

Toledo Lucas County Homelessness Board
1946 N. 13th St. Room #437/Conference Room
Meeting minutes of November 28, 2012

Meeting called to order at 8:35 a.m. by Paul Tecpanecatl.

Present: Paul **Tecpanecatl**, Joe **Tafelski**, Jane **Moore**, Scott **Sylak**, Craig **Gebers**, Veronica **Burkhardt**, Kyle **Grefe**, Maria **Gorny**, Coleena **Ali**, and Julie **Embree**

Absent: Morris **Jenkins**, Rodney **Schuster**, Ivory **Mathews**, Peter **Ujvagi**, Jim **Gault**, Lee **Armstrong**

Staff: Deb Conklin, Mike Badik, Terry Biel / Intern: Andrew Masters

Paul welcomed everyone and reported that Lee Armstrong and Jim Gault had submitted resignations from the board; for health reasons and time constraints, respectively. Paul asked Lee and Jim for replacement recommendations from their respective organizations to maintain that needed representation on the board.

The October 24, 2012 meeting minutes were considered and amended (K. Grefe's name was listed twice in the board attendance listing) and approved. Motion by **Moore**/second by **Embree**.

Bank reconciliation statements were presented by Gorny for October 2012. Beginning monthly balance was \$130,477.60 with deposits of \$89,760.92 bringing the monthly balance to \$220,338.52. Disbursements for October came to \$196,528.37 leaving a balance of \$23,710.15. Following a brief discussion regarding the need for quarterly Profit & Loss statements, the October bank reconciliation statements were approved. Motion by **Tafelski**/second by **Sylak**.

Next, Terry Biel and Mike Badik presented the proposed 2013 Performance Indicators and targets. These were based on HUD's CoC Program Interim Rule, statutory performance indicators as defined in HEARTH, indicators used in other communities, examples from pertinent homeless advocacy organizations (the National Alliance to End Homelessness and the Homeless Research Institute), focus groups comprised of HCN members and HCN. After clarification on some of the indicators and discussion on the proposed sanctions in regards to poor performers, the 2013 Performance indicators were approved. Motion by **Sylak**/second by **Gebers**.

The 2011 audit was next presented by Leslie DeMarco of Mosley, Pfundt, Glick & DeMarco. Revenue and support increased by 10% from 2010 and 2011. Expenses for 2011 dropped slightly (0.47%) from 2010. A couple of lingering issues remain from the previous audit that will need to be addressed: 1) the 15 day rule for use of federal funds once they are drawn down from HUD, and 2) the timely audit submission to the State. Deb and Gorny will address these issues. The need to purchase a fund accounting software was also discussed and given priority. After additional discussion and questions the 2011 audit was approved. Motion by **Sylak**/second by **Tafelski**.

Directors Report:

- November 9, 2012 Homeless Congress was a success. Mark Johnston from HUD gave a good overview of the new CoC and Hearth regulations and emphasized the changing HUD homeless policies, goals and strategies. His remarks reinforced the information that the TLCHB has been providing to the shelters and the community at-large.

As a result of this presentation by Johnston, many board members suggested that Deb, Board officers and interested board members schedule meetings with the Toledo homeless agencies (specifically with board presidents and executive directors) to reiterate Johnstons' remarks and to provide an overview of the new HUD initiatives in regards to homeless funding; the sooner the better.

- Deb reported that the CRC committee would again be meeting in early December to develop the priorities for CoC funding for FY13. The CRC consists of the following members: Veronica Burkhardt, Tawny Cowen-Zanders, Craig Gebers, Tom Hermann, Morris Jenkins, Omar Smiley, and Celeste Taylor. Established priorities would be used to evaluate the FY13 CoC proposals. A special meeting of the board has been scheduled for Wednesday December 5 to review and vote on these priorities.

Given that the special board meeting set for December 5 would be reviewing the CoC funding priorities for 2013, it was decided after some discussion to recuse those board members from attending the Dec. 5th meeting to avoid any conflict of interest issues. A motion to recuse such board members from attending the meeting was made by **Gebers** and seconded by **Ali**. Gebers' motion required sending the motion electronically (vial email) to all board members. Paul will report on the vote to the board via email prior to the December 5 meeting.

- Deb referenced the CHO Tracking chart dated November 26 that was included in the board packets and reported that most agencies are cooperating better and getting their information to Terry on a timely basis.

Paul next reported on the proposed slate of officers for the 2013 that was made at the November 16 executive committee meeting. The proposed slate included Paul as president, Gebers as Vice President, Gorny as Treasurer and Burkhardt as Secretary. The slate was approved, motion by **Moore** second by **Tafelsky**.

Under Old Business:

- The following policies included in the board packets were approved: Audit engagement policy, Budget adjustment policy, Document retention policy and Whistleblower policy. Motion by Tafelsky second by Gebers.

Paul reminded the board that he would be sending out an email about recusing board members from the special board meeting on Wednesday December 5, 2012 at 8:30 AM.

With no further business, the meeting adjourned at 10:21 AM