**GLHRN Finance Minutes**

**Thursday, July 12, 2018**

**9:00-10:30**

**Loaves and Fishes**

Finance Committee Members:

Susan Cancro (Advent House), Jessica Lamson (MMRS), Sharon Dade (VOAMI), Katrina Urista (CoL), Jenny Leaf (Loaves & Fishes), Jennifer McMahon (CFC), Elizabeth Rios (Legal Services), Toni Young (CoL), Gabriel Biber (Haven House) and Doris Witherspoon (CoL)

1. **Introductions**

Meeting called to order 9:05

Katrina Urista (CoL), Joan Jackson-Johnson (CoL), Mikki Droste (CAHP), Hope Lovell (Lovejoy), Jennifer McMahon (CFC), Jessica Lamson (MMRS), Meaghan Redd (GLHRN), Jenny Leaf (Loaves & Fishes), Gabriel Biber (Haven House), Sharon Dade (VOAMI), Julie Shaltry (VOAMI)

Hope Lovell – Lovejoy Services, Adults with disabilities, wanting to get into PSH

Mikki Droste – CAHP, assuming the general partner position of the affordable housing projects that GLHC previously managed.

1. **Approval of the minutes**

Sharon Motion to approve with corrections

Jenny seconds

All in favor.

1. **Additions to the Agenda**

MSHDA application housekeeping things, formalizing the acceptance of the fiduciary and HARA.

BECKA

1. **MSHDA Exhibit One –Application**

We made the recommendation to the Board for finding percentages and it was approved in the June meeting. We do not know the total amount to be awarded yet. The CoC also turned in the pay for performance and we are looking great.

Upcoming application for MSHDA – we need to sign an MOU. All agencies who receive funding will need to sign the document. The MOU has not changed, agencies are signing the MOU.

The City of Lansing needs to be formally approved to be the fiduciary and that the VOA will be the HARA. This recommendation needs to go to the July Board meeting.

Discussion – We changed HARA to Coordinated Entry, If we are going to change the name, then let’s call it Coordinated Entry, or go back to HARA.

Gabriel Motions to recommend to the Board that the Ingham County CoC will choose VOA as the coordinated entry agency (CEA).

Jessica seconds the motion.

All in favor. Sharon recuses.

Gabriel motions that we recommend to the COC board that the City of Lansing be the fiduciary for the organization.

Sharon seconds.

No discussion.

Katrina & Doris recuse themselves.

All in favor.

1. **CoC Financial Policies**

Katrina is trying to pull together a financial manual for the CoC.

Cash Handling policy – This is in direct result of a problem we had last year with the checks being deposited. We need to create policies to alleviate these issues as much as possible.

Discussion – Dual control opening, would have solved that problem. We haven’t with this policy removed the possibility of theft still happening. Creating the expectation of process will cover the possibilities of theft. The receipt to the agency will follow the deposit not the receiving of the check.

The checks will be picked up by the coordinator. The coordinator processes it, scans it in, and emails the treasurer, then sends the physical pile of mail to an executive board member. The exec board member, takes it to the bank, gets a deposit receipt, and then scans the receipt back to the treasurer and the coordinator. The coordinator then sends each agency a receipt letting them know their check has been deposited.

Meaghan will clean up the policy and send back to Katrina.

1. **Old Business**

HUD reallocation – Mikki asked that we speak about this again.

Last finance meeting we recommended to the board that the Walnut grant be changed. Board approved. The 15 years are ending on this grant. It has been a problem for 12 years in terms of spending money. We are giving 15,000 – 20,000 dollars back to HUD this year. Mikki believes that they (CAHP) can easily spend the money that has been returned and that GLHC has had a problem spending the money every year.

The CAHP board is still considering whether or not they will take over the Walnut building. Their board is trying to weigh the costs of taking on the building. There is some concern that enough funding does not exist to support the building.

Mikki will make a report stating why she wants to reverse the decision at the Board level and why and how it will affect the budget. It will be detailed and contain the relevant numbers and timelines. The City will also make a report as to why the CoC doesn’t want to reverse the decision.

1. **New Business**:

Income statement for the last year. The City of Lansing has awarded GLHRN $10,000 but they would like to see a plan for sustainability for the GLHRN for the upcoming years.

Homeless awareness week in November will also host Community Connect.

Katrina will get a budget in front of the board by October.

Katrina will send a letter to the IRS asking that they waive the fee.

Next month at the finance meeting, we will be discussing the CAPS on spending for the programs.

Dr. Johnson expressed concern regarding BECKA. She reported to MSHDA and is hoping that if we all keep reporting on BECKA to MSHDA then MSHDA will start to get the idea to put someone new in place instead of MSHDA.

Dr. Johnson and Sharon are going to pull together a meeting with landlords to discuss these issues.

**Adjournment**

Motion to adjourn. 10:33am

Next Finance Meeting:

August 9, 2018

**ACTION ITEMS:**

Meaghan will update COC Cash Handling Policy

Mikki will send a detailed letter regarding the change for Walnut

The City will submit a detailed letter regarding the change for Walnut

Katrina will plan to get a detailed budget to the Board before October

Katrina sending a letter to the IRS requesting the fee be waived for late filing

Dr. Johnson and Sharon will pull together a meeting with landlords to discuss BECKA

**FOR BOARD MEETING:**

City of Lansing officially accepted as the fiduciary

VOAMI officially accepted as the CE