



Administrative and Finance Committee

Current date: May 19, 2023

Next meeting: Jun 9, 2023

Attendance: Ali Hilton, Becky Poitras, Heather Bradley-Geary, Jessica Smith, John Tramel, Kevin Jean-Paul, KK Assmann, Lynn Rose, Rachel Erpelding, Tehani El-Ghussein

Staff: Amber Bauer, Patricia Hernandez, Kaylee Coulter, Nehemiah Rosell, Shida McCormick

Public: Amy Copeland, DMH

05.19.23 Agenda

1. Call to Order
2. Approval of Minutes from 4/21/23 and 5/12/23
3. Program Standards Update
4. Youth NOFO update
5. Transfer Policy review
6. Public Comment
7. Adjournment

05.19.23 Minutes

Objectives/ Agenda	Owner/ Speaker	Action items/Results
Call to order	HBG	Called to order at 9:03am. Welcome and introductions.
Approval of Minutes	HBG	Lynn moved to approve minutes from 4/21/23 and 5/12/23. Kevin seconded. Minutes approved as presented.
Program Standards Update	Lynn	Ad hoc group met last week. However, there was a scheduling conflict for several, so anticipate a more robust update next month. Amber and Evy are meeting to draft Case Management procedures with a target of the next CEGC meeting.
Youth NOFO Update	Kaylee & John	Kaylee and John met this week, working with Shida on numbers, to answer their assigned questions. All questions have been assigned. Committee will come together Wednesday 5/24 at 3:00 at SAVE, Inc. All questions to be answered by then and will review together as a team. Admin Committee members are

		<p>welcome to attend to review and provide input.</p> <p>Rec'd a letter of support.</p> <p>Still planning that at next Youth for Change meeting on 6/7 there will be a facilitated discussion that will be recorded, edited to 10 minutes, and submitted as part of the application.</p> <p>Due 6/27. Goal to submit by 6/20.</p>
Transfer Policy review	HBG	<p>As a reminder, HBG shared the purpose of this policy is to guide agencies seeking to transfer a CoC grant outside of the NOFO period. It's been out for comment one time for 10 days starting 3/20/23. We are confirming the integration of the comments collected.</p> <p>Agreed that this policy is meant to provide best practice guidance for agencies considering a transfer. Also, the CoC must sign off on a letter to support (or protest) a transfer so this process allows for the CoC lead agency to be kept updated.</p> <p>This policy likely will affect University Health in the near future.</p> <p>Revised during meeting. Next steps:</p> <ul style="list-style-type: none"> ● Shida will send language to HBG regarding transferring client info in HMIS. ● HBG will send to Kaylee. ● GKCCEH staff will send out for a 3 day public comment, likely Monday 5/22. <p>Once policy is approved, Admin Cmte will create a form/checklist to accompany it.</p>
Public Comment		None
Adjournment		Adjourned at 10:01am.

Recorded and submitted by: Tehani El-Ghussein