

Alliance for Housing, Oakland County Continuum of Care Board Meeting Minutes

Date:	6/19/2019	Start Time:	1:35pm	Stop Time:	2:40pm	Location:	OC Exec Building 41 West 21000 Pontiac Lake Rd, Waterford MI 48238
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Members Present: Leah McCall, Ashely Burton, Ernestine McRae, Kathy Williams, Marc Craig, Rachel Densmore, Ryan Hertz, Elizabeth Kelly, Anne Harpe, Sara Orris, Pat Wolschon

Members Absent: Deb Brinson, Heather Rae, Jill Anderson, Susan Benson, Sylvia Clark

Item	Discussion	Outcome	Action Item	Responsible Person and Due Date
STANDING ITEMS				
1. Public Comment	No Public Comment			
2. Agency Announcements	Pat Wolschon's replacement has been selected. There will be a designated person to fill Pat's place on the Alliance Board.	Pat's last day is July 31, 2019. She will know before then who is coming on the Alliance Board.		
3. April Meeting minutes review and approval	Motion to approve – Elizabeth Kelly. Pat second. Unanimous approval of April meeting minutes. HUD FMR Exception Letter – They did receive the letter.	Alliance followed up with HUD individual who encouraged us to write the letter. Response was that it was at the national level and that it was not the only letter HUD has received about FMR issue.		
4. Review Financials	Treasurer will see financials monthly. If there are any issues Board should			

<p>5. Summary Reports</p> <p>New Business</p> <p>1. MSHDA Signatures</p> <p>2. Chair Terms/ Alliance Secretary Position</p>	<p>be made aware of before next meeting.</p> <p>Would like to form formal finance committee; Marc volunteered to be on it. Process can start when Jill gets back from leave.</p> <p>Marc motion; Elizabeth second; unanimous approval of financials.</p> <p>Board reviewed.</p> <p>Needed agencies signed.</p> <p>Roles are up at the end of December (Except Treasurer). Two 2-year terms in officer position.</p> <p>Secretary- Pat will be gone before term is up. Need ESG signed after she is gone. Officers need to be elected – interim at GM meeting. Or another officer can sign acting as Secretary</p>	<p>Packet will be year to date (end of last month), will not need to review interim.</p> <p>Board would like a write up of what the officer positions responsibilities are.</p> <p>Board resolution: authorizing someone.</p> <p>Ryan and Marc will be able to aid in consulting to help transition.</p>	<p>Leah will create and send out to Board.</p> <p>Leah will check in with Michelle if MSHDA will approve of this.</p>	
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<p>3. 2018 Alliance Audit</p>	<p>Discussion about procurement</p> <p>Marc motion to authorize to engage with Maner Costerisan for the 2019 audit. Ernestine second, Kathy Williams abstained As she believes the regs state (OMB Supercircular) if you use federal \$ for purchase of professional services over \$3,500 you are required to procure</p> <p>Elizabeth motion to approve audited statements; Anne second; unanimous approval.</p>	<p>Chairs represent the person – not the agency (a role on the Board can be held by the same agency)</p> <p>Leah will check regulations</p> <p>We have put previous bids out, had trouble finding any companies to perform small audit; price is very reasonable; and quality of service was good.</p>		
<p>4. Youth NOFA Update</p>	<p>Alliance did not apply for this grant – did not have a strong application in the timeframe.</p>	<p>The Alliance and partners that will be a part of the process have agreed to meet quarterly to continue to brainstorm and have information/ideas ready for when the NOFA is out next year.</p>		
<p>5. Landlord mitigation fund</p>	<p>To engage/recruit more landlords Alliance would like to set up landlord mitigation fund.</p> <p>Decrease some of the barriers that landlords are</p>	<p>Being able to offer dollars if there are damages. For example:</p> <ul style="list-style-type: none"> - security deposits - unpaid rents if unit is abandoned -application fees 		

<p>6. Public Comment – HUD proposed Changes</p> <p>7. Staff Benefits</p>	<p>having in regards to working with program participants</p> <p>A way for the agencies to have a collective resource to draw from.</p> <p>Many other communities have done it – typically funded. Rarely collected from.</p> <p>Would like to create a clear plan on how to use the funds. A proposal.</p> <p>Want enough funds to be able to market it and ensure it is credible.</p> <p>Housed at the Alliance is preferred.</p> <p>Commenting back to HUD. Open until July 9.</p> <p>Marc motion approve; Elizabeth second; unanimous approval of Alliance sending in public comment.</p> <p>Ashley is going to go full time; would like to have benefits for 2 FT employees. We will not be hiring another PT</p> <p>Ask: Amend Leah’s contract because there is a</p>	<p>Use this as a benefit upfront</p> <p>Leah has reached out to Built for Zero for funding</p> <p>Funding is varied – government, city, philanthropic, businesses, agency contributions, match dollars.</p> <p>Idea: County wide housing trust fund. Marc suggested working through that group to get them to endorse it and take it back to citizens advisory council, back to the board of commissioners to see if they will endorse it- to try and get the county behind it.</p> <p>Leah has already worked out budget with accountant – able to</p>	<p>Ryan will provide Leah with leads of funders.</p>	
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<p>8. Notice of Public Hearing: Program Year 2019 Annual Action Plan</p>	<p>stipend piece in leu of insurance. Would make sense for Leah to join group health plan</p> <p>Pat motioned to amend Leah's contract to allow for her to participate in a group health plan to be created for the Alliance employees. Kathy Second. Unanimous approval</p> <p>June 27, 1:30, L. Brooks Patterson Conference Center, 2100 Pontiac Lake Road, Waterford MI.</p> <p>Leah offer public comment at that hearing on behalf of the Alliance.</p>	<p>do without any variance in the budget.</p>		
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Ashley Burton

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June 20, 2019

 Date

The next Board Committee Meeting is on August 21, 2019; 1:30-3:00 at Oakland County Executive Building