CRHC Finance Meeting

November 8, 2018

Loaves & Fishes

Meeting called to order at 9:04am

**Attendees:**

Jenny Leaf (Loaves & Fishes), Katrina Urista (City of Lansing), Jessica Lamson (MMRS), Jennifer McMahon (C&F), Julie Shaltry (Holy Cross), Meaghan Redd (CRHC), Susan Cancro (Advent House), Gabriel Biber (Haven House)

**Minutes approved**

Jenny moves to accept the minutes. Jessica seconds.

All in Favor.

**Additions to the Agenda:**

Budget

Approval for homeless awareness week spending

**CoC Bank Reconciliation**

We are sitting in a good spot, deposits and spending. Currently have $34,400 in checking account. Great fiscal year, not running in the deficit. CRHC still needs a sustainability plan.

The money from the City ($10,000) is not yet in the budget for this annual year.

Potential to add budget update to board meeting agenda.

Maybe an external group to review grants.

We need a recommendation to the Board that the CoC begin looking at the Finance Committee in a different way.

Board should review the financial plan for the CoC and put a strategic plan together to create more financial stability.

**New County Grants**

CRHC was awarded $7500 for outreach for the 2019 year. Waiting on the contract to be returned.

**LHC RFP**

They are collecting applications for case management. They previously did a third party with Wellness but are looking for someone else.

We need case management standards for each of our agencies to be using.

**Old Business**

Next RRH meeting at 2pm on the 28th

Shelters are being pulled together on the 29th at 2pm

For the December network meeting we are wanting to present the cold weather plans that the CoC and the City have.

Recommendation to move the network December meeting with shelters to the board.

**New Business**

Budget for Homeless Awareness week

Bigby is going to hand out the bookmarks with their coffee. They see an average number of 250 people.

The Finance Committee should be on the Board agenda to give the financial update and the performance update.

Case management hours need to be in HMIS.

The 990 and the 1099 need to go out and be taken care of each year. IRS name will not change until next year.

Meeting Adjourned at 10:30am

**Action Items:**

Discussion about where the admin money goes for grants, the fiduciary or the agency?

Take report to Board for financial update and performance updates

Discussion about who decides when CRHC money will be spent and how (Homeless Awareness week)