

Toledo Lucas County Homelessness Board
1946 N. 13th St. Room #437/Conference Room
Meeting minutes of October 24, 2012

Meeting called to order at 8:37 a.m. by Paul Tecpanecatl.

Present: Paul **Tecpanecatl**, Joe **Tafelski**, Jane **Moore**, Rodney **Shuster**, Scott **Sylak**, Craig **Gebbers**,
Veronica **Burkhardt**, Kyle **Grefe**, Maria **Gorny**, Coleena **Ali**, Kyle **Grefe**, and Pete **Ujvagi**

Absent: Morris Jenkins, Jim Gault, Lee Armstrong

Staff: Deb Conklin, Mike Badik, Andrew Masters

Paul asked everyone to introduce themselves and welcomed Pete Ujvagi representing the Lucas County Commissioners.

Sylak made a motion to accept the minutes from the August 22, 2012 meeting; **Schuster** seconded. Minutes accepted.

Bank reconciliation statements were presented by Gorny for August and September 2012. Statements approved. Motion by **Burckhardt** and seconded by **Sylak**.

Directors Report:

- FY12 budget changes reviewed and revised budget approved. Motion made by **Sylak** and seconded by **Burkhardt**.
- CoC regs out and preliminary CoC allocations reported. Toledo/Lucas County may be getting between \$3,936,947 and \$4,493,973. Different factors will determine final allocation: age of renewals, available funds under HEARTH and other criteria as noted in forthcoming Notice of Funding Availability.
- The TLCHB notified that it has been penalized a \$2,500 reduction from its United Way allocation for failing to submit final report by deadline. Deb apologized for this oversight and assured that this will not happen again.
- Deb reminded the board about the upcoming Congress to End Homelessness on November 9 at UT's Scott Park Campus.
- Badik next reported on the work of the Housing Collaborative Network in regards to performance measures and performance indicators. Badik reported that performance measures and indicators will be reviewed by both the Housing Stability and Quality & Performance committees before being forwarded to board for action. Deb and Scott affirmed that this would be a first level standard until the adoption of a revised CASE Plan, a community-wide process.

A brief discussion next took place on inclusion of non-public funded agencies in HCN. Deb reminded the board that the work of HCN had binding impact on public-funded

agencies (by definition are CoC agencies) and therefore should not expand membership at this time. Non CoC agencies are welcomed and encouraged to participate in Toledo Area Alliance to End Homelessness and community wide gatherings (i.e. Congress to End Homelessness & CASE meetings.)

- Deb referenced the CHO Tracking chart dated October 22 that was included in the board packets and reported that Terry Biel under advise of Quality & Performance community was revising the Dashboard so that better information would be reported.

Next, Grefe reported on the Community Alliance (CAP) Project funded by the Toledo Community Foundation. A meeting was held on September 24 with the CAP management team to review the work of the consultant. Consultant invited but opted not to attend. The Consultant report was not accepted. The consultant agreement included a provision to meet with the CAP management team to review the report. Since consultant refused to attend or make alternate arrangements with the Team, Paul recommended that the remaining \$1,588 balance of the contract be withheld. Discussion next ensued about the scope of the work, the contract timetable and consultant oversight. As a result of this situation, Sylak recommended that the board consider establishing a process/policy whereby a person or organization desiring board review or input could do so. Paul asked Tafelski, Sylak and Schuster for copies of such policies from their respective boards to review.

Paul next reported on nominations. A slate of officers will be presented at the November meeting. The current officers are Tecpanecatl as president, Gebers as Vice President and Gorny as Treasurer. The Secretary position is vacant. With Moore, Gorny and Paul's terms expiring in December of 2012, the executive committee serving as the nominating committee proposed to extend the terms of these three persons for one more year until December 2013. Motion to extend the terms made and approved. Motion by Gorny and Second by Burkhardt.

Moore next reported on the Housing Stability Committee and its recommended Charter. A copy of their October 2 committee meeting minutes was included in the packet. Charter approved unanimously. Motion by Moore and second by Gorny.

Ali next presented the work of the Public Relations Committee and its recommended charter. The board packet included minutes of their September 25 meeting. The Charter was approved unanimously. Motion by Ali and second by Burkhardt.

Next Sylak reported on the Quality and Performance Committee and their recommended Charter. Included in the board packet were minutes of their two meetings held on August 20 and September 17. This committee deals with HMIS and the reporting requirements under Hearth regarding the CoC. Importantly, information gathered through the Dashboard will be critical. The Charter was approved unanimously. Motion by Sylak and second by Gebers.

Under Old Business:

- Audit update: Audit will completed for review by the Executive Committee in

November and the whole board at its November meeting.

New Business:

- Paul and Gorny reported on the new Check/Debit Policy for the board that was reviewed and approved by the executive committee at its October 12 meeting.
- Deb gave the board an overview of the draft Community Alliance Project report that will be submitted to the Toledo Community Foundation. A couple board members requested some time to further review the draft. Deb asked for comments by Monday Oct. 29
- Paul reported that he and Deb had had conversations with Linnie Willis regarding a replacement for Margaret. Linnie suggested her deputy director, Ivory Mathews. Paul next presented Mathews as a replacement for Margaret to complete the term that runs until December 2014. Motion approved unanimously. Motion by Gorny and second by Burkhardt.

Paul and Tafelski reported on the completed draft of the executive director job announcement. Tafelski will be convening the search committee to finalize the announcement and to develop an outreach campaign.

Paul reminded the board that the next meeting was set for Wednesday November 28 at 8:30 AM. Also, the PR and HS committees will not be meeting in November.

Meeting adjourned at 10:18 AM