



Alliance for Housing, Oakland County Continuum of Care

Board Meeting Minutes

Date:	2.16.2022	Start Time:	1:30pm	Stop Time:	2:15pm	Location:	Zoom Conference Call
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Members Present: Ernestine McRae, Marc Craig, Melissa Brown, Anne Harpe, Holly Douglas, Rachel Densmore, Jenny Poma, Jill Anderson, Leah McCall, Ashley Burton

Members Absent: Sylvia Clark, Susan Benson, Heather Rae, Beth Baker

Scribe: Julia Steinberg

Quorum: 8/14

STANDING ITEMS

Public Comment

- No public comment.

Agency Announcement

- MDHHS has KN95 masks available if any agencies are in need, contact Jill Anderson to coordinate delivery.
- Honor Community Health got approval to have a dedicated behavioral health clinician for individuals experiencing homelessness.
- Honor Community Health has COVID-19 tests available for distribution in the community if any organizations are in need, contact Melissa Brown.

Approval of Previous Meeting Minutes: December

- Marc Craig motion to approve; Anne Harpe second. Unanimous approval.

Review Financials: November & December

- Marc Craig motion to approve; Anne Harpe second. Unanimous approval.

Summary Reports

- Group Reviewed.
- Updates:
 - PIT count was a success thanks to Ashley Burton for organizing and the community partners for volunteering, and thanks to the 2 deployment sites (Lighthouse and the new Royal Oak City Hall building). The teams were able to coordinate with PATH to arrange a ride to shelter for an individual, and for and the remote care team from Honor to administer a vaccine.
 - Contract for the Landlord Mitigation Fund is finished and now just waiting on the final contract and start date.



- Working on revamping SPFAC and Outcomes Committee and will reconvene committees when it's appropriate to do so.

NEW BUSINESS:

1. HUD Draws/Reimbursements

- Draws – Discussion about process for transferring authorization for making draws.
- Reimbursements – Completed grant year for HUD planning grant on Dec 31.
 - HUD questioned early draws made from the date the grant opened and we needed to show back-up financial documents to explain why the draws were needed.
 - It is always an ongoing issue for many organizations to run grants on reimbursement and to handle cash flow advance that reimbursement grants place on them to stay ahead of reimbursements.
 - COVID advances have helped with cash flow issues.
 - Discussion about strategies for cash flow challenges to get to a better cash position.
 - Member organizations that are funded have a higher membership due according to their agency size.
 - Previous conversations ruled out establishing a line of credit.
 - Discussion about planning for fund raising opportunities, philanthropic sources, for-profit service deliveries, etc.
 - Cash cushion of at least 2 months of operating funds in the bank would be appropriate.
 - Recommended to establish workgroup for developing ideas to fund operating reserves; Marc Craig and Anne Harpe willing to help. Leah will talk with Susan to brainstorm ideas.

2. Formal Process for Board Elections, Term Limits, Agencies Represented

- Bylaws do not state a formal process for agencies represented but state the general membership will vote in new positions.
- Agencies represented on the Board must include a formally homeless individual, and the Board would like involvement from sectors including: Oakland County government, sheriff's office, shelters, developers, financial institutions, etc.
- Bylaws state the Board will delegate a representative in cases of resignation/vacancy.
- Based on precedent, the Board has authority to authorize Leah to reach out to organizations previously represented on the Board to find alternate representatives.
- GM agenda to include regular votes for GM members to formally renew Board seats after 3-year terms expire.



OLD BUSINESS:

- No old business.

Next Meeting: April 20, 2022; 1:30pm-3:00pm

Location: Virtual