

RTFH Board of Directors Meeting Minutes

Date: August 25, 2021 **Time:** 2:30 – 4:00 p.m. **Location:** Zoom Video Conference

ATTENDANCE

Present: Ray Ellis (*RTFH Board Chair*) Rick Gentry (*CoC Board Chair*), Stephanie Kilkenny (*Secretary*), Karen Brailean (*Treasurer*), Amy Denhart, Lindsey Wright, Janet Carson, Ken Sauder, David Baker, David Deng, Joel Roberts, Veronica DelaRosa (*arrived after voting items*)

Absent: Nancy Sasaki

Other Guests Present: Rick Dahlseid

RTFH Staff Present: Tamera Kohler, Lahela Mattox, Aimee Cox, Sally Zamadics, Carrie Stemrich (*minutes*)

The regular meeting of the RTFH Board of Directors was called to order at **2:35 p.m.** A quorum was present at this meeting.

AGENDA ITEMS:				
1. Welcome and Introductions				
Board Chair Ray Ellis welcomed Board Members to the regular meeting of the RTFH Board of Directors.				
2. Action Items				
a) Approval of June 30, 2021, Board Meeting Minutes				Ray Ellis
<ul style="list-style-type: none"> Discussion regarding the inclusion of details in the minutes and posting on the website: <ul style="list-style-type: none"> Minutes are not posted publicly as of the Board separation. If it is decided that less detail is needed, this Board will direct to change that moving forward. 				
Vote		Motion		Second
Yay: 11	Nay: 0	Abstained: 0	Ken Sauder	Joel Roberts
Motion passes				
b) Approval of May 2021 Financials & Finance Committee Report				Karen Brailean
<ul style="list-style-type: none"> Reviewed May Financials and provided feedback on the Policy Engaging Lived Experience. Learning about requirements to become a HUD UFA: a stated goal which we hope to reach in 2-3 years. Candidate was identified for this committee but is not available: need to identify more finance/accounting experts. Removing the month of this year to the month of last year comparison, as it is not relevant. Pg. 4 compares financial support and revenue year to date this year with that of last year. Pg. 5 detail reviewed – for a simple check of the RTFH’s financial health to be set up in next month’s financials. Pg. 7 – similar comparison, though the budget included a buffer that is not needed and will not be in next year’s budget. 				
Vote		Motion		Second
Yay: 11	Nay: 0	Abstained: 0	Karen Brailean	Ken Sauder
Motion passes				
c) Audit				Amy Denhart
<ul style="list-style-type: none"> The Audit Committee met in late May to review the engagement letter from Leaf and Cole (our Auditors for the past several years) to decide if RTFH should continue to contract with them on the Audit this year. The Audit Committee recommends that it is in our best interest to continue to contract with Leaf & Cole. <ul style="list-style-type: none"> Critical for the Auditor to understand the complexities of RTFH’s financials, and past work with us indicates they do. <ul style="list-style-type: none"> The RTFH had 2 findings in the last Audit, so we’d like to stay with same firm to ensure this is resolved. In this first year as separate 501(c)3, we would like to see the continuity using Leaf and Cole. The Audit Committee requests the Board authorize Tamera to enter into an agreement with Leaf and Cole to do the Audit ending this fiscal year – June 30th 2021. 				
Vote		Motion		Second
Yay: 11	Nay: 0	Abstained: 0	Amy Denhart	Lindsey Wright
Motion passes				
d) Request to move Sep 22 Board Meeting to Sep 29 to maintain correct cadence with Finance Committee Meeting				Tamera Kohler

<ul style="list-style-type: none"> Need to reschedule to the 5th Wednesday of the month so there is enough time for the Finance Committee to prepare. 				
Vote			Motion	Second
Yay: 11	Nay: 0	Abstained: 0	Ray Ellis	Stephanie Kilkenny
Motion passes				
e) Discuss Nov/Dec Board Meeting date options and cadence/times for 2022 in consideration of board member conflicts				Tamera Kohler
<ul style="list-style-type: none"> Scheduled dates for the Nov. and Dec. meetings fall on the week of Thanksgiving and the week of Christmas. <ul style="list-style-type: none"> Oct. meeting is late in the month - if moved to the middle of Nov. there will only be a few weeks of business, and many times there is no meeting in Dec. There will be a lot of work done in our Oct. CoC Advisory Board Meeting due to the NOFO, and there will be reporting out the Board would like to hear about in Nov. or first week of Dec. Have a lot of funding and other items that we need to update the Board as well, and may need some action items. Could hold it the first or second week in Dec. and not hold a meeting in Nov. Motion made to cancel the Nov. meeting and reschedule the Dec. meeting to Dec. 8th from 2:30-4:30. 				
Vote			Motion	Second
Yay: 11	Nay: 0	Abstained: 0	Ray Ellis	Rick Gentry
Motion passes				
f) Policy Regarding Engaging People with Lived Experience of Homelessness in RTFH and CoC Activities				Aimee Cox
<ul style="list-style-type: none"> Presenting the request for consideration and approval of this policy (<i>included in Board Packet</i>). Includes financial commitments reviewed by the Finance Committee last week, who made recommendations for clarifying the language and bringing to the Board for approval. <ul style="list-style-type: none"> Challenges in finding existing policy, and concerns around employment law and payments affecting benefits. Simple policy helps build the culture of engaging people with lived experience and applies to both the RTFH Board and CoC Board and Committees. <ul style="list-style-type: none"> Includes engagement strategies on how we support participation, co-develop agendas, and ensure meeting sites are convenient, accessible, and respectful, and find ways to reduce financial barriers to participation. Will require ongoing funding, and we're reviewing where the costs are eligible. Policy is needed to build a place marker into our budget. It's important that it is general funds, as many of our grants have restrictions. Previously budgeted \$10,000 for stipends, potential conference payments, etc. <ul style="list-style-type: none"> Conferences reviewed on a case-by-case basis following RTFH polices regarding expense reimbursement. Voluntary stipend of \$20 per meeting, meetings are generally one hour of up to \$40 per month (keeps us below the \$500 per year). This will be an ongoing dialogue with those who can tell us how to best serve their needs. <ul style="list-style-type: none"> SDHC has a similar policy providing a \$50 stipend, and the only board members who take it are the 2 current customers and it was set up that way to not single them out and is available for anyone who might need it. This policy is an obligation from RTFH to support the work of the CoC. 				
Vote			Motion	Second
Yay: 11	Nay: 0	Abstained: 0	Lindsay Wright	Ken Sauder
Motion passes				
3. Committee Reports				
a) Governance Committee				Ray Ellis
<ul style="list-style-type: none"> Potential candidate to join the FC was identified (past working relationship with Veronica) but is unable to accept due to other obligations. The Board Expectation Policy reminder that members commit to attending 1 CoC Membership Meeting per year and 2 CoC Advisory Board Meetings per year, as well as the financial expectation for each Board Member to make a contribution they are comfortable with and is meaningful to them to donate to the RTFH. <ul style="list-style-type: none"> This comes up on foundation questionnaires to determine the level of Board Member participation and support. Also discussed that the Board Questionnaire and Disclosure form (<i>included in the Board packet</i>) needs to be revisited annually, so we would like Board Members to update now as we move into the new fiscal year. Website edits taking place to make it easier to make donations with credit cards. 				
b) External Relations Committee				Joel Roberts

- Spent time on messaging to be clear on what RTFH is and we have done well.
 - Next steps: start messaging - important to get out to our partners, stakeholders, funders, and to the whole community, and use that messaging to raise money.
- Proposing that the RTFH hires a professional fundraising leader to help with spreading the messaging.
 - Large companies are moving in to the downtown area, and we should be prepared to spread the word - if they want to address homelessness, they need to support the RTFH.
- Press release on the name change went smoothly with coverage in a number of locations - that's the kind of brand that we want to start building.

4. Informational Items

a) CEO Report

Tamera Kohler

- The DBA name change is now complete - had required follow up (posting in the paper, recording with the county).
- The NOFA is usually already in process and completed Aug/Sept; this year, HUD has finally released what is now known as the NOFO. This later release means it will not be completed until mid-Nov.
 - HUD is not looking for the same level of points in this competitive process and want to know how we addressed COVID in our geographic area, and includes a bonus opportunity with how we leveraged housing resources with healthcare. Coordination with Housing Authorities will also be reviewed.
- Hosted 2 days of community engagement rapid planning processes with the City, SDHC, the County, leading organizations and those with lived experience. Refining for downtown and possibility to replicate in other communities.
 - Engaged community and stakeholders more broadly around homelessness downtown and the unsheltered.
 - Important as our organization leans into conversations and topics around homelessness that is broader: facilitating conversations, sharing best practices, and informing stakeholders.
 - Ideas and feedback will be brought back to the Steering Committee and shared with the Leadership team around the city's plan; a standard by which we're doing business that is also to be adjusted to local conditions.
- Made recommendation to the CoC Board through our Committee to Address Homelessness Among Black San Diegans to allow us to prioritize race, which presents a Fair Housing challenge.
 - Recommendation was to take to HUD, who are seriously considering it.
- Continued work on the Built for Zero model: preparing data for publication.
- Updated Coordinated Entry scoring tool: had been done previously in the VI-SPDAT with some challenges - we continue to listen to our partners and those with lived experience on making changes to the assessment tool.
- Received award amounts for HHAP Round 3, we now know that there will be a Round 3 and a Round 4.
- Planning is underway for the Point-in-Time count in January of 2022 - weekly meetings have begun about what that looks like with mobile technology that will synch up with our HMIS system and will allow for geographic planning,
 - Intent is to complete an engaged unsheltered count as safely as possible – requires planning and engagement.
- Hosted two Learning Collaboratives on Shared Housing and preparing a toolkit.
- Engaged the Impact Center to talk about strength of planning around this pandemic response from a CoC and Public Housing Authority response. Hope for this to be complete within the month to bring to the Board.
- Work with the County and the City engaging with the Mayor's and the Board of Supervisors' commitment for funding to locate more shelter and targeted focus on Safe Havens downtown.
- The Committee on Aging and Addressing Homelessness completed a timely and important report through Serving Seniors to be used as recommendations – we'll also bring that to Board for review.
- Work at the state level on the intersection between criminal justice, mental health and homelessness to prepare RTFH to be able to be at the table for conversations.
 - Strategy plays into this on what is happening currently and planning for the future, and Lahela's background and working with HCFC and the CJBHC prior to coming to RTFH lays that groundwork.
 - There is dedicated funding in the Department of Corrections for those leaving jail and entering into homelessness.
 - Conducted 1 of a 3-part education series for our providers and justice system partners on the basics.
- State Audit was released yesterday on the Emergency Solutions Grant (ESG-CV - COVID response funding). They found significant issues in getting the funds out - possibility that we will have to return funds.
 - Calls out CoC's specifically, though our CoC does not receive these funds - about \$4M went to the County.
 - Administrative entity needs to be a local area of government and identifies the CoC as an administrative entity - does not give it the other distinction by some type of jurisdiction or local area of government.
 - Unless the County were to delegate those funds to us, the language does not allow us to be the grant recipient - we've been having conversations about this with the state (including Lahela when she was with the state).

b) HEAP/HHAP/YHDP Update & Overview of State Budget

Lahela Mattox

- See Board Packet for details.

c) Emergency Housing Vouchers (EHV) Update	Lahela Mattox
<ul style="list-style-type: none"> • See Board Packet for details 	
d) ThreeSixty Public Strategies Update	Tamera Kohler
<ul style="list-style-type: none"> • Greg is experiencing health issues and his partner is assisting Greg. The Board will be updated on his status. 	
e) Policy Update	Kris Kuntz
<ul style="list-style-type: none"> • Federal updates – monitoring the House as they move forward with budget resolution with \$3.5T included for housing. • Recently we signed on to a national letter with the National Low-Income Housing Coalition. 1,000 organizations across the country, including PATH and the NAEH and other leaders in this work. <ul style="list-style-type: none"> - Letter updated to include more details of what the funds should be spent on - includes \$180B to expand rental assistance to effectively end homelessness. • SNAPs benefits will be increasing - a huge policy shift in our country and the largest we have seen in this program. • HUD NOFO always includes policy priorities to give a sense of what we should be working on, and the 7 policy priorities this year are all things we are actively working on that are core parts of the Regional Plan. • Regional Plan Update - Since the last update, we released a draft to a small group in our community and incorporated feedback, and presented an overview to the CoC Board last week. Next week we will release a public draft of the plan for any further comments to be open for a month. <ul style="list-style-type: none"> - Goal is to finalize a plan in the fall, which will also include an implantation strategy. • Finalizing the CHS contract for analysis and a projection of needs as far as shelter beds, rapid rehousing, and supportive housing to wrap up by the end of the year. <ul style="list-style-type: none"> - This plan of plans ties together all existing plans at the Federal, State, and Local levels, so it's a big-picture vision with some goals and strategies for our region as a whole to align under single umbrella. • RTFH was part of recognition event with Supervisor Anderson's office in Spring Valley <ul style="list-style-type: none"> - Brilliant Corners (contractors of Flexible Housing Pool) secured a 12-unit apartment complex in Spring Valley and leased it to homeless families coming from the County's non-congregate hotel shelters. 	
5. Educational Presentations	
a) Data Dashboards Presentation	Jegnaw Zeggeye & Gaither Stephens
<ul style="list-style-type: none"> • Since transitioning to robust and user-friendly HMIS system a few years ago, the public dashboards on our website were complex - challenging for most to grasp what was displayed. <ul style="list-style-type: none"> - Wanted to create public-facing dashboard visualizations simpler with more standardized logic to align with HUD reporting, so we contracted with Gaither Dynamics to revamp our dashboard and further simplify. • HMIS vendors across the country generate certain standard reports (i.e. APR) with a standardized file system to be uploaded to a Federal repository, state reporting, etc. <ul style="list-style-type: none"> - Targeted KPIs for things people want to see, and uses natural language ("people helped" instead of "clients served"). - This dashboard can be CoC-wide, it can be project-specific - depending on how you want to run that report. • Snapshot Dashboard uses the HUD csv out of the HMIS - includes filterable and interactive anonymized row-level data. • Information can all be drilled down and create reports that can be used as a general framework for the work we're doing – used by our community partners, providers, ourselves, anyone that's creating reports, anyone looking for grants. 	
6. Wrap-up	
a) Final Comments/Adjournment	Ray Ellis
<ul style="list-style-type: none"> • N/A 	
Next Meeting Date: September 29, 2021 Time: 2:30 – 4:00 pm Location: Zoom Video Conference	