**GLHRN Finance Committee Meeting**

**MINUTES**

**Thursday, March 8, 2018**

**Loaves & Fishes Ministries**

**9:00 am – 10:30 am**

Finance Committee Members Present:

Katrina Urista, Jessica Lamson, Doris Witherspoon, Toni Young, Susan Cancro, Kim Shapiro, Jenny Leaf, Meghan Rhoades, Jennifer McMahon, Julie Shaltry, Meaghan Redd

Absent: Erin Roberts, Elizabeth Rios, LHC

**Call to Order**

The meeting was called to order at approximately 9:11 by Toni Young in Katrina’s Absence. Katrina was running a few minutes late and asked Toni to get started.

**Review of February Minutes**

The group reviewed the minutes. Susan Cancro made a motion to approve the minutes. Jenny Leaf seconded. Motion carried.

**Corrective Action Plan (CAP) Report**

Advent House – Susan gave summary of CAP. The Next Step program is overbooked. They are moving people out of the program steadily. Participants went from 28 to 21 clients. Others are moving out in March and then they should be down to 15 participants. The voucher doesn’t always happen quickly, she will talk with BECKA about getting them done in March and then out. Susan believes that the Finance Committee won’t see their spending go below the ten percent variance until May 2018. The biggest problem they are facing is that they will need to move all participants off the program by Sept 30 because the program is shutting down.

Kim Shapiro had questions regarding BECKA. They’ve had a hard time getting things moving forward. She discussed the struggle of people gettingcaught in the system and what to do about that or how to keep moving things through. Paperwork has come up as the reason things are delayed at BECKA. It was asked if there was something that GLHRN agencies could be doing to help to speed things up.

Susan suggests sitting down with Eric and Craig, BECKA managers, to figure this out.

Toni would like more concrete data of what the specific details are for this issue. Is there anyone who needs to be at the table that isn’t? Other agencies may want to have input. This information will be taken to Dr. Johnson to discuss if the issue should be taken to MSHDA or go directly to BECKA.

Julie will talk to Diane to see if she’s noticed anything. VOA biggest problem is people sitting on their voucher and missing the 120 day window. Susan’s glitch is that the vouchers take longer than expected.

LHC – Doris asked if GLHRN is going to do anything about getting LHC at the table. Jessica shared that she thought funded agencies were going to have to be at the tables for the finance committee. Katrina shared that the LHC isn’t there because the two grant administrators are on vacation. There was continued discussion on the way the LHC is serving their clients. Currently they use group case management. GLHRN would like to see more individual case management. However, there around supporting a large grant with match and capacity.

Their case management sub-contractor does attend some of our meetings on an occasional basis.

VOA – Julie gave the update for the VOA CAP. They have operated for 5 months now. They are at 42% spent. They are 100% spent in operational expenses. It’s mostly for the cleaning company. Staffing is at 10% under. Julie addressed it. Next month it should be where it needs to be.

Katrina summarized the discussion to recommend that Advent house report monthly until their program is right sized. Also Finance should get a report from LHC until their grant ends in April. The VOA has corrected their overspending and no further action is requested on their CAP.

**Doris Witherspoon made a motion that Advent House report monthly until their program is right sized, LHC report until their grant ends in April. The VOA has corrected their overspending and no further action is requested on their CAP.**

**Jenny seconded the motion.**

**All were in favor. None opposed. Motion Carried.**

**Reports from the City on HUD ESG and MSHDA ESG Grant Financial Status**

Most people/programs are on target with spending.

As of the December report agencies should all be at 50%. Most are at an even spending level but there are a few outliers.

When EVE realized they were overspent, they stopped submitting invoices to be reimbursed. Once they even out, they will start billing again.

**Katrina made a motion to recommend VOA submit a Variance Explanation to the Finance committee by April 11 to explain the underspending. Jessica seconded. All in favor, no opposition. Motion Carried.**

Per the understanding of the February Board meeting, the first step of a spending discrepancy over 11% is the submission of an Explanation of the Variance. The submission of a CAP (Corrective Action Plan) is the second step. The CAP indicates action needs to be taken on the part of the agency to correct the spending. The Explanation of the Variance is ~~just~~ a clarification, step two would be the CAP if requested.

Julie, from the VOA brought up a point for later discussion regarding, re-allocating ESG money from prevention to rapid housing? Katrina agreed that GLHRN needs to think about this when deciding how to spend ESG money next year, but asked that this be discussed at a later time.

**MSHDA ESG Grant Financial Status**

The grants are one quarter in to the fiscal year. No agency is over an 11% variance therefore no Variance Explanation is due.

**ESG Application and Scoring Tool**

For the team to review, Katrina passed out copies of the grant application and the grant ranking sheets that were given last year.

Discussion: Major flaws in this process, and to make this better.

Jessica voiced that the GLHRN CAP penalty should be removed if GLHRN isn’t actually going to follow through on taking money away from a large agency.

Julie asked that the last two pages of the application be turned into Excel Spreadsheets instead of Word documents. Katrina agreed to make this happen.

Toni explained the Variance Explanation process and how it can lead into a CAP.

The Committee concluded that the failure to respond to/resolve a CAP should result in the negative ten points.

More discussion on the application. Suggestions include a signature page, the requirement to attend committee meetings, board meetings, number of clients being served. It was brought up that these changes regarding attendance were previously discussed and changed and yet, never published or tracked through GLHRN. Jessica agreed to research when the attendance changes were decided and what the plan was moving forward.

Also changing the attendance and who is here or there at each meeting…which means a committed contractual attendance, that is tracked and then that’s where the penalty comes from. Committee meetings.

Katrina made a motion **to make these recommendations to the Board** for the following changes on the GLHRN ESG Grant Application:

Question to add: Does your program/project exclusively serve a HUD specified Special

Population?

Adding a space for how many clients will be served (for reporting purposes only)

Adding a signature page will include a statement that includes the following:

*“By submitting/signing this application you are agreeing to (regular attendance, sending a person with authority, the possibility of a Variance Explanation Report and a CAP) The grant will be managed using (HUD regulations CFR Rule 578~~,~~ GLHRN bylaws, fiduciary expectations) Finally, this information is true to the best of their knowledge.”*

Narrative for question 9. Please explain any foreseeable spending variances

The changes on the GLHRN Scoring Sheet as follows:

“Program has a GLHRN CAP” will be changed to: “program has failed to comply with corrective action within three months”

**Jessica Seconded. All in Favor. None opposed. Motion Carried.**

Board approval is needed before the ESG application can be sent out. Next Board meeting is March 27, 2018.

Dates for this process were discussed.

Reminder: City applications for General Funds grants are due April 6.

If the ESG application is sent out March 27, 2018, the deadline can be April 13, 2018. Finance Committee needs to change the meeting date for April to accommodate reading and ranking the applications.

Katrina suggested the Coordinator look at calendar and email suggested dates for grant, review and awarding. Agree that the next Finance Committee Meeting would be pushed back a week so as to not overwhelm committee and applicants.

**Old Business**

Katrina wanted to ensure agencies are getting MSHDA reports in early. MSHDA is being strict about the reports that are being turned in. MSHDA invoices and billing must have general ledgers attached as of January 2018.

**New Business**

Julie shared about the Capital Area Stand Down and Community Connect. They are really behind in planning this event due to leadership changes. The event will move forward, and they are asking for everyone’s help on May 23 2018 at Adado Riverfront Park.

Last year VOA incurred about $8-9000 cost for the event and would like to mitigate some of the cost. Last year the GLHRN gave $4000 and the City of Lansing gave $1500. Julie is asking for the same commitment from the involved agencies. After discussion it was realized that there is no money available from GLHRN.

Julie is suggesting agencies pay $50-75 participation or sponsorship fee.

Kim asked Julie to send the information to her and she can help with some connections especially financial.

It was suggested to separate the Community Connect from the Veteran Stand Down. Katrina will speak with Dr. Johnson in the next two days about the separation.

Kim Shapiro provided an update on the dissolution of the GLHC. She answered questions and thanked the group for helping her in her role over the years. They will temporarily move the Walnut street Grant to their non-profit arm. The GLHC program manager may move with the program as well and will continue to manage the grant. Advent house is working directly with the residents providing supportive services.

Kim Shapiro will continue to help at GLHC with the transition.

Doris shared the CPD one-year action plans are due May 14, with the comment period going on right now. Public hearing is on March 26 at the City council meeting.

Katrina adjourned the meeting at 10:54 am.