

Greater Kansas City Coalition
to End Homelessness

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MEETING MINUTES

GKCCEH Board of Directors

Date:	November 6, 2020	Start:	8:32 AM
Location:	Online	End:	10:05 AM
Staff Lead:	Marqueia Watson	Notetaker:	Haley White
Attendees:	Simon Messmer, Cara Hoover, Precious Cushman, Heather Bradley Geary, Greg Porter, Matt Watkins, Susila Jones, Tiffany Buckley, Christy McMurphy, Jameson Auten, Kimberly Henderson		
Guests:	Amy Copeland, Ann Harbin, Tehani El-Ghoussein		

Follow-up Items

Task	Owner	Due
By-Law Review Committee	Matt	TBD
Finance Committee	Simon/Matt	TBD
Update Board Matrix	Cara/Heather	TBD

GKCCEH Topics

1- Org/Staff Update- Marqueia Watson

- Creating media kit to send to elected officials and interested stakeholders
- Community wide needs assessment is available. We have hard copies available to distribute by mail.
- Newsletter format- outdated way of communicating relevant information, and our viewing audience is different age groups, wanted to come up with something fresher. A blog or multimedia page on the website.
- Learning Management Systems- good for onboarding materials and community at large. Case Managers, Landlords, clients, etc. Could also host training for landlords/tenants
- Training sessions on the books- Diversion and Impactful Street Outreach. Cayla has been working on scheduling a training on Diversity, Equity, and Inclusion. Requirement of NOFA.
- Point in Time and Homeless Persons Memorial Day are in the planning stages. Because of COVID 19, and the deaths we have heard about thus far, we are wanting to make the memorial special.
- Shida has been working one-on-one with agencies to clean up data. No HMIS dashboard this month as data quality is poor due to the work being done.
- Coordinated Entry Data Migration is close to being complete.



- Aly will be leaving and going to D.C.
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2- FY22 Budget Planning Timeline- Marqueia & Simon

- Goal to start budget planning cycle in November
 - Board will have draft budget for review in February, with goal of finalizing in March.
 - Should give us a window of time to plan for any unforeseen circumstances before fiscal years starts in May.
 - Simon- where does Audit prep fall?
 - MW- August/September with the anticipation an audit will be do in October or November,
 - Simon- Marqueia has been cleaning up data, and has been working on budget going forward, as well as budget for next year.
 - MW- proposed budgeting calendar approval
 - Precious- we're here as support, but it's nothing we have to legislate from a board perspective
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3- FY22 Budget Planning Timeline- Marqueia & Simon

- The balance on our line of credit is \$28.616, Simon and I agree to pay this off to avoid interest. Working with account rep to get late fees forgiven and to set account up on auto-payment.
- Reimbursements- Jackson County Isolation center- Final, City of KCMO- May June Expenses, Jackson County COVID-19- May/June, MHDC FY20 ESG HMIS- 25k
- Reimbursements Pending- City of KCMO- July/Oct Expenses, Jackson County COVID-19 July-Oct Expenses
- Received request from HUD for an Audit Determination Letter- those receiving \$750K or more in federal funding are required to do an audit. Start anticipating that a HUD audit is near.
- Precious- be thoughtful of cost associated with audits
- MW- line item in existing budget based on expense last year but I will look to see if there anything additional needing to be added.
- Matt- since our budget has grown, they anticipate it as well. We're ready and hopeful that having an auditor on that we feel confident about is a good thing.
- MW- Simon and I went through budget and made subtle adjustments. Consolidated budget into categories based on programmatic activities as well as COVID relief fund. As we're thinking through some of our spending priorities, we're able to make decisions on programmatic areas.
- MW- have applied for grant to build capacity for HMIS work. Looking for additional staff person and HMIS staff salary, as well as for learning management system.
- Matt- wouldn't hurt to have a nod of approval for this budget. Will vote once presentation is complete.



- Precious- would it be possible to obtain the full version? Would like both summary and detail.
 - Matt- tabling budget approval until December
 - Greg- are reimbursements typically two months behind for KCMO? What is hope moving forward
 - MW- I'd like to have reimbursements submitted on time without delay.
 - Greg- will board see copy of 990 before its finalized?
 - MW- yes, will receive final copy once it's submitted
 - Greg- once it's submitted or before?
 - MW- will clarify with accountant before answer
 - Precious- would like to see before submittal
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4- Performance Dashboard Reports – Marqueia

- Want to get the boards perspective on any items you'd like to see on a dashboard to make information more accessible?
 - Precious- appreciate the question, will need to think about it.
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5- By-Laws/Equity Committee Follow-up– Matt & Marqueia

- Submitted by-laws in packet, should we schedule a special session or committee to review them?
 - Matt- take some volunteers on who would be interested in serving on a re-write committee. Anyone who has thoughts or suggestions can submit to committee and we will report back.
 - Volunteers- Heather, Susila, Jameson, Simon, Matt, Christy
 - Greg- in the board packet, are by-laws a suggested change, or are these the existing by-laws-
 - MW- they are the most up to date versions of the by-laws I have
 - Greg- not the most up to date.
 - MW- I have 2018 version, it looked like it hadn't been completed and had written over 2016 version.
 - Greg- version we're seeing in documents today, I'm not sure if they reflect the originals either. Committee language is off.
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6- Town Hall Meeting Debrief-Greg

- Greg- Great turn out yesterday morning, thank you to board members who participated. Great turn out on Wednesday with municipal and state partners. Positive feedback. To do items for this team is to set a strategic path for this community and to do that quickly. One of the first items is to put forward some document to the community and solicit feedback.
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MO-604 Topics

1- CoC Policy Presentation- Heather Bradley-Geary & Tehani El-Ghoussein (guest)

- Admin committee- purpose is to set policy around HUD funding that comes out yearly. We do not anticipate a NOFA this year.
- Goals- orientation for new members, update written overview of HUD grant process, Collaborative Application, Update appeals and reallocation process, update written policies and procedures for NOFA process, Update score sheet, recommend action steps relevant to committees based on HUD priorities identified by NOFA application, implement project performance improvement plan
- Jan- Debriefing of committee on NOFA Process, Feb- scorecards are provided by HUD, March- Policies and Procedures reviewed, April- Policies and Procedures approved, May- Grant inventory worksheet is posted and COC is required to register, June- scorecards are drafted based on last years NOFA, July- NOFA is posted by HUD and scorecards are finalized, August: collaborative application is completed, Sept- rank and review committee meets and NOFA is due to HUD, October-December: NOFA funding posted by HUD.
- Tehani- make sure our policies and procedures reflect what we do. Some related programmatic policies that go hand in hand with NOFA policies. Want these documents to be standalone without needing to make changes year to year
- NOFA competition changes-
 - a. Removed references to fiscal year-specific elements
 - b. Removed policies and procedures from document
 - c. Reorganized the document for flow with particular consideration for potential applications without HUD CoC experience
 - d. Changed title.
- Housing First/Housing Focused
Previous policy was exceptionally brief and without procedures. The Admin Committee flushed it out and emphasized both Housing FIRST and Housing FOCUSED. At the same time, we acknowledge that HUD walked back on its stance on whether services can be mandated. Have previously said it cannot be but gave more leeway this last NOFA. We should focus on voluntary services
- Housing Solution Team Attendance
 - a. Updated the title to current name/mtg reference
 - b. Added specificity in procedures around schedule and client confidentiality- though removed references to exact schedule to allow the procedures to stand regardless if the schedule changes
 - c. Coordinated entry workgroup weighted in approval prior to it going to the full administration committee.

- Participation requirements
 - a. Needed to incentivize funded agencies engagement. So, the responsibility of the entire CoC doesn't fall on only a few shoulders. This is the only policy that received public comment and it was minimal
 - b. Each meeting notes expectations for currently funded agencies and new applications
 - c. Because community standards had set 80% participation for committee and CE workgroup had set 80% for Housing solutions Team meetings.
 - d. Accepting referrals only through CE for CoC and ESG programs PLUS Housing Solution Team meeting
- Prioritization Policy
 - a. Rank and review section moved here from previous reallocation policy
- Ranking policy
 - a. Added bullet 2 for checks and balances to ensure GKCCEH, as the COC-lead and HMIS-lead does not overstep their role in allocating money to themselves.
 - b. Directs Rank and Review to look at new projects.
- Reallocation Policy
 - a. Generally, reorder/reorganized with little content changes
 - b. Intro to guiding principles
 - c. Rank and Review moved to prioritization policy
- Appeals Policy-
 - a. Under items CAN be appealed:
 - i. Removed "rejection, reduction, reallocation"
 - ii. Added- if data has not been monitored by GKCCEH or HUD
 - iii. Added Participation Points- sometimes errors are made. If an agency can prove there was an error, it is permissible for this to be reconsidered
 - b. Under items that CANNOT be appealed:
 - i. Added- if data has been monitored by GKCCEH or HUD cannot be refuted.

Questions regarding policies:

Greg- for clarification, these are the policies submitted in October board meeting?

Tehani- correct, there have not been changes.

Greg- these went out to community for comment when?

HBG- in September for public comment.

Greg- I'd move to approve policies individually. First one being "Policy formation and approval process"

Greg moved motions for all policies individually, all seconded and unanimously passed.

Adjournment and Executive Session



Matt- We can move final agenda items until next meeting.

Matt- motion to move to executive session

Greg- motion

HBG- second

Executive Session

Task Summary

New Tasks

Task	Owner	Due
By-Law Review Committee	Matt	TBD
Finance Committee	Simon/Matt	TBD
Update Board Matrix	Cara/Heather	TBD

Parking Lot (only if applicable and can include items from previous meetings)

Task	Owner	Due
CoC Project Performance	Marqueia	December
New Projects & Partnerships-	<i>Marqueia/Cayla</i>	December
Committee Updates-	<i>Committee Chairs/Staff</i>	December

Next Meeting

GKCCEH Board of Directors Meeting

Date: Friday, December 4, 2020

Start: 8:30 AM - End: 10:00 AM

Location: Online

<https://global.gotomeeting.com/join/978587821>