking to Support KC about this error.

HH: Amber stated that this was there before our time and they have not been able to identify what the funding is from or what could be the cause, but Support KC will hopefully be able to help with this.

- **Line of Credit:**

Down to \$16,059

Board Follow Up Questions:

GP: Congrats on getting that number to go down.

GP: May want to try checkbook-style report.

VII Discussion Items Requiring Board Knowledge

a. HMIS Lead Agency Status Update

Staff-Shida M: Review of HMIS Dashboard for May 2020.

- For month of MAY 1562 clients served-unduplicated within each program.
- Project Utilization: Shows what we are serving folx with.

- Low points: diversion and street outreach- shows we need to see why those that exist are not using CW.
- 31 help desk tickets, 29 closed by May 29; Avg length before closed is 6 days.
- Reached out to Simtech 7 times and Case worthy 4 times; Simtech very responsive (within 24hrs).
- CW difficulty with reports, but working through.
- We have been doing a lot of data clean up. There is 77% accuracy of personal information. This is due to errors from integration of data from other databases (MAAC, Service Point).
- Working on trainings for all sections that are not at 100%.
- When an individual is entered into the system 1-3 days within entry and 11+ days upon exit. Working with superusers to emphasize why data entry upon exit needs to be timely
- Nearly down cleaning up SPM reports and LSA.

Board Follow Up Questions:

GP: Is there a way to deduplicate individuals across programs (say 1 individual accesses three separate programs? Staff-SM: I will work to see if we can.

GP: Would love to see your other document with upcoming reports because that was a problem with MARC. Staff-SM: Sending that to HH to share.

PSC: Can we send this out to full membership to help encourage accuracy? Staff- SM: Yes.

HH: Yes we can post that on our website and email.

b. COVID-19 Updates

HH: MW and her team sending out weekly updates, but wanted to take time to see if you all have any questions and give MW opportunity to discuss anything that she is working on.

Staff-MW: Our team has taken a list of items that are impeding clients progress and the team is creating a plan of attack to ensure that resources are secured. We have also been looking at NAEH's CV-19 tool/framework and parsing that out to see what we can do with that tool. Prevention Update will be coming out this afternoon.

Board Follow Up Questions:

GP: What hurdles are you seeing the short term to get this project up and running?

Staff-MW: We are working on 2 timelines: Diversion in the immediate and longer term looking at acculturation to change the culture of our community. Immediate needs: if we had more funds, technology for the application process. We are also creating a statement of purpose for the group.

c. Policy Review:

i. Emergency Transfer

GP: Prior to CV-19 this policy has worked on this for quite some time and has had DV providers at the table for this policy and the group feels like it came up with the right balance.

ii. Insurance Policy

HH: Current language is 75% individual coverage and no dependent coverage that we look at changing language to 75% Individual and 50% per dependent. If we were to do this for 2 kids per staff would be approx. 33K/year. Our benefit budget line item is 126K for the year.

Board Follow Up Questions:

GP: Quote from insurance company and then if we can afford it then we vote to increase the budget and approve the policy at the same time.

HH: The bill is 5600/month for all staff, but I can follow up with a breakout.

MW: We are looking at brining on about 2 dependents right now. What is the cost for that?

HH: 360/dependent at 50%.

GP: I prefer to see things in writing before we make a decision.

PSC: I agree it is easier to mull over and make decisions. Is it possible to have this written into a full written recommendation? HH: Is this 2 separate proposals you are asking for?

Matt W: No, on written policy

HBG: I agree and I believe we had this same conversation in exec. Committee and asked for the same items. Matt W: Can you get this out to the board to view and then approval.

iii. Prioritization Recommendation:

Staff-Marqueia W: This is speaking to how we are going to prioritize those coming into the system. This is simply a list of recommendations for how to prioritize those seeking support regardless of funding sources. This is working in tandem with wrap around support for helping folx work on housing. This is meant to help be good stewards of the resources we are using and to keep people in housing.

Board Follow Up Questions:

GP: Can you give us the process this has been through?

Staff-MW: This was put in front of community with little feedback, however feedback was added

VIII Action Items Requiring Board Vote/Approval**a. Policy adoption/changes****i. Emergency Transfer Policy**

i. Motion to accept policy: Greg P

ii. 2nd: Michael B

iii. Vote Outcome: Approved-Unanimous

ii. Prioritization Recommendation

i. Motion to accept Policy: Greg P

ii. 2nd: Michael B

iii. Vote Outcome: Approved-Unanimous

IX Committee Reports, Written

- a. Finance & Administration
- b. Community Standards
- c. Supportive Services
- d. Progress & Evaluation
- e. Education & Training

X Public Comment-None**XI New Business****XII Executive Session****XIII Adjournment- 10:13am MW**