

Toledo Lucas County Homelessness Board
1946 N. 13th Street – Suite 437
Toledo, Ohio 43604
Board Meeting
Wednesday October 23, 2013
Suite 437

In Attendance: Heather Baker , Julie Embree, Craig Gebers, Michelle Isaacs, Ivory Mathews, Jane Moore, Renee Palacios, Rodney Schuster, Scott Sylak, Joe Tafelski, and Paul Tecpanecatl
Staff: Tom Bonnington

1. Paul called the meeting to order at 8:35 A.M. Board introduced itself. Motion (Paul) to appoint new board member Michelle Isaacs. Second (Julie). Board member appointed.

2. Motion (Craig) second Rodney to approved September minutes. Minutes approved.

3. Fiscal Policy-sent to senior auditor for the city. The auditor notes were incorporated into policy. Motion (Scott) second (Craig) to approve fiscal policy. Policy approved.

4. Certification for Family House HCRP application reviewed. Beach House also submitted and was approved by electronic vote.

5. Morris Jenkins resignation from the board was approved electronically.

6. The city has stepped up to help with RFF's which will eliminate the need to change the structure of the office staff and responsibilities.

Discussion

-Organization chart was requested.

7. Additional office space needed. For an additional \$125.00 a month the office will expand to include space next door. No timeline on construction at this time.

8. The tenant based program currently has one family moving in. The city has given us the funds for rapid re-housing. This program is for level four or five clients, the most difficult to house.

9. Board Committee participation discussion.

-Suggested to use the HCN forum twice a month to eliminate all of the extra meetings
-Tom asked that we send in our input on the role of HCN and its possible use in this manner.

TLCHB -Board Meeting-Minutes Continued- Wednesday October 23, 2013

10. November meeting moved to November 20th at 12:00 PM from November 27th.
11. Congress will be held on November 13th 9-3 at Scott Park Campus - Discussed agenda.
12. Policy change in HMIS policies and procedures process. Tom reviewed the changes in policy. Motion (Rodney) to approve the HMIS policy and procedures, second (Ivory). Policy change in HMIS policies and procedures approved.
13. Moving and Storage Policy-Toledo Lucas County COC. Tom suggested a \$150 max storage/moving request. Discussion; Ivory suggested that this matter be tabled until further review. Tom will check with a relocation specialists as well as the city for input. Information will be shared at next meeting. Ivory, Judy, Renee and Michelle will work with Jane and the HCN to investigate and review the policy.
14. OHSDW-Terry feels that there is no risk to signing on. Discussion, Motion (Scott) Rodney second to approve signing on to the OHSDW, Approved.
15. Reasonable Accommodations Policy-HSC/Jane reviewed reasonable accommodations guidance. HSC has accepted these changes and is looking for our approval. Motion (Jane) second (Scott) to approve reasonable accommodations policy. Policy approved.
16. Retention/Termination policy-Jane said it is being worked on. Tom said a meeting is being held to hash out the policy.
17. Julie/Aids Resource Center reapplying for funds in a competitive application, \$200,000 in possible funds to Lucas County. Discussion, Motion (Joe) second (Jane) that we support the application. Approved (Julie abstained)
18. Budget from NPI has been modified. Revised request from 2 million down to \$840,000. Discussion, Motion (Joe) second (Craig) to support revised application, Scott (abstained)- Approved.
19. Fiscal Policy-Balance sheet reviewed. July, August and September balance sheets are missing to correspond with the other items in the packet. Scott stated a concern with fiscal year July 2011-June 2012. Some expenses that weren't coded need to be coded in order to close the audit. Ivory asked that once the audit is closed that the report be shared with the board. Scott confirmed that it would. Motion (Rodney) second (Pete) to approve Fiscal Policy - Approved.

Meeting adjourned at 10:00 AM