



MDHI Board Meeting Minutes – March 8, 2018

| Role | Board Member | Present | Absent |
|----------------|-------------------------|----------------|---------------|
| President | Melanie Lewis Dickerson | X | |
| Vice President | Brenton Hutson | X | |
| Secretary | Shelley McKittrick | X | |
| Treasurer | Bob Munroe | | X (Excused) |
| Board Member | Andrew Alsip | X | |
| Board Member | Benjamin Ryan | | X (Excused) |
| Board Member | Brian Ngo-Smith | X | |
| Board Member | Claire Clurman | X | |
| Board Member | Daphne McCabe | X | |
| Board Member | Erik Soliván | X | |
| Board Member | Jamie Rife | X | |
| Board Member | Lori Rosendahl | X | |
| Board Member | Maryjane Carr | X | |
| Board Member | Patricia Hall | | X (Excused) |
| Board Member | Stevi Gray | | X (Excused) |
| Board Member | Cheryl Secorski | X | |
| Board Member | Alix Midgley | X | |
| Board Member | Eugene Wade | X | |
| Board Member | Malinda Anderson | X | |
| Board Member | Ken Hayes | X | |

Guests attending: Brian Zugschwert, Beverly Cisse, Mandy May, Shawn Hayes, CCH; Ian Cohn, Holden Young, Leslie Burwell, VOA; Bianca Smith; Kathy Otten, Jefferson County Department of Human Services

Staff and volunteers attending: Will Connelly, Rebecca Mayer, Justin Russell, Ian Fletcher, Diane Howald, Jackie Hernandez, Jared Kebbell

Notes from the Executive Session:

Vote Regarding Lead Agency

Shelley McKittrick moves and Brian Ngo-Smith seconds to retract the vote from November 2017 to issue a Request for Proposal for the HMIS Lead Agency.

Andrew Alsip makes a friendly amendment to include whether MDHI is HMIS Lead Agency. Shelly accepts the friendly amendment “and designate MDHI as the Lead Agency for HMIS”. Eugene Wade seconds friendly amendment.

Daphne McCabe makes a friendly amendment to allow the above with a two-week deadline to draft a memo to include the strategic reasons we’re making this decision, how financial risk is mitigated, expectation for staff and financial plan and vote on in totality by email.

Discussion: There are two votes—one to proceed, one to wait to proceed. What’s requested in the memo will come together regardless of a vote. Shelley does not accept Daphne’s friendly amendment.

The vote is called. None opposed. Five abstentions: Cheryl Secorski, Malinda Anderson, Claire Clurman, Daphne McCabe, Ken Hayes. Motion carries.

Administrative:

Welcome and Introductions

Melanie Lewis Dickerson welcomed the staff and guests to the meeting and asked everyone to introduce themselves to the board. Melanie then introduced, Jackie Hernandez, the latest addition to the MDHI team. Jackie thanked everyone and discussed her role as Grants Manager.

Mission Moment

Melanie discussed Jared Kebbell 's VISTA role and discussed his term ending in late March. She thanked him for his work around advocacy and support of the OneHome program as it launched this year. She shared that Jared is still seeking employment in the region and to contact him with any leads. Jared thanked everyone for their kind words.

Consent Agenda Motion

Melanie discussed the board matrix and asked each member to fill out an updated matrix before leaving the meeting. She asked for job updates, title changes, name changes, etc. to be listed for an updated board roster.

Melanie introduced the consent agenda and entertained a motion to approve them. She shared that the financials pulled out for review during the deep dive and discussion of the audit.

Brian Ngo-Smith moved to approve, Shelley McKittrick seconded. Vote carried unanimously.

Deep Dives:

Financials

Will Connelly introduced the financial discussion and kicked off with the FY 18 budget revision. The budget revision includes additional money coming in for HMIS, ESG, and family foundations. Needed to update the budget to reflect these larger changes. On the expense side, the HMIS transition budget is the largest increase. Will asked for the board approval and shared that we will introduce the FY19 budget in the next month or two. Claire Clurman asked if Bob Munroe had recommended a budget revision rather than a cash flow forecast change. Malinda Anderson asked if the materiality level of the budget revision was necessary for the smaller changes – by line item. Will agreed.

Melanie asked for any other questions about the budget revision. Andrew Alsip motioned to approve the budget revision as presented. Alix Midgley seconded. The vote carried unanimously.

Melanie asked Will to walk through the January financials. Will discussed the highlights related to income, specifically unanticipated income related to PetSmart and an anonymous family foundation connected through Claire. Both federal and local grants are tracking as normal. Salaries are static currently. Professional services are the main line item for external contracts and projects. Rent cost is \$4355 per month and we are subleasing to offset those costs by about 70%. The budget also reflects increased costs in supplies and equipment as a result.

CNDC currently prepares our financial statements and we are looking at a change in accounting services to provide more detailed reports. Claire Clurman asked who the new accounting partner service selected will be. Will responded that AVL partners will be the new firm. Malinda asked about the increased line item around foundation/trust grants. Will responded that the HMIS funding carries the major amount of the increase.

Melanie asked if we need changes before approving. Malinda said we could approve the financials and then make corrections to the budget.

Brian moved to approve the January financials, Erik seconded. The vote carried unanimously.

Lori Rosendahl moved to approve the 990 and financial statements as presented. Brian seconded. The vote carried unanimously.

Youth Homelessness Demonstration Program

Cheryl Secorski gave an update on the YHDP application. She motioned to approve the creation of a Youth Action Board. Daphne McCabe seconded.

Alix asked about the state youth taskforce pending legislation would have any overlap with the youth advisory board. Cheryl responded that there is some overlap, but the advisory board would be regional and the taskforce would be a statewide entity.

Melanie discussed the changes coming to the committee structure of the board and that the YAB would be established as part of that process. Additional committees will be reviewed prior to the next stakeholder meeting. Brenton read off the rules around changing the governance charter for a committee. They have determined that this committee could be set as an ad-hoc until the formal adoption during the committee restructuring.

Brenton offered a friendly amendment – move to approve an ad hoc committee to later be formalized within the governance charter changes later in the year. No further discussion.

The vote was called, Andrew abstained. The vote carried.

HMIS Updates

Rebecca shared the updates for the Colorado Statewide HMIS Collaborative. The collaborative has seated four subcommittees to assist in moving the work forward--HMIS Transition, Policies and Procedures, Funding and Resources, and Training and Management. Rebecca asked for any question around the recent work from these committees. Melanie gave thanks to everyone for their good work in developing these committees.

Melanie asked for a motion to extend the meeting. Shelley motioned to extend the meeting by 10 minutes. Brian seconded. Motion carried unanimously.

Melanie shared that the board has made a decision around the designation of the HMIS Lead Agency and will be communicating out the plan to the public. Any developments on HMIS funding will also be communicated.

Melanie shared that a commitment letter from the City and County of Denver for the new HMIS system is expected soon. Melanie entertained a motion to approve the board holding an email vote to consider the HMIS-related funding commitments and to authorize the HMIS-vendor contract with Bitfocus if the funding commitment from Denver County arrives before the next board meeting.

Ken motioned to approve the email vote for the Bitfocus contract approval. Andrew seconded. The vote carried unanimously.

Authorize email vote for - Eugene motioned to approve. Brian seconded. The vote carried unanimously.

Board Matters:

Wrap up, Open Forum, and Dates to Remember:

Officer applications are open to the board in July. All officer positions will be open. Brian asked whether a full board term would be required to apply for an officer position. Melanie responded that an officer would need to have at least a full year remaining in their term to be eligible.

Shelley shared that officer terms have been inconsistent, and that the matrix will be clarified soon to each board member.

Shelley announced that eviction prevention and diversion work helped keep 139 households from becoming homeless. She asked the Aurora City Council for additional funds and they were granted earlier this week.

Meeting Adjourned