

Toledo Lucas County Homelessness Board
1946 N. 13th Street – Suite 437
Toledo, Ohio 43604
Board Meeting
Wednesday August 28, 2013
Suite 437

In Attendance: Heather Baker , Craig Gebers, Jodi Jankowski, Ivory Mathews, Jane Moore, Rodney Schuster, Joe Tafelski, and Paul Tecpanecatl
Guest: Lourdes Santiago & Omar Smiley

Staff: Tom Bonnington

1. Paul called the meeting to order at 8:35 A.M. Motion (Joe) to approve June meeting minutes- second (Rodney) Unanimous decision to approve June meeting minutes. Motion (Joe) to approve COC special meeting July 18, 2013 minutes, second (Craig) Unanimous decision to approve COC special meeting minutes.

2. Resignations from the board: Veronica Burkhardt and Maria Gorny

3. Mike Badik was offered a position with a CDC locally and will be leaving the TLCHB. Mike will be in his position here until 13th of September. We will advertise the open position. Lourdes- we must have someone interim or monies will be lost
Discussion- Board agreed to an interim position.

4. Motion (Craig) to move to Executive Session, Second (Ivory)
Executive Session 8:45

Motion (Craig) to close Executive session, second (Rodney) Executive session closes @ 8:50

TLCHB -Board Meeting-Minutes Continued- Wednesday August 28, 2013

5. Lourdes had to leave but Omar provided an update. The city was pleased with the progress of the TLCHB . The Tenant Landlord Mediation program was going well. Lourdes will come and provide an update at the next meeting.

6. HCN voted and approved the housing termination policy, but when the board reviewed it they suggested that some of the terminology in the policy be changed to be more accommodating.

The termination policy was not client centered. After more discussion- it was suggested that the policy be sent back to the Housing Stability Committee for further review and then back to the HCN for reconsideration. Craig suggested the staff go through the document and highlight/correct the issues and wordings.

Motion (Ivory) that the termination policy be sent back to the Housing Stability Committee for further review. Second (Craig)- unanimously passed.

7. Quality & performance committee reviewed security policy and sent it to the board for consideration. Motion (Craig) to table the discussion. Second (Ivory) motion tabled.

8. Fiscal Policy and Procedures- executive Committee has reviewed and recommended that we move forward. Discussion on Check signing ensued- Have we run this by the auditor for invoice control. Joe stated we needed separation. Jane stated whether Mike or his successor can approve checks for DFA so there is overlapping? Rodney stated that e needed segregation of duties. Auditor's response was whatever the board wanted to do was ok. Joe stated taht there was no oversight and felt that the board needed an opinion and suggestions for internal control and felt that we should not approve a check signing policy as proposed. Tom suggested a single signature to prevent them from having to drive so far. Omar said he could refer the specific areas of concern: internal control & segregation of duties to the city to give us suggestions for a cleaner process. Joe suggested contacting a small nonprofit for suggestions. Motion (Rodney) to table fiscal policy, second (Jane), motion tabled.

9. Personnel Policy- Discussed recruitment and hiring policy on page 3. Joe- asked about the public notification . We should be clear about what that is. Who do we use currently for background checks? Ivory suggested using their background check organization @ \$7.50 per service. Motion (Joe) to approve policy with added clarification, second (Rodney). Approved

10. Code of Conduct Policy- Tom clarified the policy of accepting gratuities. As long as the give was at \$25 or less that would be ok. Every year board members would have to sign this code of conduct form. Motion (Craig) to approve policy, second (Joe). Policy approved.

TLCHB -Board Meeting-Minutes Continued- Wednesday August 28, 2013

11. CoC Meeting tomorrow. United Way hosting. CoC must have two meetings a year. OHFA capital funds can only be used for rehabilitation for a 10 year commitment or for new construction through a 30 year commitment. Regarding our CoC evaluation We received a low score on our Ineeds assessment. We need to improve and get input. Standardization of care training needed. We need to improve our utilization of our current case managers.

12. On September 5th Tom convening a meeting with all our rtners . Craig stated that this is a policy issue on agency protocol not a case management issue. Craig suggests that case managers as well as decision makers need to be invited. Jodie states we need to hear from the case managers who are the front line people.

13. Fund Report-This is the very first fund report out of the SAGE program. Plan to be completed by September. Joe asked if we would be able to get a report that compared actual expenditures to a our monthly budget? Tom stated that they were working towards that but it has to be built into SAGE and it will take more time. He understands that we must get to that point. Rodney asked if we would eventually have a finance/auditor committee? Tom-said yes. We were currently looking to fill current board openings with a finance person. Joe commented on budget and suggested budget savings by cutting 50% in reserve and go to a straight reimbursement for unemployment instead of it all absorbing budget dollars.

14. Catholic Charities Certification Request for State Funds- Submitted by Rodney. The board asked for more information. The request was a continuation for what Catholic Charities was already doing. Amount requested was \$126,000.

Motion (Ivory) to certify Catholic Charities, second (Joe), Rodney excused. Motion passed.

15. TAAEH update- Jodi stated that they were meeting on Thursday.

16. Various Discussions/Announcements-Jane stated that the reasonable accommodation checklist wording needed to be corrected. Paul read evaluation from HUD regarding our COC. If we don't improve our score it will mean less funding support. We need to improve our application. Paul's recommendation was to review our responses thoroughly and immediately to be better prepared for the next application. He doesn't think that one person can complete the application and felts that we needed a committee. Tom wants to look at other CoCs to see where we fall. Three areas where we were deficient were listed. Craig suggested pulling everyone together to write a better proposal.

Meeting adjourned at 10:07