



Executive Board Meeting

Agenda

August 10, 2017

9:00 AM – 10:00 AM

1900 Dinuba Blvd., Suite G, Visalia, CA 93291

Mission Statement:

To coordinate and leverage policy and resources that empower community partners to address homelessness in Kings and Tulare County.

- | | |
|--|--|
| <input type="checkbox"/> Suzy Ward, President | <input type="checkbox"/> Lucia Orozco, Secretary |
| <input type="checkbox"/> David Manville, Vice President Internal Affairs | <input type="checkbox"/> Lateena Ling, Member at Large |
| <input type="checkbox"/> Deirdre Fiscus, Vice President External Affairs | <input type="checkbox"/> Corinna Franco, Member at Large |
| <input type="checkbox"/> Becky Huber, Treasurer | <input type="checkbox"/> Machael Smith, Executive Director |

- I. Call meeting to order
- II. Consent Items
 - A. Minutes
 - B. Executive Director Report
- III. Financial Report
- IV. Alliance Business: Action/Discussion Items
 - A. Banking
 - 1. New Signatory Resolution
 - B. HUD NOFA
 - 1. Approval of 2017 HUD Rating & Ranking Tool
 - 2. Request for approval for Planning grant, CES grant, & CES expansion grant
 - C. Project Homeless Connect
 - 1. Blanket grant application authorization
 - D. Draft Board Manual Review
 - E. Board Planning Sessions
- V. Adjourn



Executive Board Meeting

Minutes

July 13, 2017

9:00 AM

525 W. Center Avenue, Ste A, Visalia, CA 93291

- | | |
|---|---|
| <input checked="" type="checkbox"/> Suzy Ward, President | <input checked="" type="checkbox"/> Lucia Orozco, Secretary |
| <input checked="" type="checkbox"/> David Manville, Vice President Internal Affairs | <input type="checkbox"/> Lateena Ling, Member at Large |
| <input checked="" type="checkbox"/> Deirdre Fiscus, Vice President External Affairs | <input type="checkbox"/> Corinna Franco, Member at Large |
| <input checked="" type="checkbox"/> Becky Huber, Treasurer | <input checked="" type="checkbox"/> Machael Smith, Executive Director |

- I. Suzy Ward called meeting to order at 9:02am
- II. Motion by D. Manville, second by B. Huber to approve the June 2017 minutes, motion carried.
- III. Financial Report reviewed by board. Motion by D. Fiscus, seconded by D. Manville to accept financial statements as presented. Motion carried.
- IV. Alliance Business: Action/Discussion Items
 - A. It was moved by D. Fiscus, second by D. Manville to approve the FY17/18 budget as presented. Motion carried.
 - B. It was moved by B. Huber, seconded by D. Manville to renew Line of Credit. Motion carried. It was moved by B. Huber, seconded by D. Manville to approve the new Signatory Resolution. Motion carried.
 - C. Conflict of Interest Statements were completed and submitted by all board members present.
 - D. It was moved by L. Orozco, seconded by D. Fiscus to accept the non-competitive Rating and Ranking recommendations as presented. Abstained by B. Huber. Motion carried. It was moved by L. Orozco, seconded by B. Huber to accept the competitive pool Rating and Ranking recommendations as presented. Abstained by D. Manville. Motion carried.
 - E. It was moved by L. Orozco, seconded by B. Huber to approve the FY17/18 ESG & HUD Funding Priorities.
- V. Executive Director Report

New logo now live. New office location, 1900 N. Dinuba Blvd, Ste G. Move in August 1st. ESG RFA released on 6/22/17, TA workshop held on 6/29/17. Recommendations to board in July Board meeting. Funding Priorities strategic planning session held on 6/22/17. M. Smith participating on TC Homeless Task Force. CE Manager Position posted, candidate selected, start date 8/1/17. Update on Ending Veteran Homelessness, creating centralized list of veterans. HMIS team redesigning snapshots, training in August for PM. New partnership with Adventist Health, will be trained in HMIS. TC Office of Education has joined our membership.
- VI. Meeting adjourned at 10:43am

Respectfully,

Lucia Orozco

Executive Director Report August 2017

General Activities

Office Location

We have officially moved into the new office space and are completely moved out of the old space. We will be working on getting the community room set up for our first membership meeting on August 24th.

Emergency Solutions Grant (ESG)

The State's ESG Balance of State NOFA was released on August 1, 2017. Applications are due on September 15, 2017. We have already gone through our local RFA process and have recommended three projects:

Balance of State: Salvation Army RRH for \$180,000 and CSET RRH for \$141,522.
Regional Competition: CCFCC ES for \$200,000

We are currently undersubscribed for approximately \$200,000 in the Regional Competition. A notice was sent via listserv, website and social media that we have additional funding available. I am working with KingsView on a potential application. If that falls through, I will ask CSET to write for another RRH project and let their RRH go in the HUD CoC funding category.

HUD CoC Program NOFA

The HUD CoC NOFA is well underway. Applications are due on September 28, 2017. We hosted the Applicant workshop on August 3rd and reviewed the provisional rating and ranking tool. The R&R tool is under public comment from August 3rd to August 9th and will go before the board for approval on August 10th.

We anticipate several changes to funding this year, as we try to shift RRH funds to the ESG funding pool and increase PSH beds through the HUD CoC funding pool.

Staffing

Since the board has approved to accept the subrecipient agreements from both CSET and KCAO (\$49,950 each), we are in the process of hiring two housing navigators to fill the positions under the contract. Job postings were published on August 4th and will close on August 17th. The goal is to have the positions filled by September 1st.

Benefits

We are currently working with Buckman Mitchell to formalize the health insurance package. Our representative will be meeting with staff within the next week to turn in their individual

applications. The retirement portion of the benefit package is still in process, as the representative had to cancel the meeting. We are waiting to reschedule.

Strategic Initiatives

Ending Veteran Homelessness

We have had little movement on this initiative over the past month. However, we have been invited to speak at the Veteran's Summit in Fresno next month. We also have a meeting this month at the VA with a local representative. Leticia will now play a key role in moving this project forward.

Performance Measures

We will be hosting a training this month on HUD Program-level and System-level performance measures.

Coordinated Entry

I will be working closely with Leticia over the next few months to get her trained on Coordinated Entry. She is currently in the process of updating the written standards. The first step will be to send out for stakeholder feedback the week of August 10th.

Additionally, HUD is offering Technical Assistance to communities that would like help in meeting the HUD standards that take effect in January of 2018. We are submitting a formal request for TA and hope to take advantage of this opportunity.

Community Partnerships

We have meetings scheduled in August with Proteus and Tulare County Office of Education to discuss collaborative opportunities.

Kings/Tulare Continuum of Care on Homelessness

08/07/17

Balance Sheet

Accrual Basis

As of June 30, 2017

	Jun 30, 17
ASSETS	
Current Assets	
Checking/Savings	
10100 · Bank of the Sierra	50,938.35
10110 · Petty Cash Fund	100.00
Total Checking/Savings	51,038.35
Accounts Receivable	
11000 · Accounts Receivable	7,783.45
11400 · Grants Receivable	
11401 · Hanford CDBG Grant	3,045.65
11402 · Porterville CDBG Grant	4,992.29
11403 · Tulare CDBG Grant	2,498.29
11404 · Visalia CDBG Grant	2,223.57
11406 · HUD Grant	12,936.76
Total 11400 · Grants Receivable	25,696.56
Total Accounts Receivable	33,480.01
Other Current Assets	
13000 · Prepaid Expenses	663.94
Total Other Current Assets	663.94
Total Current Assets	85,182.30
TOTAL ASSETS	85,182.30
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	15.00
Total Accounts Payable	15.00
Credit Cards	
23000 · Visa Bank of the Sierra	600.87
Total Credit Cards	600.87
Other Current Liabilities	
2110 · Direct Deposit Liabilities	3,689.10
24000 · Payroll Liabilities	2,759.75
Total Other Current Liabilities	6,448.85
Total Current Liabilities	7,064.72
Total Liabilities	7,064.72
Equity	
30001 · Temporary Restricted Net Assets	
30030 · Restricted - Visalia PHC	7,017.97
30040 · Restricted - Porterville PHC	3,750.57
30050 · Restricted - Hanford PHC	4,259.37
30060 · Restricted - Tulare PHC	5,040.97
Total 30001 · Temporary Restricted Net Assets	20,068.88
30005 · Net Assets	-6,565.09
32000 · Unrestricted Net Assets	62,298.59
39000 · Prior Period Adjustment	-17,914.24
Net Income	20,229.44
Total Equity	78,117.58
TOTAL LIABILITIES & EQUITY	85,182.30

Kings/Tulare Continuum of Care on Homelessness Profit & Loss Budget vs. Actual (Non-PHC)

08/07/17

Accrual Basis

July 2016 through June 2017

	Jul '16 - Jun 17	Budget	% of Budget
Ordinary Income/Expense			
Income			
43300 · Direct Public Grants			
43400 · Direct Public Support			
43450 · Individ, Business Contributions	3,297.62	1,850.00	178.2%
43451 · Fundraising	12,266.64	3,500.00	350.5%
Total 43400 · Direct Public Support	<u>15,564.26</u>	<u>5,350.00</u>	<u>290.9%</u>
Total 43300 · Direct Public Grants	15,564.26	5,350.00	290.9%
44500 · Grant Income			
44530 · Local & Government Grants			
44531 · Hanford CDBG Grant	9,999.98	10,000.00	100.0%
44532 · Porterville CDBG Grant	10,033.90	5,000.00	200.7%
44533 · Tulare CDBG Grant	10,196.54	10,000.00	102.0%
44534 · Visalia CDBG Grant	16,993.84	15,000.00	113.3%
44535 · HUD Grant	18,096.11	33,760.00	53.6%
Total 44530 · Local & Government Grants	<u>65,320.37</u>	<u>73,760.00</u>	<u>88.6%</u>
Total 44500 · Grant Income	65,320.37	73,760.00	88.6%
47200 · Program Income			
47230 · Membership Dues	6,075.00	6,200.00	98.0%
47240 · Program Service Fees	61,715.21	59,950.00	102.9%
Total 47200 · Program Income	<u>67,790.21</u>	<u>66,150.00</u>	<u>102.5%</u>
Total Income	<u>148,781.13</u>	<u>145,260.00</u>	<u>102.4%</u>
Gross Profit	148,781.13	145,260.00	102.4%
Expense			
60900 · Business Expenses			
60920 · Business Registration/License	124.00	100.00	124.0%
Total 60900 · Business Expenses	106.65	100.00	106.7%
62100 · Contract Services			
62110 · Accounting Fees	5,694.54	6,500.00	87.6%
62150 · Outside Contract Services	12,690.00	8,325.00	152.4%
Total 62100 · Contract Services	<u>18,384.54</u>	<u>14,825.00</u>	<u>124.0%</u>
65000 · Operations			
65020 · Postage, Mailing Service	300.01	400.00	75.0%
65030 · Printing and Copying	113.03	150.00	75.4%
65040 · Supplies	2,206.23	2,000.00	110.3%
65052 · Telecommunications	1,917.01	2,000.00	95.9%
65060 · Equipment	0.00	250.00	0.0%
65070 · Hosting Fees	472.15	500.00	94.4%
65080 · Bank/Credit Card Service Charges	157.20	100.00	157.2%
65090 · Rent	8,473.01	8,400.00	100.9%
65091 · Utilities	894.36	1,250.00	71.5%
65093 · Repairs / Maintenance	518.06	200.00	259.0%
Total 65000 · Operations	<u>15,592.17</u>	<u>15,250.00</u>	<u>102.2%</u>
65100 · Other Types of Expenses			
65120 · Insurance - Liability, D and O	1,189.57	2,250.00	52.9%
65150 · Prof. Memberships and Dues	315.69	35.00	902.0%
65170 · Member Development/Training	0.00	2,000.00	0.0%
65190 · Payroll Service	247.11	625.00	39.5%
Total 65100 · Other Types of Expenses	<u>2,447.14</u>	<u>4,910.00</u>	<u>49.8%</u>
65200 · Program Expenses			
65220 · Client Consumables	10,752.40	6,550.00	164.2%

Kings/Tulare Continuum of Care on Homelessness Profit & Loss Budget vs. Actual (Non-PHC)

08/07/17

Accrual Basis

July 2016 through June 2017

	Jul '16 - Jun 17	Budget	% of Budget
65250 · Fundraising Expenses	4,109.79	150.00	2,739.9%
Total 65200 · Program Expenses	14,862.19	6,700.00	221.8%
66000 · Wages, Taxes, Payroll Expenses			
66001 · Payroll Expense	81,813.65	99,307.00	82.4%
66002 · Insurance - Workers Comp	1,090.87	1,150.00	94.9%
Total 66000 · Wages, Taxes, Payroll Expenses	82,904.52	100,457.00	82.5%
68300 · Travel and Meetings			
68310 · Conference, Convention, Meeting	993.30	600.00	165.6%
68320 · Travel	1,527.62	250.00	611.0%
Total 68300 · Travel and Meetings	2,541.92	850.00	299.0%
Total Expense	136,839.13	143,092.00	95.6%
Net Ordinary Income	11,942.00	2,168.00	550.8%
Net Income	11,942.00	2,168.00	550.8%

Kings/Tulare Continuum of Care on Homelessness

08/07/17

Balance Sheet

Accrual Basis

As of July 31, 2017

	Jul 31, 17
ASSETS	
Current Assets	
Checking/Savings	
10100 · Bank of the Sierra	41,474.35
10110 · Petty Cash Fund	100.00
Total Checking/Savings	41,574.35
Accounts Receivable	
11000 · Accounts Receivable	15,608.45
11400 · Grants Receivable	
11401 · Hanford CDBG Grant	2,292.27
11402 · Porterville CDBG Grant	4,992.29
11403 · Tulare CDBG Grant	1,560.37
11404 · Visalia CDBG Grant	2,223.57
11406 · HUD Grant	12,936.76
Total 11400 · Grants Receivable	24,005.26
Total Accounts Receivable	39,613.71
Other Current Assets	
13000 · Prepaid Expenses	663.94
Total Other Current Assets	663.94
Total Current Assets	81,852.00
TOTAL ASSETS	81,852.00
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	15.00
Total Accounts Payable	15.00
Credit Cards	
23000 · Visa Bank of the Sierra	200.84
Total Credit Cards	200.84
Other Current Liabilities	
2110 · Direct Deposit Liabilities	3,874.72
24000 · Payroll Liabilities	2,843.85
Total Other Current Liabilities	6,718.57
Total Current Liabilities	6,934.41
Total Liabilities	6,934.41
Equity	
30001 · Temporary Restricted Net Assets	
30030 · Restricted - Visalia PHC	7,017.97
30040 · Restricted - Porterville PHC	3,750.57
30050 · Restricted - Hanford PHC	4,259.37
30060 · Restricted - Tulare PHC	5,040.97
Total 30001 · Temporary Restricted Net Assets	20,068.88
30005 · Net Assets	-6,565.09
32000 · Unrestricted Net Assets	82,528.03
39000 · Prior Period Adjustment	-17,914.24
Net Income	-3,199.99
Total Equity	74,917.59
TOTAL LIABILITIES & EQUITY	81,852.00

Kings/Tulare Continuum of Care on Homelessness

08/07/17

Profit & Loss

Accrual Basis

July 2017

	<u>Jul 17</u>
Ordinary Income/Expense	
Income	
43300 · Direct Public Grants	
43400 · Direct Public Support	
43450 · Individ, Business Contributions	1,500.00
Total 43400 · Direct Public Support	<u>1,500.00</u>
Total 43300 · Direct Public Grants	1,500.00
47200 · Program Income	
47230 · Membership Dues	6,325.00
Total 47200 · Program Income	<u>6,325.00</u>
Total Income	<u>7,825.00</u>
Gross Profit	7,825.00
Expense	
65000 · Operations	
65090 · Rent	700.00
Total 65000 · Operations	700.00
66000 · Wages, Taxes, Payroll Expenses	
66001 · Payroll Expense	10,123.97
66002 · Insurance - Workers Comp	196.76
Total 66000 · Wages, Taxes, Payroll Expenses	<u>10,320.73</u>
68300 · Travel and Meetings	
68320 · Travel	4.26
Total 68300 · Travel and Meetings	<u>4.26</u>
Total Expense	<u>11,024.99</u>
Net Ordinary Income	<u>-3,199.99</u>
Net Income	<u><u>-3,199.99</u></u>