

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

**September 28, 2011
101 Silver Dollar Way, Chico
6:00 p.m.**

MINUTES

- I. Call to Order** – The meeting was called to order by Board Chairman Karen Betenbaugh. Other members present were Mike Deems, Sheryl McWatters, John Schleh, Ann Ponzio, Louise Meyerfeld and Angela Casler. Jack Andrews was absent. Executive Director Brad Montgomery was also present.
- II. Approval of Agenda** – Sheryl requested the Agenda be amended to include, under V. Budget & Finance, “D. Resolution to Open New Savings Account”. A motion was made by Ann, seconded by Mike and unanimously passed to approve the Agenda as amended.
- III. Approval of Minutes**—A motion was made by Louise, seconded by John and unanimously passed to approve the Minutes of the regular meeting of August 31, 2011.
- 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. No public members were present.
- V. Budget & Finance**
 - A. Financial Reports** – The attached reports were presented for information and discussion.
 - 1. August Balance Sheet** – Sheryl reported that the current account balances are \$60,381.15 for checking and \$5,526.02 for savings.
 - 2. August 2011 & Mid-September 2011 Year-to-Date Profit & Loss vs. Approved Budget Reports** – There were no questions or discussion.
 - 3. Cash Flow Spreadsheet** – Sheryl pointed out that we started the 2010/11 fiscal year with \$51,796 and the projected ending balance is \$74,103 – a gain of \$22,307.
 - B. 2011/2012 Budget** – The 2011/12 budget was presented for approval. Sheryl pointed out the few minor changes since the Preliminary Budget was presented in August. Even though the funds are assured, the \$700,000 is not included in the budget because it’s not yet known how they will be administered; i.e., through our budget or through the City’s budget. A motion was made by Mike, seconded by Louise and unanimously passed to approve the budget as presented.

C. Rabobank Resolution to Borrow—Sheryl explained this document is needed to apply for a new credit card. A motion was made by John, seconded by Angela and unanimously passed to adopt the Resolution as presented.

D. Resolution to Open New Savings Account – An additional savings account is necessary as security for our new credit card. A motion was made by John, seconded by Angela and unanimously passed to adopt the Resolution as presented with authorized signers being those currently authorized on our checking account.

VI. Facilities – Brad reported that we are continuing to experience problems with the HVAC system. Jesse Heating and Air Conditioning recently did an inspection related to our EHAP-CD application and found a leakage problem that could cost \$1,500+ to repair. Brad also reported that the Love Chico event resulted in new landscape bark, painting of two of the older family rooms and a thorough kitchen cleaning.

VII. Reports

A. Executive Director’s Report – In addition to his written report, Brad indicated a concern about a high guest population this winter.

B. Committee Reports

- 1. Finance Committee**— See 9/22/11 minutes
- 2. Public Relations/PHP Committee**—See 8/4/11 & 9/8/11 minutes
- 3. Fund Development Committee**—See 9/22/11 minutes
- 4. Facilities Committee**—No meeting in September
- 5. Personnel Committee**—Ad Hoc
- 6. Policy Committee**—Ad Hoc
- 7. Christmas Tree Auction Committee**—See 9/7/11 minutes

VIII. Old Business

A. Facility Enhancement/Expansion & EHAPCD

Brad reported that the EHAP-CD grant application deadline is Friday, 9/30/11. He indicated that, within one week, many building-related businesses and City departments made the necessary inspections and reports needed for the application. It could be as late as January until we hear the grant awards. It is still important to continue with various aspects of the \$700,000 project, as the basic project is still a go regardless of the EHAP award. Angela asked who would be handling all the potential rebates for the energy savings aspect of the project. Brad indicated he thought that each vendor would, but that Steve Gibson as Project Manager would monitor it.

The \$700,000 CDBG funds are more flexible than the EHAP-CD funds, so expenditure of funds will have to be allocated to maximize each grant.

A schematic of the project being submitted with the EHAP-CD application was presented. Brad indicated he, along with others, have concerns especially with line of sight issues and office space, but this was the best plan so the project cost could be determined for the application. The project specifics can be changed if the grant is awarded. Karen asked if staff would have input for the final project plans and Brad indicated that this process has already begun.

B. TAY Project

Jeff Thacker of Youth for Change still thinks they will get their MHP project funds in the next round which would be in the next six months. They also still have to apply for their HP funds. Brad indicated that an operating MOU might still be possible if they don't happen to build their project, as their vocational program is for all Youth for Change clients.

Brad also indicated that the \$320,000 of CDBG funds the City allocated to Youth for Change for the TAY Project could go for roads, sewer, parking, etc. prior to Youth for Change obtaining their other funding or if they are unable to obtain adequate funding for their project.

C. Behavioral Health Contract—Service Coordinator Status Update

Brad reported that we have a sizeable number of applications and the hiring process will continue in October. Mike indicated Adecco, Inc. may be willing to help with the process. There is still a dilemma about office space for this additional employee.

The next step of the Peer Support Program under this contract will be discussed at a meeting tomorrow. Also, the evaluation piece of this project is still not defined. This is an important aspect, since if this MHSA Innovation Grant is successful it will become an ongoing MHSA program.

D. Fund Development Plan—The Fund Development Committee felt the Plan still needed some work before coming to the Board for approval. The goal is to present it at the October Board meeting.

E. Christmas Tree Auction – Jack, the Committee Chair, was absent, but Brad reported that things are going well. Currently, a push for business sponsors is going on. Some Board members turned in business names and others asked for the solicitation materials electronically so they could e-mail their business contacts.

F. 3rd Monitor—Brad requested that staff be given the discretion to add the 3rd Monitor for check-in when the guest population reached 95 or more, rather than get Board approval each month. A motion was made by Sheryl, seconded by Mike and unanimously passed to approve this request.

IX. New Business

A. New Officers – Sheryl indicated that Board officer elections are normally held in September, but there was a final FESG report due in October which she had to sign as the authorized person. So, elections will be held at the October meeting instead. She explained that currently Karen and Mike are interested in retaining their offices and that Angela is interested in the Treasurer position and Ann in the Secretary position. No one else expressed an interest in becoming an officer, so that will be the slate of officers up for election at the October Board meeting.

B. Holiday Board Meeting—As in previous years, due to the holidays, it was decided to cancel the November meeting and change the December meeting to Thursday, December 15th. If there is a need, a November meeting will be scheduled.

It was confirmed that there will still be a Finance Committee meeting on Tuesday, November 15 at 9:30 a.m.

C. PR/PHP Committee Recommendation—Ann, as chair of the PHP Committee requested approval to purchase window clings “Proud Supporter of Torres Community Shelter”. Brad indicated since the cost would be over \$500 (approximately \$250 for design by Helen Duval and \$300+ to print) and it wasn’t in the budget, that Board approval was needed. Sheryl indicated the \$500 limitation was on individual payments, and neither part of this project was above that amount. She also felt there was adequate funding under Miscellaneous Fundraising Expense for the design and under Printing for the printing of the clings. It was the consensus, then, that they could proceed with the clings without Board approval.

X. Closed Session – The Board entered into Closed Session at 8:00 a.m.

XI. Return to Open Session – The Board returned to Open Session at 9:12 p.m.

XII. Adjournment – A motion was made by Sheryl, seconded by Ann and unanimously passed to adjourn at 9:13 p.m.

Next Meeting: October 26th, 2011, 6:00 p.m., Torres Community Shelter