

Kings Tulare Continuum of Care on Homelessness
Executive Board Meeting
Location: Housing Authority of Tulare County

Minutes
April 10, 2008
8:30 am

- Melton, President
- Marchant, Vice President Internal Affairs
- Doyle, Vice President External Affairs
- Villarreal, Treasurer
- McGovern, Secretary
- Smith, HMIS Consultant

1. **Call Meeting to Order**

The meeting was called to order at 9:07 a.m. by President Melton

2. **Minutes**

It was moved by Nanette, seconded by Betsy and unanimously carried to approve the minutes of the March meeting. The February minutes are on hold.

3. **Treasurer/Financial Report**

The only expense for March was the consultant payment of \$3,900. United Way is now charging \$525 quarterly for administrative fees. The current balance is \$4.89 plus a deposit of \$4,516.75.

4. **Discussion/Action Items**

a. Project Homeless Connect

Denise is on vacation. This item will be discussed in May. Nanette and Tom recommended that the budget and funding for PHC be added to the April Partners meeting. The executive committee will make a recommendation on the use of the \$5,000 from Visalia, if received.

b. HMIS

i. Project Coordinator Update and HMIS Implementation

Family Services go-live date is May 1. Data is in the system from Champions and Visalia Rescue Mission. El Primer Paso is excited to get started in the system. KCHO is also considering the software. CCFCC is the only HUD funded group that we need to get on HMIS.

c. HUD Exhibit I 2008

i. Action items per e-mail

- Need to hire a consultant for the 10-year plan.
- Machael will check on who has been doing the plans for other CoC's
- Kyle contact Homebase and see if they have suggestions.
- Betsy draft letter to HUD.

d. Grant award from City of Visalia \$15,000

The City of Visalia requested a check, and Rhonda will notify Kyle when the money is available. The money will be used as follows:

- \$5,000 PHC, split between the 3 cities
- \$5,000 10-year plan
- \$5,000 Exhibit I

e. Grant application, SCE

Machael will use United Way financials for the grant application. Machael will begin draft and send to the Executive Committee for review. The application is due the May 31, 2008.

f. Update on CoC 501c3 process

Kyle spoke with Steve Kabot for legal and Dan Sharp for insurance.

1. Premises Liability \$500/year.
2. Director & Officers \$1,000/year
3. Fidelity Liability ????

Two main reasons for incorporating are to limit corporate liability and to access corporate money. In addition, you can act as own fiscal agent. Machell will call some CoC's that are 501c3's and see what they pay for insurance. Kabot will charge \$1,000 for paperwork and \$1,200 for fees. It's best to use a CPA. Once we submit, it's 4-6 months for approval. The CoC must be incorporated first.

g. HUD Homeless Assistance, Review content of request (McGovern)

h. SB2

6. Announcements:

The slate of officers being considered for 2008-2009 is as follows:

Kyle – President	DLB
Nanette – Int. VP	Betsy
Randy – Treasurer	Denise
Linda – Secretary	Rhonda
Mickie – Ext. VP	Tom
	Consider Karen Hansen

May meeting, Kyle will be gone, so Denise will run the meeting.

Meeting was adjourned at 10:25 a.m.