

Board of Directors

Meeting Location: Conference Line 425-436-6200, 845705#

May 13, 2020 0930-11:00

	TOPIC	PRESENTER	DURATION (MINUTES)
1	Call to Order/Opening Prayer/Introductions Time Keeper (Cheri Smith) Parking Lot	Laressa Witt	Chairperson Witt called the meeting to order and noted there was not a quorum yet. Vice-Chairperson opened with prayer. Chairperson stated that Alex Baker with the City wanted to have a meeting with the BOD for their input on the Day Resource Center on Monday, May 18, 2020.
2	Approval of the minutes	Laressa Witt	Chairperson noted that last month after waiting for 15 minutes, a quorum was not met so the April Board of Directors meeting was cancelled. Due to no quorum yet, the minutes were reviewed but no action taken. Approximately fifty minutes into the Board meeting, quorum was reached and the minutes were reviewed noting one change to be made. Vice-chairperson made a motion to accept the minutes with the needed change and a second by Treasurer. Motion carried.
OLD BUSINESS		PRESENTER	
3	Treasurer's Report	Ivonne Anton	Treasurer stated she didn't have a written report and then gave the amount currently in the account. Treasurer stated she was waiting for the I-990. Treasurer noted the Charitable Solicitation License had to be sent but Chairperson thought that report had been sent. Treasurer stated she would look tomorrow for the information and get that to Kimberly Lewis. Kimberly Lewis reminded everyone the Charitable Solicitation License was due May 14, 2020. Once quorum was reached, Treasurer reviewed the amount in the account and stated the books were reconciled through April 30, 2020. Treasurer made a motion to accept the verbal report but more discussion was held. Vice-Chairperson made a motion to accept the motion made by the Treasurer with a second by Angelita Marable. Motion carried.
4	New Membership Forms/Code of Conduct Forms- None	-	None at this time
UPDATES/ NEW BUSINESS		PRESENTER	
5	By Laws Status updates both current and new	Kimberly Lewis	By-Laws Review Committee Chairperson Lewis noted there was nothing to add but did ask that everyone please review the document that was sent out. Chairperson asked who was on the committee and By-Laws Review Committee Chairperson Lewis' response was Devon Newton, Debbie Brown and her as the Chairperson. Chairperson asked if there was to be a community vote next week or what? Treasurer stated the by-laws were very confusing and that this was a big effort to change them. Continuing with there are the currently established by-laws but she has questions. Chairperson stated we needed to go through this line by line before presenting to the community. Chairperson asked Dee Taylor what she thought. Dee recommended a need to establish a deadline as we are approaching the elections and we want something in place. With the City ESG application coming down we don't want to push this back too long as is being suggested. Chairperson asked Dee what that looked like in a timeline. Dee stated they should be completed by July. Chairperson stated the world is turned upside down and no quorum yet so it's challenging to get something done. Treasurer gave a possible timeline of what would have to take place by the July suggested timeframe. Chairperson stated it was the middle of May now. Dee stated to establish

			<p>an effective date for bylaws being implemented and time to change the structure of the board but still get an effective date. Chairperson asked Dee how she felt about the current bylaws and how it impacted the CoC and ESG. Dee stated that with the CoC applications, they look at how we are engaging between agencies and other types of populations. She continued saying we scored low on this section this year and had never scored this low. Chairperson stated it would be good to know what we need to put in place before the next ESG. Chairperson continued that we have dollars in place to do marketing and do for all populations, for those with social and functional barriers but cannot use them until we have a plan and approved by CCF and that's where it gets challenging. And with the by-laws I do think that the by-laws, with the way we are restructuring it, I don't know if it will help or not but all providers need to be at the table. Devon asked if it would be helpful to put the by-laws out there and let folks just add their comments. Chairperson said absolutely and that gave multiple processes and more people discussing is really helpful. Devon suggested a special called meeting to be held before the next Board meeting for this review process. Once a quorum was met, Vice-Chairperson made a motion to "extend the by-laws with a hard date of July 8, 2020 and in between that time the Board would schedule a meeting to review the By-Law so it can go to the Community for review in June so we would have everything done by July 8". Treasurer made the second. Motion passed with 1 opposing vote by Secretary.</p>
6	Foster Care Vouchers Update see attached MOU	Laressa Witt	<p>Chairperson asked everyone to review the MOU with the Fayetteville Metropolitan Housing Authority and Department of Social Services and explained what the CoC's responsibilities related to the activities we already do with coordinated entry. A formal vote was needed and the CoC didn't want to miss any more opportunities to get these vouchers. After quorum was met, Vice-Chairperson made a motion to accept as presented from MHA with a second by Treasurer. Motion carried with Treasurer and Karen Bowens abstaining.</p>
7	CES Update CE transfer/CE Evaluation/ CCF Report/Evaluations of CES CCF updates vote needed	Dee/ Ivonne/ Karen/ Denise	<p>Dee Taylor stated that the <i>CE evaluation</i> was still in the preparation stage as she was wanting to gain more responses. Vice-Chairperson said she would be able to assist with that and would complete the survey with individuals during dinner and send that by the end of next week. CCF update/vote: Vice-Chairperson stated the plan for the \$12,000 is that the Housing Committee came up with ideas on how to spend the \$12,000 that was originally allocated from that grant to go to 211. One of the things they knew was needed is equipment. They need to have a server in the office so that they are able to send information back and forth that is encrypted and secure. That has been a challenge because they don't have any other ways to get information transmitted. They have that estimated at \$6,500 to include the all in one printer with the copier, printer and fax. Some agencies just want to use fax so that is included and you can see all of that on the information that was sent out. There were two phones that were included in the initial proposal so they added two additional phones. The vanity number, because it is really important that we own that number, this number stays the same. Also included are miscellaneous supplies. Chairperson asked where the server would be held and Vice-Chairperson stated at the Green St. Office. Chairperson said, Okay, excellent." Chairperson continued that we can answer some of those questions and reflect it in the minutes and send it out to CCF as they are asking for that before they can approve it and they are waiting for us as it's been an incredibly long process. As soon as we get the vanity number we could start sending it out and that should bring up our numbers for the CoC as well for the CoC application. Chairperson noted that this had</p>

			been recorded in the minutes but was never voted on. After quorum was met, Vice-Chairperson made a motion to accept the proposed CCF amendment request of \$12,000 for Coordinated Entry. Karen Bowens made the second with Ivonne Anton abstaining. Motion carried.
8	COVID-19 Response: Shelter updates	Laressa Witt	Chairperson stated that through CE they see who may have behavioral or vulnerable health issues and how to get them into the hotel rooms that are available. Vice-Chairperson needed understanding on Alliance's qualifications for rooms. Chairperson stated the ones with Alliance could be considered loosely; that they could have behavioral health, depression challenges and not have insurance and Alliance will pay but they could also be on Medicaid. Vice-Chairperson said they had to be willing to receive services though, correct to which Chairperson stated no just protecting them from infection.
9	Case Management/ Housing Navigation needed	Laressa Witt	Chairperson stated that she wasn't going to speak on this as she hadn't heard back from the insurance yet and didn't have anything.
10	Donations in-kind and monetary	Ivonne Anton	Treasurer stated that the Board must donate so please make your donation. Devon shared that she was working on a Paypal link on the website that would connect to the bank account. In-kind: Chairperson shared that beds had been given and those were being given out using the CE system to determine those most needy and that Kimberly Lewis was tracking that. Chairperson also shared that sheets also had been donated and Kimberly would track those to which Kimberly stated this was the first time hearing about this. Discussion ensued about what had to be recorded, tracked and process used for distribution. At conclusion of discussion, Chairperson asked Treasurer to let her know what needs to happen.
11	ESG/CDBG Funding	Devon/ Dee	Dee stated that since she doesn't have a direct contract then she isn't receiving anything about ESG and wasn't sure who was receiving additional funding. Referred this to Vice-Chairperson. Shelley gave an overview of what was currently being asked Salvation Army via an email sent to the grantees. Chairperson felt that street outreach was a need along with housing without having to go through shelters. Treasurer asked about ESG funding to be used for PPE/Gloves etc., and Vice-Chairperson said that you could ask for extra supplies for the homeless. Question from Karen Bowens about how to obtain needed items if you do not receive ESG Funding. Answer was possibly through private organizations or from CoC. Devon stated she would check NC Grant website to see if there were funds available in this area. Dee stated there was a CDBG meeting this week and hopefully notices would be sent out by next week.
12	Committees <u>Please join one!</u> <ul style="list-style-type: none"> • Executive: Laressa Witt 1st Tuesday 3:00 pm Green Street • Outreach: Tony Gardner 3rd Wednesday at 11:00 am Green St Suite 202 • Housing: Karen Bowens 3rd Tuesdays 11:00 	Chairs	<p><i>Executive:</i> Chairperson stated she had already talked about it.</p> <p><i>Outreach:</i> Tony was absent so Chairperson asked Kimberly Lewis about the flyer she and Tony were working on. Kimberly stated no one had gotten with her. Chairperson asked about the flyer that she was working on and Kimberly stated no.</p> <p><i>Housing:</i> Karen stated there were no updates and that she and Shelley would need to talk.</p> <p><i>Grants</i> Much discussion held concerning the need for a Chair for this committee. Due to the By-laws having contradictory statements as to who may hold these positions, there was a need to find someone that</p>

	<p>am Green St Suite 202</p> <ul style="list-style-type: none"> • Grants Review: TBD • Nominating Committee: Debbie Brown • HMIS: Deloris Taylor TBD • Finance: Ivonne Anton 1st Friday 11:00 am 707 Murchison Rd (CHN) 		<p>could chair. Chairperson was asked by the Treasurer to reach out to Cheri Smith and see about her availability.</p> <p><i>Nominating:</i> Debbie said nothing to add at this time. Treasurer stopped the Chairperson and said isn't the nominating committee ballot and voting supposed to be happening in May and June? Discussion ensued. Chairperson stated that what we could do is talk about that when the discussion about the by-laws is held in the meeting between now and the next Board meeting.</p> <p><i>HMIS:</i> Dee had to leave meeting so no report was given</p> <p><i>Finance:</i> Ivonne stated no updates</p>
13	Community Meeting May 19, 2020 By Law3	Kimberly Lewis	Chairperson asked about whether or not to hold this meeting. Treasurer recommended not to have it since it was by phone to which Karen stated that things are different however, we may have to do it this way for a while. Chairperson cancelled the May 19 th Community Meeting.
14	Announcements/ Additions <ul style="list-style-type: none"> • <i>Additions?</i> 	Open	
15	Next Meeting Dates: <ul style="list-style-type: none"> • <u>Community Meeting</u> Third Tues at 0930 at 310 Green St back, parking in the back (Tuesday, May 19, 2020) • BOD Meetings 2nd Wednesday 0930 310 Green St Downstairs Wednesday, June 10, 2020 	Laressa Witt	Chairperson went through all these dates
15	Adjournment	Laressa Witt	Chairperson thanked everyone.

Those in attendance:

Laressa Witt
Shelley Hudson
Debbie Brown
Ivonne Anton
Karen Bowens
Dee Taylor
Angelita Marable
Tawana Dawkins
Kimberly Lewis
Devon Newton
Courtney Banks-McLaughlin

Submitted by Secretary Debbie Brown, Secretary, May 13, 2020