



## Administrative and Finance Committee

**Current date:** 11/17/23

**Next meeting:** 12/8/23

**Attendance:** Ali Hilton, Becky Poitras, Heather Bradley-Geary, John Tramel, Kevin Jean-Paul, KK Assmann, Lynn Rose, Rachel Erpelding, Robbie Phillips, Tehani El-Ghoussein, Jessica Smith (left around 9:25)

**Staff:** Marqueia Watson, Amber Bauer, Patricia Hernandez, Shida McCormick

**Public:** None

### 11.17.23 Agenda

1. Call to Order
2. Approve October 13, 2023 minutes
3. Monitoring Policy and Protocol
4. Vacant Committee Member Appointment
5. Update on Housing and Healthcare Committee
6. Next Meetings
  - a. Set celebration meeting
  - b. Next committee meeting: 12/8
7. Adjournment

### 11.17.23 Minutes

Objectives/ Agenda	Owner/ Speaker	Action items/Results
Call to Order	HBG	Meeting called to order at 9:04 AM
Approval of Minutes	HBG	Lynn moved and Kevin seconded and the motion passed.
Monitoring Policy and Protocol	HBG	Ambers shared current policy and practice, in place for the first time last year since none occurred during the 2 Covid years. Most recent was a file review and check in. Process includes: <ul style="list-style-type: none"> <li>● 1 x /year</li> <li>● Notified weeks in advance of the visit</li> <li>● 48 hours prior given list of files to be reviewed:               <ul style="list-style-type: none"> <li>○ Comparing data in HMIS to data in file</li> <li>○ HSQ frequency</li> <li>○ Income verification</li> <li>○ Lease documentation</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ Essentially, the documents that HUD would look at</li> </ul> <p>Hope to have them determined by staff by end of year and presented to the community in Q1. Anticipate future site visits to:</p> <ul style="list-style-type: none"> <li>● Look at financials and data in addition to files.</li> <li>● Scorecards: GKCCEH staff met yesterday to discuss score cards currently and how to use/weight them. Hoping to marry more details of monitoring and NOFO process - so that programs know going into NOFO where they stand</li> <li>● Set thresholds that if below there will be a PIP that will show change in the near term.</li> <li>● Re-implement the Housing First Assessment</li> <li>● Have also created a draft PIP for review.</li> </ul> <p>Once benchmarks are set, when will agencies be monitored against benchmarks? Will there be notice? The benchmarks have previously been set around where we are (average) as a community so they're not arbitrarily pulled out of left field.</p> <p>What if agency is found to have areas requiring improvement. Consider following MHDC process of noting at the end of the visit a list of recommendations and findings, followed-up by a formal letter. Determine and communicate what consequences may be, e.g., impact on next NOFO cycle.</p> <p>Is this the role of this committee, to create policy around monitoring? Consensus is yes.</p> <p>What is the status of the Performance and Evaluation Committee? Nehemiah is interested in restarting it. Importance of data available to the governance committees. Shida will bring info to Admin Committee. Nehemiah will bring it to CEGC.</p> <p>HMIS team has capacity now to review monthly and give grantees feedback.</p> <ul style="list-style-type: none"> <li>● VSP feedback to be included to.</li> <li>● In time, intend to also give feedback with non-CoC funded since this impacts 604's consolidated application. This could be a way to recruit agencies to apply for CoC funding (or if a grant needs to be transferred.)</li> </ul> <p>Realize like projects have to be compared with like projects - what data is collected differs by type of project.</p>
Vacant Committee Member Appointment	HBG	<p>At-large, non-funded position open. Paris and Lola are two active youth leaders in the YHDP process and seeking officer positions in Youth 4 Change. Lola has been an asset on 604's Rank &amp; Review, which may begin meeting year round. Paris, she/her, is part of Drumm's program and serves on BoS youth advisory board; previously lived in BoS.</p> <p>We should compensate those with lived experience and we have not budgeted it for such a committee such as this, which meets so frequently. \$25/hour at 4 hours/month. CSL, Drumm, and Synergy likely can donate funds to GKCCEH for this purpose.</p> <p><b>HBG</b> will get in touch with Paris.</p>
Update on Housing and Healthcare Committee	HBG	<p>Good committee which as met 3-4 times: Members include representatives from Aetna; Care beyond the Boulevard; Care Source; Crosslines; Kansas City, KS</p>

		<p>Health Department; Kansas City, MO Health Department; KC Care; Swope Health; United Health Care; Vibrant Health; Wyandot Behavioral Health Network</p> <p><b>HBG</b> will talk with Robbie to invite and include University Health.</p> <p>Main objective presently: What partnerships exist. Only 4 funded agencies have formal partnerships; does not include non-funded agencies. Will be looking at ways to deepen and broaden partnerships, including how we are using Medicaid expansion (in MO) to bill housing-related interventions.</p>
Next Meetings: Set celebration meeting	HBG	Monday, December 4th 3:30 and Cliff's
Next Meetings: Next committee meeting	HBG	Friday, December 8th, 9:00 AM
Adjournment	HBG	Lynn moved to adjourn meeting and go into executive session. Allison seconded and the motion passed. Executive session held.

**Recorded and submitted by:** Tehani El-Ghussein