

**Present:** Burkhardt, Baker, Grefe, Tafelski, Sylak, Schuster, Gebers (via phone), Embree, Tecpanecatl

**Excused:** Moore, Gorny, Jenkins, Ali

**Absent:** Mathews, Ujvagi

**Staff:** Conklin

**Guest:** Omar Smiley, Program Monitor, Department of Neighborhoods, City of Toledo

The meeting was called to order at 8:35 AM

Heather Baker, from TPS was introduced and welcomed to the HB.

The 11/28/2012 board minutes were reviewed; Motion to accept: Sylak, 2<sup>nd</sup> by Schuster; passed.

The 1/30/2013 board minutes were reviewed; Motion to accept: Tafelski, 2<sup>nd</sup> by Sylak; passed.

The Bank reconciliation for December 2012 was reviewed; as of 12/31/2012, the balance was \$217,699.83. Deb noted that amounts disbursed to agencies are pass-through funds from various grants. A recommendation was made to exclude client names from the report to maintain their privacy, identification should be through HMIS number; Motion to accept: Shuster, 2<sup>nd</sup> by Sylak; passed. Other business: the accounting package has been purchased.

The Bank reconciliation for January 2013 was reviewed; as of 1/31/2013, the balance was \$235,540.60. Motion to accept: Sylak, 2<sup>nd</sup> by Schuster; passed.

### **Director Report**

- The budget review included discussion on the source of the ED salary: it is currently paid through program funds through Project Home and HMIS (supervision of both). There are no discretionary funds currently. Her time spent doing administrative duties is pro bono;
- The board planning meeting draft from 1/30/2013 was sent to all members;
- The Systems Analyst has given notice of his intent to leave no later than April 3, 2012; interviews are active;
- The CHO report was provided; for any questions, contact the Technology Director (Biel);
- Point-In-Time report went well; various partners, including TPD & COT assisted; while Cherry Street Mission (non-HMIS participant) participated, Toledo Gospel Rescue Mission did not; This number is used for the HIC and annual planning for the year;
- Acknowledgement of the Board Organizational Chart sent to members;
- HB has completed the annual AHAR report, which is ultimately provided to Congress;
- Deb did not apply for the VA grant due to other priority commitments; this led to discussion on prioritizing grant applications and utilizing partners & board members as resources to contribute or offer support for preparation as well as determining which grants to apply for, based on community priority need; if the priority does not fit current need, it may be wise to pass on certain grants in the interest of time;
- Drew Miller, has offered his services (pro bono) for the Tieglund matter; the decision to withhold final payment was upheld; it was also acknowledged that the report is the property of the HB;

### **Committee reports**

HSC: currently looking at ES standards;

PR: they look at a formula of housing = wellness;

Q&P: HMIS standards, performance indicators are being reviewed and enacted;

CRC: CDBG/ESG schedule and members identified; application to be released 2.28.13;

TAAEH: at the February 2013 meeting, the Executive committee proposed to reduce the number of meetings yearly, but was voted down; there is a current leadership vacuum; no one is seeking the President position;

Discussion on the “fundraising” effort by St. Paul’s Community Center (SPCC), which resulted in the County providing \$13,000; Deb talked to Marcia about the misrepresented number within the Blade article; Neither the HB or MHR SB were approached about the situation; Deb spoke to Tina Skeldon-Wozniak about the “one source” story and need to recognize the HB as CoC lead; Deb read a draft letter to be sent to SPCC attesting to their misrepresentation and inaccurate reporting of the number of homeless served through winter crisis; the board endorsed the content and tone of the letter;

The FY13 Budget was reviewed; Motion to accept: Sylak, 2<sup>nd</sup> by Burkhardt, passed. Discussion: there’s no increase in staff health benefits; approximately \$40,000 in fundraising is unidentified; ESG represents the largest increase within the budget; Discussion on a need for a levy to support the HB work;

Reviewed the ESG Emergency Shelter (ES) allotment chart for 2013; the system wide goal of 34 days stay remains, but a 5% down time was factored in to allow ES to ready beds for the next occupant; the net need in # of beds is 78%, consistent with 2012; also looked at funding components and eligible categories;

The board was required to take action on population and project type priorities:

- Motion to accept population priorities: Tafelski, 2<sup>nd</sup> by Sylak, passed.
- Motion to accept project type priorities: Tafelski, 2<sup>nd</sup> by /Baker passed.

One question was raised about the low number of local homeless veterans in relation to the higher ranking in the population priorities: HUD priorities must be used.

For the funding allocation recommendations, a motion was made by Burkhardt, 2<sup>nd</sup> by Tafelski, passed.

The TPS representative shared her duties: oversees discipline, safety, and out of district issues and works with the McKinney-Vento programs; last year, at all grade levels.

Executive Director Search Committee Update Report was given by Tafelski, search is narrowed down to four possible candidates; interviews will be scheduled; full board will not weigh in as this juncture, but wait for committee recommendation of 1-2 final candidates.

There being no further business, the meeting was adjourned at 10:20 AM.

**\*\*Next Board meeting: March 27 at 8:30 AM**