



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.

## Board Meeting Agenda

AGENDA		
<b>Date:</b> April 16, 2020	<b>Time:</b> 3:00 PM-5:00 PM	<b>Location:</b> Via Zoom Video Conference (see the link in the Meeting Invitation)
Agenda Items		Presenter
<b>1. Welcome and Introductions</b>		<b>Councilmember Chris Ward</b>
<b>2. Non-Agenda Public Comment</b>		<b>Councilmember Chris Ward</b>
<b>3. Consent Agenda</b>		
a) Approval of February Board Meeting Minutes		Councilmember Chris Ward
b) Approval of January 2020 and February 2020 Financial Statements		Councilmember Chris Ward
c) Ratification of the Emergency Check Authorization and Signatory Process		Karen Brailean
<b>4. Executive Officer and CEO Updates</b>		
<b>5. Informational Updates</b>		
a) Governance Committee Update		Ray Ellis
b) COVID-19 Response and County Update		Supervisor Nathan Fletcher
c) COVID-19 Convention Center		Councilmember Chris Ward
d) HMIS Support, Updates for COVID-19 Efforts		Tamera Kohler
e) Funding Updates and Flexible Spending Pool RFP		Lahela Mattox
f) HUD Updates – NOFA, Waivers		Pat Leslie
g) Board Discussion		Councilmember Chris Ward
<b>Next Board Meeting:</b> Thursday, May 21, 2020, 3:00 PM – 5:00 PM <b>Location:</b> TBD		



**Regional Task Force on the Homeless  
Board Regular Meeting Minutes  
February 27, 2020**

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 with 19 attendees.

**ATTENDANCE**

**Present:**

Amy Denhart  
Chris Ward  
David Estrella  
Ellis Rose  
Greg Anglea  
Jeffrey Gering  
Jessica Chamberlain  
Joel John Roberts  
Karen Brailean  
Karen McCabe  
Kathie Lembo  
Keely Halsey  
Laura Tancredi-Baese  
Michael Hopkins  
Nancy Sasaki  
Nathan Fletcher  
Paul Connelly  
Sean Elo  
Walter Philips

**Absent:**

Andre Simpson  
Andrew Picard  
Deacon Jim Vargas  
Dimitrios Alexiou – Caryn Somek attended  
John Brady  
John Ohanion – Bill York attended  
Nick Macchione  
Ray Ellis  
Reverend Rolland Slade  
Rick Gentry – Deanna Villanueva attended  
Stephanie Kilkenny

<b>1. Welcome and Introductions</b>		
Board Chair Chris Ward welcomed board and community members to the regular meeting of the RTFH Board of Directors.		
<b>2. Non-Agenda Public Comment</b>		
<ul style="list-style-type: none"> <li>None.</li> </ul>		
<b>3. Consent Agenda</b>		<b>Items Removed from Consent Agenda</b>
a.	Approval of <b>January 2020</b> Board Meeting Minutes	N/A
b.	Approval of <b>December 2019</b> Financial Statements	
<b>Voting</b>		
Motion	Motion by <b>Nancy Sasaki</b> to: Approve the Consent Agenda Second by <b>Michael Hopkins</b> .	
Yay	19	
Nay	0	
Recused	0	
New Action Items	N/A	
<b>Passed unanimously</b>		
<b>4. Executive Officer &amp; CEO Updates</b>		
<ul style="list-style-type: none"> <li>No comments from the Vice-Chair, Secretary and Treasurer.</li> <li>No comments from the CEO.</li> </ul>		
<b>5. Action Items</b>		
<b>a. Approval of Board Flexible Seat – Jo Barrett</b>		
<b>Presentation</b>	Councilmember Chris Ward introduced the person nominated for the open Board Flexible Seat, Jo Barrett. Her nomination was approved by the Governance Advisory Committee and the Executive Committee. <ul style="list-style-type: none"> <li>Jo Barrett is a homeless advocate with lived experience, her Bio is in the Board Packet.</li> </ul>	
<b>Public Comment</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	
<b>Board Member Discussion</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	
<b>New Action Items</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	
<b>Voting:</b>		
<b>Motion</b>	Motion by <b>Greg Anglea</b> Ratify Jo Barrett for the Board Flexible Seat. Seconded <b>Walter Philips</b>	
<b>Yay</b>	19	
<b>Nay</b>	0	
<b>Recused</b>	0	
<b>Passed unanimously</b>		

6. Informational Items	
a. Point-In-Time Count Update	
<b>Presentation</b>	<p>Kat Durant presented highlights from the Point-In-Time Count.</p> <ul style="list-style-type: none"> <li>• There were 1,782 of volunteers this year. 301 were Outreach Staff and 562 were County Staff.</li> <li>• Follow up on the observational surveys continued Thursday-Saturday the week of the Count.</li> <li>• Follow up was done in hard to reach areas such as with those living in cars and RVs.</li> <li>• The youth count was completed on February 6<sup>th</sup>.</li> <li>• Working on the final data clean up, de-duplication of surveys and analysis of the data.</li> <li>• A map of the Count coverage in San Diego County was shown. The red dots represent people that were surveyed. The blue dots are observational surveys that were taken.</li> <li>• 1,226 surveys were taken; 600 more surveys than last year.</li> <li>• The mobile app provided the ability to call volunteers and verify information, if needed.</li> <li>• Next steps include final cleanup of the data and data verification, to determine the overall number and demographics of those experiencing homelessness in the region.</li> </ul>
<b>Public Comment</b>	<ul style="list-style-type: none"> <li>• A community member who volunteered for the PITC suggested that for people living in cars and RV's who may not want to engage in the early morning survey, be provided a link to complete the survey at a later time.</li> </ul>
<b>Board Member Discussion</b>	<ul style="list-style-type: none"> <li>• The jail surveys were completed in paper format, so staff are entering data and will be done soon. The shelter data will also be completed soon.</li> <li>• Board Member suggestions: <ul style="list-style-type: none"> <li>○ Plan the Homeless Connect on the same day as the PITC to capitalize on engagement.</li> <li>○ Add the capability to the mobile app to survey volunteers regarding their experience during the PITC. It was noted that a survey is being prepared to send out to the volunteers and will include a narrative piece.</li> </ul> </li> </ul>
<b>New Action Items</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
b. March Board Retreat Information: 3-year Organization Strategic Planning	
<b>Presentation</b>	<p>Councilmember Chris Ward presented March Board Retreat Information: 3-year Organization Strategic Planning.</p> <ul style="list-style-type: none"> <li>• John Hart, the Founder and CEO of The Impact Center has been selected to lead the Board Retreat. John will help guide the Board through the final steps of the board realignment organizational goals and the organization strategic planning efforts.</li> <li>• The group will also circle back on the recommendations of the Ad-Hoc Committee and will review system performance data so the Board will be able to receive quarterly updates on system performance data moving forward.</li> </ul>
<b>Public Comment</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Board Member Discussion</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>New Action Items</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
c. NAEH 2020 Conference Highlights	
<b>Presentation</b>	<p>Paul Armstrong presented highlights from the NAEH 2020 Conference.</p> <ul style="list-style-type: none"> <li>• Topics that were areas of focus at the conference: <ul style="list-style-type: none"> <li>○ Addressing Racial Equity</li> <li>○ Intersection with other systems: Justice, DV/HT, Healthcare, Foster Youth</li> <li>○ Addressing an Aging Population</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Data – data moves systems. There was an Ad-Hoc committee that made a recommendation that we’ve taken action on and now we have a work group talking about data and dashboards so that data can lead us and guide us.</li> <li>○ Adaptive Learning: <ul style="list-style-type: none"> <li>▪ Coordinated Entry System (CES) for domestic violence</li> <li>▪ Flexible Housing Pools</li> <li>▪ Encampments</li> <li>▪ Shared Housing</li> <li>▪ Shallow Subsidy</li> </ul> </li> </ul>
<b>Public Comment</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Board Member Discussion</b>	<ul style="list-style-type: none"> <li>• With regard to racial equity it was acknowledged there are some larger societal issues that need to be addressed. What we control within our purview is: <ul style="list-style-type: none"> <li>○ When individuals are engaging in our system, our system treats them fairly and they get representative access to housing resources.</li> <li>○ That we properly train our outreach staff to treat everybody equally.</li> <li>○ That our access sites are places where everybody feels they can come to equally.</li> <li>○ That our shelters demonstrate they have equal and fair access.</li> </ul> </li> <li>• It was recommended to consider forming an Ad-Hoc Committee that would create recommendations to improve the system based on an example from the CoC in Los Angeles. The LAHSA (Los Angeles Homeless Services Authority) created an Ad-Hoc Committee under the CoC umbrella called The Ad-Hoc Committee on Black People Experiencing Homelessness. They formed a representative committee and in 9 months created 65 recommendations to improve the system and increase racial equity.</li> </ul>
<b>New Action Items</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>d. Update on Outreach Standards of Practice – Iain DeJong’s work</b>	
<b>Presentation</b>	<p>Aimee Cox presented an update on Outreach Standards of Practice.</p> <ul style="list-style-type: none"> <li>• Last month the Board adopted the Policy Guidelines for Regional Response for Addressing Unsheltered Homelessness and Encampments throughout San Diego County and staff were directed to implement an action plan.</li> <li>• An internal team of staff was organized to work with a team of consultants. Bi-weekly meetings are held to review the assumptions that were made in the initial implementation plan and to align that plan with the work being done within RTFH which includes the outreach work, the regional plan and the coordinated entry system.</li> <li>• The team attended the NAEH Conference and learned from other colleagues across the country who are doing similar work. Some key takeaways: <ul style="list-style-type: none"> <li>○ Were cautioned against assuming there is widespread support for these types of activities and recommended to invest time to educate and bring along elected officials, influencers and the public.</li> <li>○ Should not assume providers have the capacity to take on projects such as clearance with support of encampments.</li> <li>○ Must plan for system impacts, build partnerships that will last and have the necessary resources to be successful, especially the housing resources. <ul style="list-style-type: none"> <li>▪ Example: in Philadelphia if they must displace an encampment, they have a 90-day plan for doing so and have a housing resource available for every person who will be affected.</li> </ul> </li> <li>○ Outreach workers should be identifying and prioritizing the needs of people living unhoused. <ul style="list-style-type: none"> <li>▪ Example: San Francisco was successful in reducing the number of encampments when the work was led by outreach workers who had the tools to help people.</li> </ul> </li> </ul> </li> <li>• The team is focusing on:</li> </ul>

	<ul style="list-style-type: none"> <li>○ Creating enduring public value with the implementation of this policy, making meaningful reductions in the number of people living unsheltered and making sure they aren't returning to homelessness.</li> <li>○ Operational capacity. Iain DeJong will be here next week to wrap up a set of community standards he's been working on; then will begin to train to those standards.</li> <li>○ Working on better tools for outreach workers; mobile technology would help with outreach across the community.</li> <li>• Now have the ability to create a by-name list of people living in encampments and to identify what the unsheltered need before encampment removal.</li> <li>• Next week the team will plan the education outreach activities over the next 2 months. A presentation will be developed and a road show will be planned that will go to a series of communities. Those standards will be used to spark a conversation with other communities to understand what is happening there and to build public trust.</li> </ul>
<b>Public Comment</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Board Member Discussion</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>New Action Items</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>e. Update on Efforts with Focus Strategies and Regional Community Plan</b>	
<b>Presentation</b>	<p>Lahela Mattox presented an update on efforts with Focus Strategies and Regional Community Plan.</p> <ul style="list-style-type: none"> <li>• Focus Strategies will support RTFH to develop a regional plan to reduce homelessness throughout San Diego County. <ul style="list-style-type: none"> <li>○ The planning process to achieve this includes: <ul style="list-style-type: none"> <li>▪ Review of existing documents and available data to identify alignment and gaps.</li> <li>▪ In-person engagements with RTFH, community leadership and those with lived experience.</li> <li>▪ In-person community listening sessions.</li> <li>▪ Interviews with consultants, funders and other key experts.</li> <li>▪ Analysis of data quality and key performance measures.</li> </ul> </li> </ul> </li> <li>• The Regional Plan Timeline shows the components, and the timelines for each component.</li> <li>• We are looking at the City plans and the CCP, we are working with the unsheltered policy, and the regional plan is incorporating all of those components.</li> </ul>
<b>Public Comment</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Board Member Discussion</b>	<ul style="list-style-type: none"> <li>• A concern was raised that with all of the different plans, such as the City plan and the County plan, is the regional community plan going to be able to figure out how to coordinate with the City's and the County's plans. <ul style="list-style-type: none"> <li>○ The plan will have specific activities, roles and responsibilities, of each entity with specific tasks or recommendations. As we implement the regional plan we'll make sure we're connecting those pieces.</li> </ul> </li> <li>• A draft will be ready by April/May that will be finalized over the summer to begin implementation.</li> </ul>
<b>New Action Items</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Additional Comments</b>	
<ul style="list-style-type: none"> <li>• A high-level overview of the RFP for the Flexible Housing Pool was requested. <ul style="list-style-type: none"> <li>○ The RFP was released on February 14th and closes on March 16th. The focus is to secure one or more contractors to oversee our Flexible Housing Pool which will focus on master leasing. A goal is to have someone corner the private rental market and who will work with our providers to house people more</li> </ul> </li> </ul>	

quickly. It's a sustainable project where it continues to receive funding through sources such as the City, County, private philanthropists, health care organizations, etc.

- Supervisor Fletcher shared that the County voted at the end of January to move forward with the Flex fund and the aim is to do it in partnership with the RTFH.
- Supervisor Fletcher shared the County announced yesterday that the Psychiatric Hospital of San Diego County which provided only mental health services is adding substance use disorder treatment services that will be offered to people being treated in the psych hospital so that both of those issues can be addressed. Care coordinators will be assigned to the patients to take them to the next level of care needed.
- A concern was raised regarding social isolation among formerly homeless who are now in housing, individuals who do not have others to check in on them, and non-response from case and building management. An idea was suggested based on the example of the Promatora Model in Health where the Veterans Affairs of San Diego staff started a residence taking care of each other with training and support staff. It was suggested this model could be presented at the Board Retreat and explore if it needs to be built into all forms of permanent supportive housing.

#### **Adjournment.**

The meeting was adjourned at **4:17 PM**. The Board will reconvene for their next regular meeting on **04/16/2020** from **3:00-5:00 p.m.** via Zoom meeting.



SAN DIEGO  
**Regional Task Force  
on the Homeless**

**RTFH Financial Statements**

**Period Ending January 31, 2020**

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**Regional Task Force on the Homeless  
Statement of Financial Position  
January 2020 YTD**

	<b>Operating</b>	<b>Pass Thru</b>	<b>Total 2020</b>	<b>2019</b>	
	<b>Jan 31, 2020</b>	<b>Jan 31, 2020</b>	<b>Jan 31, 2020</b>	<b>Jan 31, 2019</b>	
<b>ASSETS</b>					
Cash	\$ 1,300,303	\$ 16,977,465	\$ 18,277,768	\$ 19,544,149	
Accounts Receivable	732,723		732,723	616,741	
Prepaid Expenses	26,799		26,799	18,247	
Inventory - Gift cards	47,430		47,430	39,948	
Fixed Assets			0		
Equipment	72,565		72,565	5,870	
Leasehold Improvements	121,364		121,364	-	
Accumulated Depreciation	(18,673)		(18,673)	(5,870)	
<b>Total Assets</b>	<b>\$ 2,282,512</b>	<b>\$ 16,977,465</b>	<b>\$ 19,259,977</b>	<b>\$ 20,219,084</b>	
<b>LIABILITIES</b>					
Accounts Payable	\$ 225,370		\$ 225,370	\$ 90,613	
Deferred Revenue - Operating	432,569		\$ 432,569	-	
Deferred Revenue - Project & SR	-	16,627,624	\$ 16,627,624	18,816,668	Includes HEAP Project and Sub Recipient awards
Deferred Revenue - Interest	-	349,841	\$ 349,841	-	HEAP Interest reclassified to Deferred per L&C
Accrued Expenses		-	\$ -		
Payroll-Related Liabilities	158,036		\$ 158,036	94,869	
Notes Payable-Lucky Duck	-		\$ -	-	
<b>Total Liabilities</b>	<b>815,976</b>	<b>16,977,465</b>	<b>17,793,441</b>	<b>19,002,151</b>	
<b>NET ASSETS</b>					
Unrestricted	948,416	-	948,416	594,161	
Temporarily Restricted	518,119	-	518,119	622,772	
<b>Total Net Assets</b>	<b>1,466,535</b>	<b>-</b>	<b>1,466,536</b>	<b>1,216,932.90</b>	
<b>Total Liabilities &amp; Net Assets</b>	<b>\$ 2,282,511</b>	<b>\$ 16,977,465</b>	<b>\$ 19,259,977</b>	<b>\$ 20,219,084</b>	

**Regional Task Force on the Homeless  
Statement of Financial Support and Revenue  
Budget vs. Actual January 2020 YTD**

	Jul'19 - Jan '20 Budget	Jul'19 - Jan '20 Actuals	(Under) / Over	% Variance	Explanation
<b>Revenue</b>					
Local Government Grants	\$ 165,617	\$ 176,682	11,065	6.7%	SDHC final grant 100k higher than initial budgeted amount
State Grants	\$ 274,483	\$ 602,278	\$ 327,796	119.4%	
HUD CoC Grants	\$ 1,177,468	\$ 1,092,115	\$ (85,353)	-7.2%	
Private Donations / Foundations	\$ 243,893	\$ 1,473	(242,420)	-99.4%	
Membership Fees	\$ 4,083	\$ 1,000	(3,083)	-75.5%	
HMIS Support Fees	\$ 137,874	\$ 94,907	(42,967)	-31.2%	
Contracts For Services	\$ -	\$ 2,000	2,000	100.0%	
Interest Income	\$ 175,000	\$ -	(175,000)	-100.0%	HEAP Funds interest reclassified to deferred revenue per Leaf & Cole
Other Revenue	\$ 138,934	\$ 165	(138,769)	-100.0%	
<b>Total Revenue</b>	<b>2,317,352</b>	<b>1,970,621</b>	<b>(346,731)</b>	<b>-15.0%</b>	
<b>Expense</b>					
Salary & Wages	\$ 1,038,092	\$ 826,774	(211,318)	-20.4%	Budgeted staff positions not filled until November/December 2019
Taxes & Fringe Benefits	282,598	\$ 181,828	(100,769)	-35.7%	
	1,320,690	1,008,603	(312,087)	-23.6%	
<b>Direct Costs</b>					
HMIS	\$ 334,868	\$ 267,543	(67,325)	-20.1%	
Training/Consultants	\$ 321,426	\$ 198,100	(123,326)	-38.4%	Program Expense
Local Mileage/Parking	\$ 20,125	\$ 8,604	(11,521)	-57.2%	Travel/transportation
Out of Town Travel	\$ 15,867	\$ 16,967	1,100	6.9%	Travel/transportation
Conference Fees	\$ 8,633	\$ 8,070	(563)	0.0%	Travel/transportation
Program Expense	\$ 144,096	\$ 11,896	(132,200)	-91.7%	Program Expense
<b>Total Direct Costs</b>	<b>845,015</b>	<b>511,179</b>	<b>(333,835)</b>	<b>-39.5%</b>	
<b>Indirect Costs</b>					
Rent/Maintenance	\$ 36,663	\$ 38,148	1,485	4.1%	July rent at higher FY 18/19 rate. Rent reduction to \$5187 began 8/1/19
Business Insurance	\$ 6,848	\$ 7,979	1,131	16.5%	
Taxes / Bank Fees	\$ 1,167	\$ 66	(1,101)	-94.3%	
Information Technology	\$ 36,663	\$ 19,830	(16,832)	-45.9%	Includes internet data lines, telephone and cell phones
Supplies	\$ 29,283	\$ 19,705	(9,578)	-32.7%	
Staff & Board Development	\$ 11,575	\$ 7,726	(3,849)	-33.3%	
Accounting & HR	\$ 58,497	\$ 89,889	31,392	53.7%	
Audit	\$ 10,617	\$ 13,900	3,283	0.0%	
Legal	\$ 19,250	\$ 13,438	(5,813)	-30.2%	
IT Management	\$ 28,700	\$ 40,025	11,325	39.5%	
Fundraising	\$ -	\$ -	-	0.0%	
Other Expense	\$ -	\$ 12,802	12,802	0.0%	
<b>Total Indirect Costs</b>	<b>239,261</b>	<b>263,509</b>	<b>24,247</b>	<b>10.1%</b>	
<b>Total Expense</b>	<b>2,404,966</b>	<b>1,783,291</b>	<b>(621,675)</b>	<b>-25.8%</b>	
<b>Net Revenue</b>	<b>\$ (87,613)</b>	<b>\$ 187,331</b>	<b>\$ 274,944</b>	<b>-313.8%</b>	



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**Regional Task Force  
on the Homeless**

**RTFH Financial Statements**

**Period Ending February 29, 2020**

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**Regional Task Force on the Homeless  
Statement of Financial Support and Revenue  
February 2020 YTD**

	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL
<b>Revenue/Expense</b>													
<b>Revenue</b>													
<b>Local Governments Grants</b>													
5120 · City of Chula Vista	-	-	-	-	-	-	-	-	-	-	-	-	-
5150 · City of San Diego / SDHC	12,441	12,441	11,327	11,869	11,228	11,420	11,874	10,653					93,254
5181 · City of Del Mar (PITC)	1,250	-	-	-	-	-	-	-					1,250
5220 · County of SD / HCD - CDBG	23,541	18,349	15,179	6,313	4,162	12,502	12,770	12,154					104,969
<b>Total Local Grants</b>	<b>37,233</b>	<b>30,790</b>	<b>26,506</b>	<b>18,182</b>	<b>15,390</b>	<b>23,923</b>	<b>24,644</b>	<b>22,806</b>					<b>199,474</b>
<b>State Grants</b>													
5210 · HEAP - Other	148,644	78,217	65,430	31,580	67,823	115,583	107,958	91,184					706,419
5202 · Subrecipient Awards	-	60,000	199,815	85,045	167,877	344,101	377,514	377,514					1,611,866
5303 · Subrecipient Disbursements	-	(60,000)	(199,815)	(85,045)	(167,877)	(344,101)	(377,514)	(377,514)					(1,611,866)
<b>HUD COC Grants</b>													
5325 · HUD HMIS	45,568	48,596	52,741	32,759	65,765	50,118	52,318	128,987					476,852
5375 · HUD CES	64,048	63,866	53,760	202,127	40,299	42,110	52,242	58,835					577,288
5383 · HUD CoC Planning	19,672	46,390	32,420	19,322	33,497	23,395	30,427	82,530					287,652
5385 · HUD - YD	7,803	7,385	5,603	6,235	5,493	6,421	11,942	13,362					64,244
<b>Total HUD COC Grants</b>	<b>137,092</b>	<b>166,237</b>	<b>144,524</b>	<b>260,443</b>	<b>145,054</b>	<b>122,044</b>	<b>146,929</b>	<b>283,713</b>					<b>1,406,035</b>
<b>Other Revenue</b>													
5500 · Foundations	-	-	-	-	-	-	-	-					-
5600 · Donations	-	-	838	-	5	630	-	-					1,473
5710 · HMIS Fees - Other	-	-	500	-	-	-	-	-					500
5711 · HMIS Support Fees	8,993	8,843	19,975	12,516	12,620	17,284	14,175	14,175					108,582
5720 · Membership Fees	600	50	200	-	-	100	50	100					1,100
5785 · Contracts For Services	-	-	2,000	-	-	-	-	-					2,000
5750 · Interest	-	-	-	-	-	-	-	-					-
5790 · Miscellaneous	165	-	-	-	-	-	-	-					165
<b>Total Other Revenue</b>	<b>9,759</b>	<b>8,893</b>	<b>23,513</b>	<b>12,516</b>	<b>12,626</b>	<b>18,014</b>	<b>14,225</b>	<b>14,275</b>					<b>113,821</b>
<b>Total Revenue</b>	<b>332,727</b>	<b>284,137</b>	<b>259,972</b>	<b>322,720</b>	<b>240,893</b>	<b>279,565</b>	<b>293,756</b>	<b>411,979</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,425,749</b>
<b>Expense</b>													
7000 · Salaries & Wages	111,412	113,075	115,665	109,505	106,871	126,637	143,610	149,929					976,704
7100 · Taxes & Fringe Benefits	22,975	27,734	23,047	23,458	28,492	22,649	33,473	29,167					210,995
7200 · Business Insurance	1,540	2,311	770	818	787	984	770	770					8,749
7340 · Banking	3	-	15	37	0	-	12	-					66
7420 · Contract Services	13,498	21,450	20,941	36,775	20,433	25,933	23,023	21,287					183,338
7510 · HMIS	39,930	39,930	40,040	41,738	40,140	40,095	49,292	121,126					412,291
7620 · Information Technology	2,788	2,853	2,376	3,556	2,670	2,705	2,883	2,814					22,644
7710 · Rent/Maintenance	6,847	5,187	5,187	5,208	5,187	5,187	5,343	5,343					43,491
7770 · Supplies	1,020	5,441	1,839	2,041	3,556	3,432	4,038	1,123					22,489
7900 · Program Expenses	10,353	54,216	24,033	45,802	11,626	43,497	26,956	68,066					284,551
8000 · Travel/Transportation	2,942	5,228	4,055	6,937	4,766	3,957	5,757	9,386					43,027
8100 · Staff & Board Development	249	4,380	160	534	1,064	917	422	1,751					9,477
8400 · Depreciation	1,265	1,897	1,928	1,928	1,928	1,928	1,928	1,928					14,730
8600 · Other Expense	-	-	200	-	-	-	-	-					200
<b>Total Operating Expense</b>	<b>214,822</b>	<b>283,702</b>	<b>240,257</b>	<b>278,335</b>	<b>227,520</b>	<b>277,920</b>	<b>297,507</b>	<b>412,690</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,232,752</b>
<b>Net Operating Revenue</b>	<b>117,906</b>	<b>435</b>	<b>19,716</b>	<b>44,386</b>	<b>13,373</b>	<b>1,644</b>	<b>-3,751</b>	<b>-711</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>192,997</b>

**Regional Task Force on the Homeless  
Statement of Financial Position  
February 2020 YTD**

	<b>Operating</b>	<b>Pass Thru</b>	<b>Total 2020</b>	<b>2019</b>	
	<b>Feb 29, 2020</b>	<b>Feb 29, 2020</b>	<b>Feb 29, 2020</b>	<b>Feb 28, 2019</b>	
<b>ASSETS</b>					
Cash	\$ 1,053,223	\$ 16,620,923	\$ 17,674,145	\$ 19,544,149	
Accounts Receivable	804,691		804,691	616,741	
Prepaid Expenses	44,465		44,465	18,247	
Inventory - Gift cards	11,160		11,160	39,948	
Fixed Assets			0		
Equipment	72,565		72,565	5,870	
Leasehold Improvements	121,364		121,364	-	
Accumulated Depreciation	(20,601)		(20,601)	(5,870)	
<b>Total Assets</b>	<b>\$ 2,086,866</b>	<b>\$ 16,620,923</b>	<b>\$ 18,707,789</b>	<b>\$ 20,219,084</b>	
<b>LIABILITIES</b>					
Accounts Payable	\$ 113,112		\$ 113,112	\$ 90,613	
Deferred Revenue - Operating	328,428		\$ 328,428	-	
Deferred Revenue - Project & SR	-	16,250,110	\$ 16,250,110	18,816,668	Includes HEAP Project and Sub Recipient awards
Deferred Revenue - Interest	-	370,813	\$ 370,813	-	HEAP Interest reclassified to Deferred per L&C
Accrued Expenses		-	\$ -		
Payroll-Related Liabilities	173,125		\$ 173,125	94,869	
Notes Payable-Lucky Duck	-		\$ -	-	
<b>Total Liabilities</b>	<b>614,665</b>	<b>16,620,923</b>	<b>17,235,587</b>	<b>19,002,151</b>	
<b>NET ASSETS</b>					
Unrestricted	967,141	-	967,141	594,161	
Temporarily Restricted	505,061	-	505,061	622,772	
<b>Total Net Assets</b>	<b>1,472,200</b>	<b>-</b>	<b>1,472,200</b>	<b>1,216,932.90</b>	
<b>Total Liabilities &amp; Net Assets</b>	<b>\$ 2,086,866</b>	<b>\$ 16,620,923</b>	<b>\$ 18,707,789</b>	<b>\$ 20,219,084</b>	

**Regional Task Force on the Homeless  
Statement of Financial Support and Revenue  
Budget vs. Actual February 2020 YTD**

	Jul'19 - Feb '20 Budget	Jul'19 - Feb '20 Actuals	(Under) / Over	% Variance	Explanation
<b>Revenue</b>					
Local Government Grants	\$ 189,276	\$ 199,474	10,198	5.4%	SDHC final grant 100k higher than initial budgeted amount
State Grants	\$ 313,694	\$ 706,419	\$ 392,725	125.2%	
HUD CoC Grants	\$ 1,345,678	\$ 1,406,035	\$ 60,357	4.5%	
Private Donations / Foundations	\$ 278,735	\$ 1,473	(277,262)	-99.5%	
Membership Fees	\$ 4,667	\$ 1,100	(3,567)	-76.4%	
HMIS Support Fees	\$ 157,570	\$ 109,082	(48,488)	-30.8%	
Contracts For Services	\$ -	\$ 2,000	2,000	100.0%	
Interest Income	\$ 200,000	\$ -	(200,000)	-100.0%	HEAP Funds interest reclassified to deferred revenue per Leaf & Cole
Other Revenue	\$ 158,782	\$ 165	(158,617)	-100.0%	
<b>Total Revenue</b>	<b>2,648,402</b>	<b>2,425,749</b>	<b>(222,653)</b>	<b>-8.4%</b>	
<b>Expense</b>					
Salary & Wages	\$ 1,186,391	\$ 976,704	(209,688)	-17.7%	Budgeted staff positions not filled until November/December 2019
Taxes & Fringe Benefits	322,969	210,995	(111,973)	-34.7%	
	1,509,360	1,187,699	(321,661)	-21.3%	
<b>Direct Costs</b>					
HMIS	\$ 382,707	\$ 412,291	29,585	7.7%	
Training/Consultants	\$ 367,344	\$ 240,525	(126,819)	-34.5%	Program Expense
Local Mileage/Parking	\$ 23,000	\$ 10,681	(12,319)	-53.6%	Travel/transportation
Out of Town Travel	\$ 18,133	\$ 19,957	1,824	10.1%	Travel/transportation
Conference Fees	\$ 9,867	\$ 12,389	2,522	0.0%	Travel/transportation
Program Expense	\$ 164,681	\$ 48,225	(116,456)	-70.7%	Program Expense
<b>Total Direct Costs</b>	<b>965,731</b>	<b>744,069</b>	<b>(221,663)</b>	<b>-23.0%</b>	
<b>Indirect Costs</b>					
Rent/Maintenance	\$ 41,900	\$ 43,491	1,591	3.8%	July rent at higher FY 18/19 rate. Rent reduction to \$5187 began 8/1/19
Business Insurance	\$ 7,826	\$ 8,749	923	11.8%	
Taxes / Bank Fees	\$ 1,333	\$ 66	(1,267)	-95.1%	
Information Technology	\$ 41,900	\$ 22,644	(19,256)	-46.0%	Includes internet data lines, telephone and cell phones
Supplies	\$ 33,467	\$ 22,489	(10,977)	-32.8%	
Staff & Board Development	\$ 13,228	\$ 9,477	(3,751)	-28.4%	
Accounting & HR	\$ 66,853	\$ 104,350	37,497	56.1%	
Audit	\$ 12,133	\$ 13,900	1,767	0.0%	
Legal	\$ 22,000	\$ 14,038	(7,963)	-36.2%	
IT Management	\$ 32,800	\$ 46,850	14,050	42.8%	
Fundraising	\$ -	\$ -	-	0.0%	
Other Expense	\$ -	\$ 14,930	14,930	0.0%	
<b>Total Indirect Costs</b>	<b>273,441</b>	<b>300,985</b>	<b>27,544</b>	<b>10.1%</b>	
<b>Total Expense</b>	<b>2,748,532</b>	<b>2,232,753</b>	<b>(515,779)</b>	<b>-18.8%</b>	
<b>Net Revenue</b>	<b>\$ (100,130)</b>	<b>\$ 192,997</b>	<b>\$ 293,127</b>	<b>-292.7%</b>	



## Emergency Check Authorization and Signatory Process

The Emergency Check Authorization and Signatory Process shall be implemented in cases of emergency situations like natural disasters and public health pandemics in order to maintain the business operations and financial obligations of the Regional Task Force on the Homeless (RTFH). A formal request to implement this policy must be made in writing to the RTFH Executive Committee by the RTFH Chief Executive Officer (CEO), or RTFH staff as delegated by the CEO. Upon approval by the RTFH Executive Committee, the CEO will implement this policy and identify who the RTFH Board authorized RTFH signatory staff is (IE, Chief Operating Officer, Chief Impact Officer, Director of Operations, etc.). The RTFH CEO shall immediately notify the RTFH Executive Committee when normal business practices are authorized to resume.

### **Standard Check Signatory Requirements**

1. Checks under \$10,000 require one authorized RTFH staff signature.
2. Checks in the amount of \$10,000 - \$75,000 require two authorized RTFH staff signatures.
3. Checks greater than \$75,000 require one authorized RTFH staff signature and one authorized RTFH Board Member signature.
4. Homeless Emergency Aid Program checks greater than \$75,000 require one authorized RTFH staff signature and the RTFH Board Treasurer signature.

### **Emergency Check Signatory Requirements**

The Emergency Check Authorization and Signatory Process allows for one authorized RTFH staff signature on all checks. Should the RTFH CEO be unavailable, the Executive Committee shall designate the secondary authorized RTFH staff as the signatory.

### **Emergency Invoice Process**

1. The RTFH finance team scans all invoices into an electronic folder on the RTFH network, reviews invoices for payment, and updates the Invoice Payment Spreadsheet on Mondays.
2. The RTFH finance team notifies the CEO via email that the electronic invoice folder is ready for review by 12pm on Tuesdays.
3. The RTFH CEO, or an RTFH staff as delegated by the CEO, reviews all invoices, updates the Invoice Payment Spreadsheet, and notifies the finance team once the invoices have been approved for payment.

### **Emergency Check Signature Process**

1. The RTFH finance team prepares and prints checks for signature by 12pm on Wednesdays. The RTFH staff authorized to sign checks is restricted from printing checks.
2. The RTFH staff, as delegated by the CEO, picks up the checks from the finance team or RTFH office and delivers them to the CEO for signature on Wednesdays.
3. The RTFH CEO reviews and signs checks every Wednesday, ensuring that the Invoice Payment Spreadsheet has been updated and reflects accurate payments.
4. The RTFH staff, as delegated by the CEO, mails the checks no later than 5pm on Thursdays.
5. The RTFH CEO sends the Invoice Payment Spreadsheet to the RTFH Board Treasurer within 24 hours of signing the checks to notify the RTFH Board Treasurer of all invoices and check payments.



### **Financial Reconciliation**

1. The RTFH finance team and the secondary authorized RTFH staff, as previously approved by the RTFH Board, reconcile the Invoice Payment Spreadsheet with the bank account on a weekly basis to ensure the checks that cleared match the authorized payment amount.
2. The RTFH finance team provide the monthly financials to the authorized RTFH staff, as designated by the CEO, on the last day of the following month. For example, the financial report for the month of January shall be submitted to the RTFH CEO or other RTFH staff as designated by the CEO, by the last business day in February.
3. The RTFH designated staff reviews the monthly financials and the monthly bank statement for accuracy. Once the monthly financials have been approved, the RTFH designated staff provides the monthly financials to the RTFH CEO and the RTFH Board Treasurer for review.
4. The RTFH designated staff reviews the approved monthly financials with the RTFH Board Treasurer prior to the monthly RTFH Executive Committee meeting.
5. The RTFH provide the monthly financials to the RTFH Executive Committee at each monthly meeting for approval.