

*A home for everyone*

**Board of Directors Meeting Agenda**  
**January 13, 2021 | 10 –11:30 am**  
**Meeting Location:** Virtual Zoom

**Board members:** Nancy Baglietto (President), Kia Phillips (Vice-President), Jason Winters (Secretary), Louise Arquilla (Treasurer), Mike Dent, Kathie Denton, Susan Farrington

1. **Call to Order / Roll Call**
  
2. **Approval of Agenda** **Action**  
Review proposed Agenda. Make revisions/additions, as necessary.
  
3. **Approval of Meeting Minutes** **Action**  
ATTACHMENT: Minutes from November 16, 2020
  
4. **HMIS Coordinator Report** **Information**  
*(requested to move to beginning at the November meeting)*  
ATTACHMENT: HMIS Administrator Report  
Tammy Gregerson
  
5. **Quarterly Financial Report** **Information**  
ATTACHMENTS: Balance Sheet, Profit & Loss Statement,  
Actuals to Date  
Kathy Mollett
  
6. **Financial Policy Adoption** **Information/Action**  
ATTACHMENT: Financial policy draft  
Nancy Baglietto
  
7. **HEAP Interest Earnings | CESH Balance** **Information/Action**  
HEAP interest amount: \$6,360.01  
CESH \$16,000 balance; CESH Admin consumption priority  
HHAP interest distribution (future) and admin consumption priority  
Scott Thurmond
  
8. **Connecting Point Proposal for HMIS System Admin.** **Information/Action**  
ATTACHMENT: Proposal Documents  
Scott Thurmond
  
9. **HMIS Fees Emergency Solutions Grant CV2** **Information/Action**  
Estimated amount: \$85,000  
Scott Thurmond

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| <p><b>10. CoC Coordinator Contract Amendment</b><br/>Consider 5% increase in contract amount from \$10,062 monthly to \$10,600 monthly</p> <p><b>11. RFP for CoC Coordinator Services</b><br/>Timeline and process</p> <p><b>12. CoC Coordinator Report</b><br/>ATTACHMENT: Report for Nov.   Dec. 2020</p> <p><b>13. Annual Meeting, Election of Officers</b></p> <p><b>Committee Assignments</b> (2 directors per)</p> <ul style="list-style-type: none"><li>• Placer CoC</li><li>• Nevada CoC</li><li>• Audit Committee (when gross revenue is <math>\geq</math>\$2M)</li></ul> | <p><b>Information/Action</b><br/>Nancy Baglietto</p> <p><b>Information</b><br/>Nancy Baglietto</p> <p><b>Information</b><br/>Scott Thurmond</p> <p><b>Information</b></p> |
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**Meeting Adjournment**

Next meeting date: February 10, 2021

**Homeless Resource Council of the Sierras**  
**Meeting Location: Video Conference via Zoom**  
**January 13, 2021 10–11:30 a.m.**  
**Meeting Minutes**

<p><b><i>Call to Order- Roll Call</i></b></p>	<p>Nancy Baglietto called the meeting to order at 10:09 a.m.</p> <p>In attendance: Nancy Baglietto, Kathie Denton, Jason Winters, Louise Arquilla, Susan Farrington, Kia Phillips, Mike Dent</p> <p>Others in attendance: Scott Thurmond, Carol Souza Cole, Isaiah Rich-Wimmer, Kathy Mollett, Nick Golling, Tammy Gregerson, Geoff Smith Amanda Sharp, Isaias Acosta, Cassandra Leshment, Tim Giuliani</p>
<p><b><i>Agenda/ Minutes Approval</i></b></p>	<p>A motion was made by Louise Arquilla and second by Kathie Denton to approve the agenda as modified with the addition of a report from the Outcomes and Measurements Committee. <i>Motion passed</i></p> <p>A motion was made by Kia Phillips and second by Mike Dent to approve the November 16, 2020 minutes as presented. <i>Motion passed</i></p>
<p><b><i>4. HMIS Coordinator Report</i></b></p> <p><b><i>5. Quarterly Financial Report</i></b></p> <p><b><i>6. Financial Policy Adoption</i></b></p>	<p>Tammy Gregerson reviewed the November/December report with the board. The HMIS system provider, WellSky, will be making significant changes to the program by the end of March. Ms. Gregerson will be scheduling trainings on how to use this new system. The Longitudinal Systems Analysis (LSA) final report should be available next month for presentation to the board.</p> <p>Kathy Mollett reviewed the quarterly profit and loss statement, balance sheet and actuals to date with the board. Louise Arquilla, board treasurer, and Ms. Mollett are doing the bank reconciliations by email.</p> <p>The board reviewed a draft financial policy submitted by treasurer Louise Arquilla and reviewed by Kathy Mollet and Scott Thurmond. Ms. Baglietto stated that adopting this policy will facilitate moving forward with an audit and she is recommending moving forward today. The board discussed how to handle HMIS in the language of the policy. The description in the policy refers to the process of handling HMIS license revenue</p> <p>A motion was made by Susan Farrington and second by Louise Arquilla to approve the financial policy as presented. <i>Motion passed.</i></p>

**7. HEAP Interest Earnings**

Scott Thurmond is recommending that the interest generated from these grant funds be re-invested into one of the programs funded by HEAP and that this \$6,360.01 amount be applied to a single agency's program as the amount is so small. The board will take action at the February meeting. The board requested the list of agencies funded by HEAP to facilitate this decisionmaking. The list of CESH funded agencies will also be provided, as that program has a \$16,000 balance and a decision is needed for allocating this remainder.

**8. Outcome & Measurements Committee report**

Isaias Acosta and Nick Golling reported on the evaluation process status. Committee members Geoff Smith and Cassandra Leshment were introduced and reported on their evaluation of Hospitality House HEAP program and emergency shelter operations; COVID operations. The funding has been expended, and the program completed as scheduled with both projects receiving a satisfactory score. The supporting documents for the evaluation process will be kept in a central location for ready access. The actual evaluation form summarizes everything and can be included in these board meetings materials. Board members expressed appreciation for the great work of the O & M Committee.

**9. Connecting Point Proposal for HMIS System Admin.**

The board reviewed and discussed the Connecting Point proposal for enhancing HMIS system administration services. Mr. Thurmond summarized.

Mr. Giuliani of Connecting Point stated that work of the HMIS administrator requires more than the currently funded single position. The Outcomes and Measurements committee has reviewed the proposal and supports its focus on data collection and reporting. The proposal is requesting funding for four positions, at an ongoing and annual cost of \$200,000.

The board discussed the proposed funding amount and the feasibility of sustaining this amount, the need for evaluating current services, the existing volunteer workload of the Outcomes and Measurements Committee, and the need to approach HMIS system administration systematically. A separate meeting to explore these items is being recommended by the CoC coordinator. Those interested in this work included Kathie Denton, Isaias Acosta, Nick Golling, Kia Phillips, Susan Farrington, Louise Arquilla and the meeting should be scheduled for early February. An invitation will be sent to the full HRCS board.

**10. HMIS Fees ESG CV2 grant**

Mr. Thurmond proposed that the board consider using a portion of the ESG CV2 funding to pay for HMIS annual fees of participants and an estimated cost of \$85,000. This item will be addressed at the special HMIS meeting in February.

**11. CoC Coordinator Contract amendment**

The board considered an increase to the currently monthly contract amount of \$10,062 for CoC Coordinator services with Thurmond Consulting. Nancy and Jason have reviewed the workload of the CoC Coordinator as it has increased with the advent of many additional and new funding of programs.

<p><b>12. RFP for CoC Coordinator Services</b></p> <p><b>13. Annual meeting, election of officers, audit committee</b></p> <p><b>14. CoC Coordinator Report</b></p>	<p>A motion was made by Kia Phillips and second by Susan Farrington to increase the CoC Coordinator contract with Thurmond Consulting LLC by 15% from \$10,062 monthly to \$12,100 per month retroactive to January 1, 2021. <i>Motion passed.</i></p> <p>Ms. Baglietto reviewed the timeline for completing this process and requested assistance from two board members with this process. Kathie Denton and Susan Farrington offered to assist, and Kia Phillips will provide backup. The preliminary work will begin in February.</p> <p>The election of HRCS officers will held after each of CA-515 and CA-531 elect their leadership for 2021. Going forward Ms. Baglietto is recommending that the advisory CoCs select their leadership in December annually, allowing HRCS to elect officers annually in January for the new year. An audit committee needs to be formed, and an audit conducted. Treasurer Louise Arquilla will lead the committee and Ms. Baglietto offered to serve on the committee.</p> <p>Mr. Thurmond reviewed his written report and current activities for the CoC Coordinator.</p>
<p><b>Meeting Adjournment</b></p>	<p>The meeting adjourned at 11:46 a.m.</p>

BOARD APPROVED: February 10, 2021