

**REGULAR BOARD MEETING
CHICO COMMUNITY SHELTER PARTNERSHIP
TORRES COMMUNITY SHELTER**

**August 31, 2011
101 Silver Dollar Way, Chico
6:00 p.m.**

MINUTES

- I. Call to Order** – The meeting was called to order at 6:05 p.m. by Karen Betenbaugh. Other Board members present were Mike Deems, Sheryl McWatters, John Schleh, Ann Ponzio, Jack Andrews and Louise Meyerfeld. Angela Casler arrived at 6:35 p.m. Executive Director Brad Montgomery was also present.
- II. Approval of Agenda** – A motion was made by Sheryl, seconded by Jack and unanimously passed to approve the agenda.
- III. Approval of Minutes** – A motion was made by Mike and seconded by Jack to approve the minutes of the regular meeting of July 27, 2011. There were 5 Aye votes and 2 abstentions.
- IV. Public Comment**

Members of the public may address the Board for up to three minutes on any non-agenda matter, but no action can be taken on any such issue at this meeting. The only public member present was Steve Gibson, who will be presenting information to the Board on our building expansion project.
- V. Budget & Finance**
 - A. Financial Reports** – The attached reports were presented for information.
 - 1. July Balance Sheet** – Sheryl reported that the checking account balance after a large deposit today is \$90,271.10.
 - 2. July 2011 & Mid-August 2011 Year-to-Date Profit & Loss vs. Approved Budget Reports** – There were no questions or comments.
 - 3. Cash Flow Spreadsheet** – Sheryl pointed out that the projection is that we'll have about \$20,000 more at the end of September than we started with on October 1st.
 - 4. 2010/2011 Budget Revision #4** – A motion was made by Angela, seconded by John and unanimously passed to approve the budget revision as presented.

5. 2011/2012 Preliminary Budget – Sheryl reviewed various aspects of the budget with the Board and explained that a final budget would be presented to the Board for approval at the September meeting. There was no input for change. A number of individual line items were explained and discussed to ensure board members have a complete understanding of the preliminary budget.

VI. Facilities – Brad reported that there are problems again with the HVAC unit serving the men’s dorm and there is one shower issue in the men’s dorm. The latter is scheduled to be fixed shortly.

VII. Reports

A. Executive Director’s Report – Brad provided a written report which generated no questions. He indicated that the recent Shelter tour had been attended by only one person, so a better tactic might be to invite specific groups to attend, such as religious leaders, artists, civic leaders, PHP members, etc. During this segment, Jack indicated a need for more volunteers to help with the Christmas Tree Auction. Brad indicated the next Committee meeting for that event is September 7th at 6 p.m. in Room 400 at Chico Junior High School.

B. Committee Reports

1. Finance Committee— See 8/23/11 minutes

2. Public Relations/PHP Committee—Ann indicated the PHP flyer has been finalized for tabling and Karen is updating the direct deposit form to be used in other instances. She also reported that they are making contacts with various groups for Brad to speak and are developing a fundraising event calendar for next year. These groups include League of Women Voters, the Spiritual Enrichment Center and others.

3. Fund Development Committee—See 8/18/11 minutes

4. Facilities Committee—See 8/18/11 minutes

5. Personnel Committee—Mike indicated that a meeting will be called after he has received information on salary structures from some HR contacts that Angela previously provided.

6. Policy Committee—Ad Hoc

VIII. Old Business

A. TAY Project Update – Brad reported that through James Coles and Debbie Villasenor he found out that Youth For Change did not get their MHP grant based on a technicality. They indicated there is still a possibility that they will get the grant this round if there is more funding than other applicant requests. They are definitely applying again in the next round which is within the next 6 months. Their MHP grant is for the building portion of the

TAY project, but the BHD program funding is still available to them. The City strongly encourages us to continue with plans for the \$700,000 and, perhaps, EHAP-CD funds independent of the Youth For Change TAY project. Brad indicated that he and Steve Gibson will be meeting with Jeff Thacker of Youth for Change soon to get more information on the status of their project.

B. Facility Enhancement/Expansion Discussion – Brad and Steve facilitated a lengthy discussion regarding our building project.

Steve shared that some preliminary numbers indicated increased operating costs could be a couple thousand per month if items like the replacement of the kitchen equipment were calculated in. To help offset some of these costs An alternate plan was presented which would be building the shell for the kitchen to be able to divert the some of the costs of commercial kitchen equipment to energy saving and/or efficiency projects; i.e., solar panels, awnings, etc. This would alleviate the expensive amortization set-aside costs for expensive commercial equipment. Such a plan would provide a larger warming kitchen and all the necessary connections for the commercial equipment in the future. This has received verbal approval from the City. Concerns were expressed about not having a fully operating kitchen due to Health Department mandates about our current food service program. Steve agreed to find out the acceptable level of equipment the Health Department will allow for a full kitchen. He did say, however, that other funding might be available to complete the kitchen if it's ready to go. That's the best scenario with most funders – that a project is ready to go. When asked, Steve indicated there are kitchen equipment liquidation companies where used equipment can be obtained. Brad indicated that his goal will be to get as close as he can to a full kitchen with the CDBG and EHAP-CD funds.

The application deadline for the EHAP-CD grant is September 30th. There are still a few eligibility factors that have to be determined. An EHAP rep indicated that if we get a letter from the City regarding healthy environment issues, such as shower room ventilation, inadequate hot water systems, and HVAC issues, we may be able to get several current facility problems fixed. Steve provided a punch list of items that may be able to be addressed with this funding. We may also be able to make a “reasonable argument” for completion of the kitchen with these funds.

Karen asked what sorts of things could move forward with the project, that aren't tied to the EHAPCD money. The concern would be in wasting money on EHAPCD pieces before we know if we got the EHAPCD money. Steve indicated that there are many things to be done for the CDBG project that won't be affected by whether or not we get the EHAP funding.

C. CDBG—Authorization to sign contract – A motion was made by Angela, seconded by John and unanimously passed to authorize Brad Montgomery to sign the CDBG contract regarding the \$700,000 expansion project.

- D. Behavioral Health Contract—Service Coordinator Status** – Brad reported that the third Service Coordinator position being funded by our MHSA grant is being advertised and he’s already received applications and interest from potential applicants from other agencies and from other Shelter staff.
- E. FESG Update & Resolution**—Karen reported that the FESG application is ready to be submitted and will be hand-carried to Sacramento tomorrow. A motion was made by Jack, seconded by Mike and unanimously passed to adopt the Resolution for the 2011 FESG application.
- F. Recruiting New Board Members**—Several names of potential Board members were given. It was the consensus that we have a invitational tour for these potential members prior to going further with the selection process. It was also agreed that if several people are interested, we should consider bringing them on a couple at a time, rather than several at the same time.

IX. New Business

- A. EHAP CD Resolution**—A motion was made by Mike, seconded by Louise and unanimously passed to adopt the Resolution to be used if we find that we are eligible for the funds.
- B. Fund Development Plan Draft** – Brad passed out a draft plan and briefly reviewed the timeline portion and the Objectives/Goals and Short Term sections. He also indicated that the Medium Range and Long Range Goals will be more easily developed during and after the strategic planning session being scheduled for after the first of the year. There were few questions, since there was no opportunity for prior review of the material. Brad asked that he be given any input before the next Board meeting, as he plans to have a Fund Development Plan for the Board’s approval at the September meeting.

X. Closed Session – The Board entered into Closed Session at 8:20 p.m.

XI. Return to Open Session – The Board returned to Open Session at 8:33 p.m.

XII. Adjournment – A motion was made by Sheryl, seconded by Louise and unanimously passed to adjourn at 8:35 p.m.

Next Meeting: September 28, 2011, 6:00 p.m., Torres Community Shelter