



The **Regional Task Force on the Homeless** is the homeless policy expert and lead coordinator for the introduction of new models and implementation of best practices for the San Diego Region.

## Governance Board Meeting Agenda

AGENDA (Regular Meeting)		
<b>Date:</b> Nov 29, 2018	<b>Time:</b> 3:00-5:00 p.m.	<b>Location:</b> County Administration Center (1600 Pacific Highway, San Diego, CA 92101) Rooms 302-303
Agenda Items	Presenter	Page
<b>1. Call Meeting to Order</b>	Supervisor Ron Roberts, Chair	
<b>2. Closed Session (3:00-3:30pm)</b>	Supervisor Ron Roberts, Chair	
<b>3. Welcome and Introductions</b>	Supervisor Ron Roberts, Chair	
a) Identification of any action taken during closed session	Supervisor Ron Roberts, Chair	
<b>4. Non-Agenda Public Comment</b>	Supervisor Ron Roberts, Chair	
<b>5. Consent Agenda</b>		
a) Approval of October 2018 Board Meeting Minutes	Tamera Kohler	
b) Approval of October 2018 Financials	Tamera Kohler	
c) Approval of Separate HEAP Bank Account	Tamera Kohler	
<b>6. Executive Officer &amp; CEO Updates</b>		
<b>7. Action Items</b>		
a) Action Items on any Closed Session Discussion	Supervisor Ron Roberts, Chair	
b) Vote for Executive Committee Slate	Supervisor Ron Roberts, Chair	
c) Adoption of Recommendation of Board Calendar	Ray Ellis	
<b>8. Informational Items</b>		
a) HEAP Update	Jennifer Yost	
b) PITC Update	Kat Durant	
c) HMIS Update	Jegnaw Zeggeye	
d) Youth Advisory Board (YAB)	Deme Hill & Abrea Ponce	
e) YHDP Community Plan Update	Deme Hill	
<b>Next Meeting:</b>		
<b>Date:</b> January 17, 2019 <b>Time:</b> 3:00-5:00 p.m.		
<b>Location:</b> San Diego County Administration Center, 1600 Pacific Highway, in Rooms 302-303		



# REGIONAL TASK FORCE ON THE HOMELESS

"OUR COMMUNITY, OUR HOMELESS, OUR ISSUES"

## Regional Task Force on the Homeless Governance Board Regular Meeting Minutes October 18, 2018

Read and Approved: \_\_\_\_\_  
Secretary on behalf of Governance Board

The regular meeting of the Regional Task Force on the Homeless was called to order at 3:00 p.m.

The number of board members required to reach a quorum for this board is 16. A quorum was present at this meeting.

### **Members Present:**

Ray Ellis  
Joel Roberts' via Proxy  
Ron Roberts  
Chris Ward  
Michael Hopkins  
Nancy Cannon- O'Connell  
Ken Sauder  
Amy Denhart  
Susanne Terry  
Jeffery Gering  
Karen McCabe  
Dimitrios Alexiou via Proxy  
Ellis Rose  
Nick Macchione  
David Estrella  
Rick Gentry  
Peter Callstrom  
Jessica Chamberlain via Proxy  
David Nisleit via Proxy  
John Ohanian via Proxy  
Reverend Rollan Slade  
Walter Phillips  
Laura Tancerdi-Baese  
Greg Anglea  
Andre Simpson  
Kathryn Lembo via Proxy  
Deacon Jim Vargas  
Sean Karafin

### **Members Absent:**

Alexandra Berenter

### 1. Welcome and Introductions

- Board Chair, welcomed board and community members to the regular meeting of the RTFH Governance Board.

### 2. Non-Agenda Public Comment

Michael McConnell: Made remarks that this body has a credibility issue and is setting bad examples because Supervisor Ron Roberts verbally attacked voices of the city choir members (John Brady) during a board meeting. He gave the undercount of the PITC as an example and stated that the data shows more money is being spent and we are housing fewer people. He stated that there is an awareness issue. He has spoken to community members and there is a lack of knowledge as to what the RTFH Board is doing and we are lacking a region wide plan that was supposed to bring awareness to the community and credibility to the region. He is concerned that having the city plan and the region plan will get confusing and will burn people out. He urged the members to keep in mind how they can move forward to build credibility and awareness as well as bring the community together to improve outcomes.

### 3. Consent Agenda

#### Items Removed from Consent Agenda

a.	Approval of July Board Meeting Minutes with corrections	Ellis Rose requested that his comment in the July Minutes be changed. He provided corrected information.
b.	Approval of September 2018 Financial Statements	

### Voting

Motion	Motion by Chris Ward to: Approve the Consent Agenda. Second by Deacon Jim Vargas.
Yay	All present
Nay	0
Recused	0
New Action Items	Removed Ellis' comment and replace with what was given

### 4. Executive Officer, CEO and Board Member Updates

Gordon Walker will be taking a leave of absence to assist in opening a temple for the Jesus Christ of Latter Day Saints in Rome.

**Chris Ward City Update:** Housing commission to develop a strategic plan for the city. It will help in reducing the number of homeless people throughout the city. Going forward anything that the city make an investment in will be tied to a broader strategy. Ward wants the plan to tie into what RTFH is trying to accomplish as well as with the regional strategic plan. He will make sure that there is a good pathway to reduce homelessness that will compliment what RTFH is trying to accomplish. The San Diego Housing Commission has identified Ann Aleta as the nationally recognized consultant to lead their efforts. Committee on the Homelessness' had made good progress in key subject areas to include updates on outreach efforts to address unsheltered homelessness and encampments and will be able to report back next month on a city wide outreach and encampment protocol that will try to mirror best practices and will try to maintain and train personal on best outreach practices and try to resolve encampments in a responsible way. Also moving forward in the full City Council on a draft resolution to set a goal of 140 permanent supporting housing units to be built in every district. He has received a list of 22 properties in the city that might be available for affordable housing units. Report will be back by the end of the year.

**Karen Brailean Update:** Please update the form with your proxy information. Email Karen directly for those updates for the members who were unable to update the form.

<b>5. Action Items</b>	
<b>a. Acceptance of 2018 Audit</b>	
<b>Presentation</b>	Sean Kerafin: Audit Committee met on October 3, 2018 to review the findings. Cash flow reads as if there is a large amount, but it is due to having restricted cash. We should not be alarmed if the cash flow is negative next year. There is a discrepancy in the sign off of staff timesheets due to the transition period. RTFH staff is moving to electronic Time Sheets with the first set of training completed on October 10, 2018.
<b>Public Comment</b>	NA
<b>Board Member Discussion</b>	Walter Phillips and Greg Anglea stated that they did not receive the Audit Packet and because of that they did not have a chance to review and restrained from voting to approve the 2018 Audit. Deacon Jim Vargas stated that it was a very clean audit and Ron Roberts assured the board that the timesheet discrepancy has been taken care of by RTFH leadership staff.
<b>New Action Items</b>	NA
<b>Voting:</b>	
<b>Motion</b>	Motion by Reverend Rolland Slade to: Approve the 2018 Draft Audit. Second by Nancy Cannon-O'Connell.
<b>Yay</b>	All
<b>Nay</b>	0
<b>Abstain</b>	Walter Phillips and Greg Anglea until they are able to receive a copy and review it
<b>b. Executive Committee Selection Process Policy</b>	
<b>Presentation</b>	Karen Brailean: Asked for input at past board meetings on the officer election process and was not given any. Karen went and solicited input from service providers and business members. The process that was developed begins with the Chair of the Board forming an Ad Hoc Committee made up of 5-7 individuals including the Executive Committee and members of the Governance Advisory Committee. If a member of the Ad Hoc Committee is nominated for a position on the executive committee that individual will recuse themselves when the Ad Hoc Committee votes on that position's nomination. The Ad Hoc Committee will forward the slate to the board of directors for voting. Each officer will be elected to one, two year term and after that term they have to be elected to a different position or roll off of the Executive Committee. To provide for a nice transition we are preferring that the Vice Chair move on to be the chair (it is not mandatory). There are two restrictions: 1.) The Chair and Vice Chair position cannot be held by an individual representing a CBO that receives funding from the RTFH. (24 CFR 578.95) 2.) All executive board member nominees must currently serve on the board of directors. If there is a vacancy, the process will be the same. Additional members of the Executive Committee will serve at the discretion of the Chair. Annual cycle/call for nominations will be in November with a start of term beginning in January. This will allow new board

	members who joined in July a chance to learn and be acclimated and it also correlates with political elections. Moving forward we would like to vote today and open up nominations right away and leave them open until Thursday, November 8 <sup>th</sup> .
<b>Public Comment</b>	NA
<b>Board Member Discussion</b>	<p>Questions were raised about conflicts of interest and officer positions:  Will move forward collecting nominations for the Executive Committee which are due no later than November 8<sup>th</sup> and will be voted upon by the board at the November 29<sup>th</sup> meeting. In the meantime, Supervisor Ron Roberts and Chris Ward will contact legal counsel on this item.</p> <p>Chris Ward recommends we get clarification from legal on the nature of the CFR regulation and the proposal within the policy and move forward on any and all nominations that board members want to put forth. We will follow the timeline described earlier and the slate will be brought back to the board on November 29<sup>th</sup> including the additional clarification to decide who is and who is not eligible from the list.</p>
<b>New Action Items</b>	Send nominations to Karen through email. Please include name and position that you are interested in and why you would like to serve as well as what your involvement has been in homelessness and RTFH.
<b>Voting: Adopt the Executive Committee Selection Process Policy</b>	
<b>Motion</b>	<p>Motion by Michael Hopkins to:  Approve the Executive Committee Selection Process and also accept any and all nominations that are put forth following the timeline. Get clarification from our attorney on the nature of the HUD CFR regulation. The Ad Hoc Committee will bring the slate to the board on November 29<sup>th</sup> including the additional clarification to decide who is and who is not eligible from the list.  Second Greg Anglea and Jeff Gering.</p>
<b>Yay</b>	All
<b>Nay</b>	0
<b>Recused</b>	0
<b>c. Appointment of Acting CEO</b>	
<b>Presentation</b>	<p>Ron Roberts:  The Executive Committee met on October 11, 2018 to review a range of options provided by legal regarding the CEO's leave of absence. The Executive Committee voted to approve the following actions and we ask the board of directors to ratify these actions:</p> <ol style="list-style-type: none"> <li>1. Accept Gordon Walker's request of a leave of absence for 6 months without a guarantee that he will be returning to the same position or any position in the future and without compensation for the period of time that he will be absent.</li> <li>2. Assign the Chair the authority to sign a letter documenting the terms of the leave of absence.</li> <li>3. Appoint Tamera Kohler, COO, as the acting CEO of the RTFH until otherwise determined by the Executive Committee.</li> </ol>
<b>Public Comment</b>	NA

<b>Board Member Discussion</b>	<p>Questions were raised: Is the intent that if Gordon returns in six months he will be coming back into the CEO position? If that doesn't happen, is the board considering making Tamera permanent? If not, would the board at some point start to search for a replacement? With Tamera moving into the CEO position, will the board backfill the COO position?</p> <p>Chris Ward: Executive Committee has full faith that Tamera can move forward in this position. We do not know Gordon Walker's return date. There are some unknowns, in 4-6 months we will bring this back and discuss. She will be our CEO.</p> <p>Ellis Rose wants it stated for the minutes: He hopes that in the future something like this will be handled better than how it has been handled. He feels that finding out the information at the same time the media and public did was inappropriate. He, as a board member, had to explain things to people that he was unprepared to explain because he was not informed on the matter. He has had to put out many fires and stated that it is an inappropriate way to do things. He asks that whoever takes on future positions in terms of the Executive Committee and board members try to avoid repeating this. He would have liked to go into a closed session so questions could be asked with honest answers. Greg Angela agrees with Ellis and also had similar reactions and conversations and would like to add that as his position as a board member he is not comfortable moving forward with an executive who may or may not be coming back. The lack of certainty on this issue is strange and does not think that being in a public meeting setting will provide certainty. Would like to have a conversation and a plan as a board for who they want to lead RTFH. Fully supports appointing Tamera and is not comfortable waiting 4-6 months to determine if her position is interim, permanent, or full time. If Tamera brings in a COO, it is only fair to give that person more certainty than what the board is able to provide right now. Asking that the board decides who they want, what they are going to do in less than 4-6 months.</p>
<b>New Action Items</b>	
<b>Voting:</b>	
<b>Motion</b>	<p>Motion by Walter Phillips to: Ratify the three actions taken by the Executive Committee with an amendment to have a period of time set aside to have a closed session meeting. Second by Jeffery Gering Michael Hopkins asked for an amendment to the motion that the Executive Committee provide an update of the status of the CEO position to the board no less than 4 months. This amendment was accepted.</p>
<b>Yay</b>	All
<b>Nay</b>	0
<b>Recused</b>	0
<b>6. Informational Items</b>	
<b>a. Appointment of Advisory Committee Chairs</b>	
<b>Presentation</b>	<p>Ron Roberts: - The Executive Committee of the RTFH Board is responsible for approving committee appointments.</p>

	<ul style="list-style-type: none"> <li>- In the absence of a Policy on Advisory Committees, Supervisor Roberts will conduct committee assignments by appointing chairs of each standing committee and direct the chairs to propose a slate of members for his approval.</li> <li>Supervisor Roberts is appointing the following Board Director to serve as chair of each of the standing Committees as follows: <ul style="list-style-type: none"> <li>- Governance Advisory Committee – Ray Ellis</li> <li>- Evaluation Advisory Committee –Nancy Cannon-O’Connell</li> <li>- Audit Committee – Rolland Slade</li> </ul> </li> <li>- In absence of an Advisory Committee Policy, the following clarifications will stand until a new policy is completed. <ul style="list-style-type: none"> <li>- Each committee must have a minimum of two Board Directors, one of which must hold the position of chair of the committee.</li> <li>- Make-up of the committees is to be diverse and composed of individuals with the necessary skillset and availability to do the work, taking into consideration conflict of interest. RTFH staff to advise on size and skillsets needed.</li> <li>- Designated proxies for Board Directors can serve on committees.</li> <li>- Each committee can be made up of membership representation. The person serving on a committee as a representative of an organizational member must be one of the 3 designees on file.</li> <li>- Approval of committee make up will be an annual process approved by the Executive Committee with notification made to the Board.</li> </ul> </li> <li>- The Chairs of the committees are directed to do the following: <ul style="list-style-type: none"> <li>- Compile a slate of committee members consulting with RTFH staff on diversity, composition and skills to meet objectives for the Advisory Committee and take into consideration conflict of interest. The Committee Chair is to reach out to the Full Membership and Board of Directors asking for interested parties to serve.</li> <li>- Elect a Vice Chair that will fulfill the duties of the Chair if absent.</li> <li>- Forward the proposed slate to the Executive Committee for final approval.</li> <li>- The chair of each committee will craft an annual work plan in consultation with RTFH staff as it relates to board priorities and the community plan.</li> <li>- This work plan will be submitted to the Board of Directors along with the names of the committee members as an update at a future meeting.</li> </ul> </li> </ul>
<b>Public Comment</b>	NA
<b>Board Member Discussion</b>	Ray Ellis asked for members that have served on the governance committee in the past to continue to do so. And if anybody from membership or the board would like to join, please do so. Communications will be coming out at the end of the month on how to do so.
<b>New Action Items</b>	NA
<b>b. 2019 RTFH Strategic Plan</b>	
<b>Presentation</b>	Gordon Walker: <b>The Regional Task Force on the Homeless is the homeless policy expert and lead coordinator for the introduction of new models and implementation of best practices for the San Diego Region.</b>

	<p><b>HMIS:</b></p> <p>Upgrading the Data System</p> <ul style="list-style-type: none"> <li>• Updating from ServicePoint system to the new, more intuitive Bitfocus Clarity system</li> <li>• System to “go live” by December 2018, running concurrently with old system for six months</li> <li>• Ability to integrate with the Coordinated Entry System (CES), ConnectWellSD and 211</li> </ul> <p>Increasing On-site Project Monitoring</p> <ul style="list-style-type: none"> <li>• Hiring additional staff to visit all projects at least once a year</li> </ul> <p>Providing More HMIS Training for Service Providers</p> <ul style="list-style-type: none"> <li>• Improved, coordinated in-person and online training of new users</li> </ul> <p>Strengthening Onboarding for New Agencies</p> <p><b>HMIS Goals Through 2019</b></p> <ul style="list-style-type: none"> <li>• Cleaning and migrating data system project</li> <li>• Participating in internal and external system user training</li> <li>• Creating and continually updating data dashboard for the RTFH Board</li> <li>• Strengthening privacy protections with creation of separate database for domestic violence victims</li> </ul> <p><b>HMIS into the Future</b></p> <ul style="list-style-type: none"> <li>• Implement a new weekly HMIS training plan by July 2019</li> <li>• Hire two additional staffers for site monitoring and improved data analysis</li> </ul> <p><b>CES</b></p> <ul style="list-style-type: none"> <li>• Strengthening Stakeholder Engagement</li> <li>• Broadening CES</li> <li>• Improving Access</li> <li>• Adopting Prevention/Diversion Strategies</li> </ul> <p><b>CES Goals Through 2019</b></p> <ul style="list-style-type: none"> <li>• Implementing the stakeholder work plan</li> <li>• Strengthening communications with CES providers</li> <li>• Improving the referral process</li> <li>• Coordinating with CoC and PITC</li> </ul> <p><b>CES Beyond 2019</b></p> <ul style="list-style-type: none"> <li>• Implement system changes to result in reductions in referral time and a reduction in vacant units, improved referrals, a reduction in stale client information, improved access points and diversion conversations, and referrals to mainstream resources for clients</li> </ul> <p><b>PITC</b></p> <ul style="list-style-type: none"> <li>• PITC best-practice changes underway: Changing the Methodology</li> <li>• Developing a mobile app</li> </ul> <p><b>PITC Goals Through 2019</b></p> <ul style="list-style-type: none"> <li>• Communicating shortened survey changes to Evaluation Advisory Committee and the field</li> <li>• Teaming the outreach leads with volunteers the night of the count to alleviate any discomfort</li> <li>• Conducting outreach and training on the app and methodology changes</li> <li>• Producing annual report, an important resource used to track the count in the San Diego region</li> </ul>
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	<ul style="list-style-type: none"> <li>Continue to refine methodology changes to ensure accurate count and authentic engagement</li> </ul> <p><b>CoC</b> CoC Goals through 2019</p> <ul style="list-style-type: none"> <li>Implementing the \$7.94 million Youth Homeless Demonstration Project</li> </ul> <p>Completing the NOFA Process</p> <ul style="list-style-type: none"> <li>Revisiting procedures for providers brought to light in Listening and Learning tours</li> <li>Building a staff to meet providers' technical assistance and monitoring needs</li> <li>Hiring a dedicated, fulltime Youth Homelessness Program Director</li> </ul> <p><b>HEAP and Other Grants Management</b> <b>RTFH will use the funds to support these key areas:</b></p> <ul style="list-style-type: none"> <li>Supporting Housing First strategy, the CES, and CoC</li> <li>Development of 2-year diversion model for greatest concentration of homeless</li> <li>Rapid Rehousing requires rule changes and updating to extend clients' stays in housing</li> <li>RTFH creation of regional network of political jurisdictions</li> <li>Homeless Youth Programs to be additional projects with Youth Demonstration Grant</li> <li>Direct-impact programs to be considered: Flexible Funding Pool, Rental Assistance, Master Leasing of Housing Units, Street Outreach Training Implementation, and more.</li> </ul> <p><b>Goals for HEAP and RTFH Grants Management though 2019</b></p> <ul style="list-style-type: none"> <li>Expediting HEAP grants with NOFA process for each category of requested service. Master application due December 28.</li> <li>Acquire a low-cost, subscription, web-based, scalable grants management system</li> <li>Reinforce key RFTH strategies and standards <ul style="list-style-type: none"> <li>Ensure all projects include Housing First in order to receive State or Federal funding</li> <li>Ensure all funded activities include the trauma-informed care best practice</li> </ul> </li> <li>Train staff on time and activity reporting and update electronic records structure</li> </ul> <p><b>Grants Management after 2019</b></p> <ul style="list-style-type: none"> <li>Investigate whether to become a Unified Funding Agency (UFA)</li> <li>Use QuickBooks for finance staff</li> <li>Ensure any software purchased for RTFH is scalable to oversee and support increased funding, multiple funding sources, and additional staff</li> </ul>
<b>Public Comment</b>	NA
<b>Board Member Discussion</b>	Board Members praised the plan and felt that it reads more like an operational/work plan and an ongoing direction for RTFH staff.
<b>New Action Items</b>	NA
<b>c. HEAP Update/ Close Public Comment</b>	
<b>Presentation</b>	Tamera Kohler: Public Comment is closing October 19, 2018 at 5PM. Gordon Walker has already given the HEAP update during his presentation.
<b>Public Comment</b>	

<b>Board Member Discussion</b>	
<b>New Action Items</b>	
<b>d. Board Member Comments—Board Members</b>	
NA. Comments and updates were provided at the beginning of the meeting.	
<b>Adjournment</b>	
The meeting was adjourned at 5:02 PM. The Board will reconvene for their next regular meeting on November 29, 2018 from 3:00 PM to 5:00 PM.	



**REGIONAL TASK FORCE**  
ON THE **HOMELESS**

"OUR COMMUNITY, OUR HOMELESS, OUR ISSUES"

**RTFH Financial Statements**

**Period Ending October 31, 2018**

<u>Reports Included</u>	<u>Page</u>
Budget to Actuals .....	2
Balance Sheet.....	3
Support & Revenue.....	4

Unaudited: For Internal Management Use Only

**Regional Task Force on the Homeless  
Budget vs. Actuals  
For the Four Months Ended October 31, 2018**

	July '18 - Oct '18 Budget	July '18 - Oct '18 Actuals	(Under) / Over	% Variance	Explanation
<b>Revenue</b>					
HUD CoC Grants	\$ 842,000	\$ 834,663	\$ (7,337)	-0.9%	
Local Government Contracts	160,000	69,750	(90,250)	-56.4%	
Other Local Contracts	-	-	-	0.0%	
Private Donations / Foundations	98,333	102,184	3,851	3.9%	
Membership Fees	2,333	753	(1,580)	-67.7%	
ServicePoint Fees	55,600	55,684	84	0.2%	
<b>Total Revenue</b>	<b>1,158,267</b>	<b>1,063,034</b>	<b>(95,233)</b>	<b>-8.2%</b>	
<b>Expense</b>					
Salary & Wages	586,667	458,217	(128,450)	-21.9%	
Benefits	116,667	88,542	(28,125)	-24.1%	
<b>Direct Costs</b>					
HMIS	40,167	235,250	195,083	485.7%	Increased expenditures due to HMIS transition costs and the maintenance of two systems
Other Consultants	133,333	129,337	(3,996)	-3.0%	
Software / Subscriptions	10,818	13,547	2,729	25.2%	
Equipment	3,333	494	(2,839)	-85.2%	
Out of Town Travel	7,800	4,873	(2,927)	-37.5%	
Conference Fees	5,000	1,275	(3,725)	-74.5%	
PITC Expenses	5,000	(155)	(5,155)	-103.1%	
<b>Total Direct Costs</b>	<b>205,451</b>	<b>384,621</b>	<b>179,170</b>	<b>87.2%</b>	
<b>Indirect Costs</b>					
Rent / Storage	29,000	28,763	(237)	-0.8%	
Business Insurance	2,333	4,779	2,446	104.8%	
Taxes / Bank Fees	633	1,112	479	75.6%	
Phone / Internet	9,667	13,866	4,199	43.4%	Increase in internet related to the transition to fiber optics with the HMIS transition
Supplies	2,495	2,003	(492)	-19.7%	
Copier	3,000	2,870	(130)	-4.3%	
Local Mileage/Parking	9,167	5,940	(3,227)	-35.2%	
Membership/Subscription Fees	667	-	(667)	-100.0%	
Board Expenses	4,000	-	(4,000)	-100.0%	
Staff Expenses	833	853	20	2.4%	
Audit	15,000	14,700	(300)	-2.0%	
Legal	10,000	265	(9,735)	-97.4%	
IT	10,667	13,000	2,333	21.9%	
Fundraising	2,000	-	(2,000)	-100.0%	
Miscellaneous	500	456	(44)	-8.8%	
<b>Total Indirect Costs</b>	<b>99,962</b>	<b>88,607</b>	<b>(11,355)</b>	<b>-11.4%</b>	
<b>Total Expense</b>	<b>1,008,746</b>	<b>1,019,987</b>	<b>11,241</b>	<b>1.1%</b>	
<b>Net Income</b>	<b>\$ 149,520</b>	<b>\$ 43,047</b>	<b>\$ (106,473)</b>	<b>-71.2%</b>	

**Regional Task Force on the Homeless  
Statement of Financial Position  
As of October 31, 2018**

	<u>Oct 31, 2018</u>	<u>Oct 31, 2017</u>
<b>ASSETS</b>		
Cash	\$ 953,016	\$ 552,130
Accounts Receivable	639,900	352,557
Prepaid Expenses	23,566	12,899
Inventory - Gift cards	4,108	15,868
Fixed Assets		
Equipment	5,870	5,870
Accumulated Depreciation	(5,870)	(5,870)
<b>Total Assets</b>	<u><u>\$ 1,620,590</u></u>	<u><u>\$ 933,454</u></u>
 <b>LIABILITIES</b>		
Accounts Payable	\$ 46,915	\$ 28,399
Deferred Revenue		
Accrued Expenses	7,500	-
Payroll-Related Liabilities	42,538	34,745
Notes Payable-Lucky Duck	283,700	-
<b>Total Liabilities</b>	<u>380,653</u>	<u>63,144</u>
 <b>NET ASSETS</b>		
Unrestricted	556,667	609,310
Temporarily Restricted	683,270	261,000
<b>Total Net Assets</b>	<u>1,239,937</u>	<u>870,310</u>
<b>Total Liabilities &amp; Net Assets</b>	<u><u>\$ 1,620,590</u></u>	<u><u>\$ 933,454</u></u>

**Regional Task Force on the Homeless  
Statement of Financial Income and Expense  
Year-to-Date Through October 2018**

	<u>Oct 18</u>	<u>Sep 18</u>	<u>Aug 18</u>	<u>Jul 18</u>	<u>Jul - Oct 18</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
5160 · City of San Diego / SDHC - CAHP	3,055	\$ 10,637	\$ 10,641	\$ 10,640	\$ 34,973
5260 · County of SD / NRP	10,945	-	23,832	-	34,777
5325 · HUD HMIS Expansion - Merge	130,286	59,087	52,067	56,551	297,991
5326 · HUD HMIS Admin Exp - Merge	0	-	7,717	14,023	21,740
5375 · HUD CAHP	254,593	35,410	40,905	40,559	371,467
5376 · HUD CAHP Admin	86	15,398	5,045	4,239	24,769
5383 · HUD CoC Planning 2017	-18,644	50,037	35,373	51,931	118,697
5530 · Donations	6	242	8	-	256
5550 · Foundations	-14,963	74,416	22,122	20,353	101,928
5575 · Membership Fees	100	200	300	153	753
5590 · ServicePoint Fees	13,921	13,921	13,921	13,921	55,684
<b>Total Income</b>	<u>379,385</u>	<u>259,347</u>	<u>211,931</u>	<u>212,370</u>	<u>1,063,033</u>
<b>Gross Profit</b>	379,385	259,347	211,931	212,370	1,063,033
<b>Expense</b>					
7000 · Salaries / Consultants	114,452	112,297	116,241	115,227	458,217
7100 · Taxes & Fringe Benefits	20,760	23,346	21,091	23,346	88,543
7200 · Insurance	21	3,540	690	680	4,931
7340 · Banking	473	306	214	119	1,112
7420 · Contract Services	55,399	31,664	42,216	28,023	157,301
7510 · HMIS	160,619	58,004	7,858	7,817	234,298
7620 · Information Technology	4,702	4,010	2,002	3,552	14,265
7710 · Rent/Maintenance	7,923	7,923	7,923	4,994	28,762
7770 · Supplies	1,147	1,216	1,068	1,444	4,875
7900 · Program Equipment	-253	1,460	118	118	1,444
8000 · Travel/Transportation	1,252	1,334	2,434	5,793	10,812
8100 · Board Development/Fund Raising	3,521	1,723	3,227	6,954	15,425
<b>Total Expense</b>	<u>370,016</u>	<u>246,822</u>	<u>205,083</u>	<u>198,065</u>	<u>1,019,986</u>
<b>Change in Net Assets</b>	<u>\$ 9,369</u>	<u>\$ 12,525</u>	<u>\$ 6,848</u>	<u>\$ 14,305</u>	<u>\$ 43,047</u>

## **HEAP Bank Account**

The \$18.8 million HEAP funds from the State of California is provided as an advance to RTFH rather than as a reimbursement. The state allows interest to be earned as long as it used for eligible HEAP activities. A separate bank account will allow RTFH to earn interest on the \$18.8 million as well as to provide a physical segregation of the HEAP funds from the other funding that RTFH receives.

Regional Task Force on the Homeless  
Executive Committee Slate

Chair: Councilman Chris Ward

Vice Chair: Karen Brailean

Secretary: Deacon Jim Vargus

Treasurer: David Estrella



Regional Task Force on the Homeless  
Governance Board Meeting Schedule for 2019

**Location:** County Administration Center (1600 Pacific Highway, San Diego, CA 92101) Rooms 302-303

**Time:** 3:00-5:00pm

**Dates:** subject to change as may be necessary

January 17

February 21

March 21

April 18

May 16

June 20

July 18

August 15

September 19

October 17

November 21

December 19