

Regular Board Meeting
Chico Community Shelter Partnership
Torres Community Shelter

August 23, 2017 Minutes
Alleivity Conference Room, 870 Manzanita Court, Chico

- I. Call to Order
The meeting was called to order by Chair Rich Ober at 6:11 PM. Members present: Rich, Rob Reddemann, Tim VanderHeiden, Sandy Laver, Holly Pladson, Daniel Cavanaugh, Kristen Carter, and Billie Kanter. Eileen Robinson had a conflict.
- II. Approval of Agenda
Moved by Billie, seconded by Tim and unanimously approved the agenda with the caveat items may be shifted. Sherisse Allen will attend and under New Business, we will discuss the grant application.
- III. Approval of Minutes
Moved by Sandy, seconded by Holly, and unanimously passed to approved the minutes of July 26, 2017 with corrections including the correct spelling of Sherisse Allen.
- IV. Progress Toward Overarching Goals
 - A. We are going to grow
 - B. No silent dissent.
 - C. Meetings to last no longer than 90 minutes

It was suggested to budget time for items to ensure everything gets covered and we meet for a reasonable amount of time.
- V. Public Comment & Staff Report
 - A. Guests: Sherisse Allen of Housing Tools and Paula McLay of the Discovery Shoppe
 - B. Agreed to have Joy drive the discussion when staff will return to let the Board know about their positions. Joy will be at the Shelter every Monday night; she'll work a split shift, 8-2 and 4-7 so she can meet with residents during dinner. Possibly recognize 4-6 residents with a small gift for going above and beyond.
 - C. Board members to get full packet ahead of time and post agenda 72 hours prior to the meeting. Joy to meet with Rich to set agenda one-week prior and draft minutes to get to Joy and Rich prior to that time. Joy will convey important items from meetings to the staff. Down the road, Joy will also convey ideas, short and long-term strategic goals. Give her six months.

Executive Committee: chair, vice-chair, treasurer, and secretary.
- VI. Executive Director Report – Joy Amaro. This agenda item will permanently precede Budget and Finance Report.
 - A. Joy spoke with Behavioral Health. There is \$1.9 M in innovative, education oriented new programs for a 3-year period. Joy distributed a hard copy of what she has accomplished this last week. She met with Bidwell Presbyterian that will send 40 volunteers to paint and do other miscellaneous projects on September 17. After church but TBD. Joy will be there.

- B. Continuum of Care: spoke about outreach to other service providers as well as discussed our role in the HUD-COC grant.
- C. Friends House: Board to give TLC to the house as a bonding exercise. TBD
- D. Sherisse Allen, a consultant with Housing Tools, met with Bill and Joy to further identify a fit for the Shelter in the HUD 2017 Grant Application cycle which is due August 24, 2017. As of the morning of our Board meeting, Michael from Stairways, intends to keep the \$72K so it is off the table for us.

What happens in 2017 affects the 2018 cycle; if no agency does anything with the \$72K, it would not be available in 2018. To implement Permanent Supportive Housing would be to take on more than what we do now. Don Taylor (Assist Dir of BH) is also the vice chair of COC. COC will talk to Michael so the money is not lost. The relationship with the two agencies was not good and if any relationship was to be forged it would have been with COC. For 2017, the \$72K will be available as Stairways will not renew. Good programs poor administrative structure.

COC officers have asked Sherisse to help us be successful. Wrote two grants that are due tomorrow at noon. One for \$34,200 for permanent supportive housing with a 25% match (can be a soft match) using the Friends House and one for \$43,841 with \$18K for operations, \$22K for case managers, and \$4K for administration. It mirrored the Stairways grant. Daniel expressed his concern for how Stairways was run, but code enforcement, grant enforcement and compliance is not a responsibility of COC

House next door to the Friends House will be available. It has 5 bedrooms and 2 baths. Joy thinks the Shelter should rent it. Rent around \$2200. There is another 4 bedroom, 2-bath house nearby and the owner is open to a master lease. Rent is \$1850. It is not uncommon for agency's to have more than one facility, e.g., The JC and CHAT.

We need to support James. Joy will follow-up on the process of his resignation and going on disability. Joys hopes to have the Friends House full by the end of the month. Two renters are there now.

The COC fiscal year is whenever HUD wants it—runs behind.

- E. Met with Behavioral Health on August 22. Carson, a clinician who meets unhoused individuals on the street to provide MH counseling, will be at the Shelter twice a week for 4 hours.
- F. On August 23, Joy spoke with case managers. She will approach First 5 Butte for possible funding for case manager for families with children under the age of 5. First 5 could support a ¼ time case manager for this population. Could ask for pregnancy tests from the Health Department.
- G. Upcoming Events: (See report for all; if nothing was added beyond the written report, it is not included below.)
 1. Pitch to the Discovery Shoppe on September 11 at the Chico Public Library from 10-1; this is a requirement for non-profits seeking money from this organization. Can apply every 4 years. Will know the result in October. Paula Mclay, who was present at the Board meeting, also has a group of individuals ready to work on constructing the children's play area. Paula may also be interested in joining the Torres Shelter Board.

2. The \$10K from AZADs is not designated for a particular project or age group. This needs to be verified.
3. Jacque finished the QuickBooks training today. Daniel stated Cheryl Grace at the Iverson Center does Excel training for free.
4. Would like to increase the Board to 11 members and have an attorney and a public safety officer be their expertise.
5. Clutter and crap are not conducive to productivity so there will be a Shelter clean-up on Friday. Floors will be stripped and cleaned. Considering moving Melanie's office into the therapy office as her resignation was effective on August 25. Tomorrow there is an all-staff meeting at noon.

VII. Budget & Finance

- A. Cash Flows: Need to deposit \$30K back into the Rainy Day Fund. Send Jacque an email to terminate Brad's insurance. The \$18,037 A/R figure on the Cash Flows statement was one full billing cycle (ESG Funds).
- B. Proposed 2017/2018 Budget: By September 12, give Holly any revisions you want to make to the 2017/1018 Budget. Need to approve next year's budget by October 1. Increased the take for the Gratitude Gala to \$80K. The current staff budget is roughly \$51,400. Minimum wage for 25 employees or less is different than larger organizations. (Item 694) Cell phones will not be covered. (Item 668) Audit fees - Holly will see if we should go out to bid for 09/30/17 audit. The current budget is based on the 09/30/16 audit fees, but Bob Gustafson is now working with another CPA firm. (Item 867) Gala Expenses should be \$27,000. Interest expense is a budgeted item, but it is non-cash, as it will be forgiven. Holly will continue working on the 09/30/17 budget so we meet our reserve requirement, which means that net income must be 10% or more of our cash expenses.

VIII. Executive Director's Report Again – Joy Amaro

Coordinated Entry. HIMS database does not include gender diversity. Determine who is most in need—disabling condition and length of being unhoused. Money can go for furniture, utilities, maintenance, operations, rental assistance. Daniel offered to help with the Friends House. Board would be the signee on any lease. ESG is our core financial source and application is due September 8 for \$200K. Another grant for \$73,226 is for Rapid Rehousing (families and youth). The fiscal year is October 1, 2017-September 30, 2018. There is a decline in revenue per Tom Tenorio at the COC. Bill and Tom will work together to shift money around.

IX. Committee Reports and Recommendations

- A. Finance Committee – Holly. We don't have anyone in an HR position, nor do we have complete policies or procedures in place. She created an employee folder for Joy. Open enrollment for all staff who qualify for health and vision. Hand deliver forms next week. Anyone who works 30 hours or more a week will get a packet. Qualify the first of the month after completing 30 days is the policy. James will be off around September 1.
- B. Fund Development – Tim VanderHeiden. Met with Laura Cootsona from the JC.
- C. Guest Empowerment – Sandy Laver. Nothing to report.
- D. Facilities Committee – Jim Fortado. Nothing to report
- E. Special Events Committee – Rob Reddemann. Scheduling an Open House on October 1 Distributed Gratitude Wins bracelets. Launched a teaser campaign on August 1 that is not associated with Torres. There's an ad campaign to watch a video; 50% of the 1000 who clicked on the site, watched the whole video. Teaser #3 will be released soon. Like and share Gratitude Wins on FB. Help the committee by making introductions to possible sponsors. Trademark Gratitude Wins; put on t-shirts. Sponsorships are \$1000-\$10,000. Joy knows the CEO of Lundberg Family farms and New Earth Market. Joy Drysdale is the Operations Chair and is a wedding planner by day. The event then will change to soul nourishing and fundraising.

Sandy will contact Gayle for herself and Omega Nu as they have been very helpful and instrumental in the success of our previous events.

There will be a Silent Auction. Attendees will buy tickets and place a ticket in a bucket in front of the item. There is also a live auction with a professional caller.

September 21 is National Gratitude Day, Sean Morgan, Mayor, will proclaim it as Chico Gratitude Day. Plan to talk to DCBA. FB live and video interviews of "grateful for." After Sept 21, Gratitude Wins on FB will merge with the Torres Shelter FB page. Joy stated the Shelter's FB page needed a makeover before this happens. Sponsorships total \$23,000 and the target if \$43K. There is \$41K earmarked already. Tickets are \$100 and the seating capacity is 220-232. Staff does not need to work the event. No comp tickets to board members. Perhaps raffle off 2 tickets for the board. Send Rob any ideas you have about comp tickets.

California Water	\$15,000	
Chico Noon Exchange	\$ 5,000	
Healthy Solutions	\$ 5,000	
Tri-Counties Bank	\$ 5,000	
Recology		
AES	\$ 2,500	
GVB		
Safepath	\$ 1,000	
Superior Products		Kirstina Carter's family business
US Bank		

This committee has done great work: Heidi Musik, Colleen Robb, and others.

A soon-to-be married couple has designated the Shelter receive donations rather than gifts to them and they will match the dollar amount.

F. Board Development Committee – Rich Ober.

Need an Open House to introduce Joy to the community around the first week in October. Have a sequence of events to introduce Joy to specific community members; develop a list for an open house to include volunteers, meal providers, big donors.

Paula McLay, Joy and Rich will meet and exchange ideas on how best to utilize the resources she has access to for the Shelter.

Suggested a board dinner to thank Kristina for her gracious and selfless service as an interim ED and to welcome Joy to the family.

X. Closed Session. Entered closed session at 10:12 PM.

XI. Return to Open Session

XII. New Business

A. ACTION: Grant Application. Moved by Holly, seconded by Tim, and unanimously agreed to approve the two ESG grants for 2017/2018.

XIII. Old Business

A. Success Report – Rob Reddemann. Explained the Performance Chart handout of July 2017. The charts show trends in average population, annual discharged, exits to permanent housing, and exit to

permanent or temporary housing. The Shelter's success in moving residents to permanent more stable housing is greater than the national average (27% , 10%) that will resonate with the community. The trend though is declining

Performance reports will be maintained by the ED who will add on other relevant data once things settle down.

XIV. Adjournment. The meeting was adjourned at 10:40 PM.

NEXT MEETING: September 27, 2017 at 6 PM at Allevery

/bk