

Kings Tulare Continuum of Care on Homelessness

Executive Board Meeting Location: Tulare City Hall

AGENDA

November 18, 2008

9 a.m.

- McGovern, President
- Villareal, Vice President Internal Affairs
- Manning, Vice President External Affairs
- Marchant, Treasurer
- Compo-Blazich, Secretary
- Smith, HMIS Consultant
- Other:

1. **Call Meeting to Order-** McGovern called the meeting to order at 9:02 am.

2. **Minutes-**Nanette made a motion to approve, Mickie second, motion carries.

3. **Treasurer/Financial Report** – Denise Marchant presented the financial report. Nanette commented that the PHC expenses have not been updated; Nanette will present a thorough report Thursday at the partners. Budget revisions will be available at the November meeting, to be voted on at the January meeting. Denise will add the donations from the 3 jurisdictions; HUD admin fees will be eliminated; remove cost of LESS (keep EHAP revenue because it is from previous years grant).

4. **Discussion/Action Items**

a. Follow-up PHC

Machael will forward the e-mail survey to vendors that she coordinated; Betsy will print thank you notes for the sponsors and Visalia participants; Machael will contact Kitty to schedule a follow up meeting, either by conference call or after the Dec. 11 exec. Meeting. Macahel needs approximately 10 cards. Betsy needs the final number for birth certificates to reconcile with VRM; Nanette is processing the birth certificates and payments.

b. Update 10-year plan-Betsy will put together the RFP for the 10-year plan, An announcement will be made at the partners meeting that the document will come via the distribution list, with a comment deadline. The final document will be presented to the Exec. Committee at the December 11 meeting, for final adoption. Betsy will include a request for samples in the RFP and 5 references for previous work.

c. Point In Time

The PIT meeting will be scheduled after the partners meeting Thursday November 20. Lucia/United Way will coordinate the residential list. Betsy is updating the team leaders and/or contact sheet. Machael will update the inventory survey sheet sent to residential providers. The survey needs to be updated, **it will be presented at the November partners meeting for comment.** Volunteer training needs to be updated and expanded---need to determine if extrapolation will be allowed and by who. Hanford assigns areas by tracts. Use this years PIT as a data collection test study

year.... Need to review the definition of homeless and provide clear direction to volunteers.

d. HMIS Coordinator Contract Extension-Betsy is going to do Machael's contact; Denise motioned to extend and Linda seconded (via e-mail), the motion was unanimously approved. The HMIS agreement is being executed for the next year. Nanette is working with Kings County to get the match for the grant. Nanette just received the match for the first year grant from Tulare County. Nanette will talk to Kitty about the second year match of \$12,335 from Tulare County.

e. Update on Primer Paso-Betsy provided an update on Primer Paso.

f. Pin fundraiser? Present at the partners meeting. Nanette recommends starting with 100. The idea was also presented for the CoC to host the fundraiser, to benefit the housing providers; structure to inform that this is in response to cut in EHAP funding. The CoC could keep \$2.50 for each pin, and pass through \$5.00 to the shelters. CCFCC, KCAO, Family Services, Champions (Hannahs) would benefit, and the group decided to ask for feedback from members, but thought it could be open to any member non-profit. Another option could be to send an order form to all non-profit, and they could do pre-orders. Betsy will bring a few Thursday to choose from.

g. Cancel December members meeting? There will not be a meeting in December.

h. Other: The application to Bank of Sierra was discussed. Nanette thinks we should do another application and hand-deliver in Porterville, because that's where the headquarters is located. The application will include baby wipes, ponchos, athletic socks and totes. The due date is 12-31 and the award date is January 15. Machael will have it ready for review by the 11th meeting.

- Thursday is Steve Sachs retirement. Betsy is sending him a thank-you note from CoC.