

**Alliance For Housing, Oakland County Continuum of Care  
Board of Directors Meeting Minutes**

<b>Date:</b>	<b>2/20/19</b>	<b>Start Time:</b>	<b>1:35</b>	<b>Stop Time:</b>	<b>3:05</b>	<b>Location:</b>	<b>OC Exec Building 41 West 2100 Pontiac Lake Road</b>
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**Members Present:** Ernestine McRae, Heather Rae, Jill Anderson, Kathy Williams, Marc Craig, Pat Wolschon, Ryan Hertz, Leah McCall, Ashley Burton

**Members Absent:** Deb Brinson, Rachel Densmore, Susan Benson, Sylvia Clark

<b>Facilitator:</b>	Ryan Hertz	<b>Scribe:</b>	Ashley Burton
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<b>Item</b>	<b>Discussion</b>	<b>Outcome</b>	<b>Action Item</b>	<b>Responsible Person and Due Date</b>
<b>1. Public Comment</b>  <b>2. Agency Announcements</b>	<ul style="list-style-type: none"> <li>• No public comment</li> <li>• South Oakland Shelter (SOS) and Lighthouse of Oakland County (LH) made an announcement to the press about the plan merger. There is currently an LOI and interim management agreement. Currently both boards are still operating while the merger is being finalized, teams are starting to work together. Hoping the effective date will be July 1 or sooner. Keeping both corporate entities, grants will continue to flow through both. Keeping current grant structure, change it with the next year.</li> </ul>			

<p><b>3. October &amp; December Meeting Minutes</b></p>	<ul style="list-style-type: none"> <li>• Kathy motion to approve, Pat seconded.</li> </ul>	<p>Unanimous approval.</p>		
<p><b>4. Policy Updates</b></p>	<ul style="list-style-type: none"> <li>• Working on revising the policy agenda. Advocacy and Public Awareness committee will send to MCAH for feedback to get the specific language and help with details/ finalizing an outline before presenting to the Alliance Board for final approval.</li> </ul>	<p>Updates to come.</p>		
<p><b>5. Board Nominations</b></p>	<ul style="list-style-type: none"> <li>• Discussion on different board representations/ stakeholders to get different perspectives.</li> <li>• We need to get a group together to look at strategically what type of stakeholders we want a part of our board and how we allocate any current vacancies so we are as diverse and inclusive as possible.</li> <li>• Nominate existing members (3-year board terms with no limit on the</li> </ul>	<p>Leah has a couple of people who may be interested in becoming a board member.</p> <p>Broader discussion about rounding out the board.</p> <p>Take back to membership to re-nominate and reappoint anybody who</p>	<p>Leah will go forward with contacting the potential nominees, but still look at others and discuss targeted recruitment to really put forth effort into getting specific representation on the board. After Leah follows up with them, she will follow back up with the board via email for resolution and a motion once we get an official okay.</p> <p>Ask candidates for a little bio to present to the membership with nominations.</p> <p>Look in previous board minutes to get dates on terms of members and officers.</p>	<p>Leah</p> <p>Ashley</p> <p>Ashley</p>

<p><b>6. Updated Bylaws for Review</b></p>	<p>number and two-year terms as officer with a 2 consecutive term limit in the same office).</p> <ul style="list-style-type: none"> <li>Board reviewed bylaws</li> </ul> <p>At <b>3.0.1.</b> Add) At least one member who is homeless or formerly homeless.  <b>(New bullet)</b> In addition, a representative from the community that expresses an interested in the Alliance’s mission is welcome.  <b>4.3</b> Change 24 hours in advance to must notify the Alliance as soon as they can.</p>	<p>has an expiring term. This is Ryan and Marc S last year that they can remain in their current offices.</p> <p>With the changes, Kathy motioned to approve the updated bylaws, Ernestine seconded. Resolution is to put forward the current version with discussed changes of the bylaws for vote at the next GM meeting on March 9. Unanimous in favor.</p>	<p>Fix formatting.</p>	<p>Leah</p>
<p><b>7. Financials</b></p>	<ul style="list-style-type: none"> <li>The Board would like the following: <ul style="list-style-type: none"> <li>- Actual for that month</li> <li>- Budgeted for that month</li> <li>- Actual year to date</li> <li>- Budget year to date.</li> </ul> </li> <li>Planning Grant FY16 has been closed out due to a change within HUD. The grant has to be spent in the year it is received. FY17 was started and the new grant year will be December through November.</li> <li>Discussion on how this will affect financial statements</li> </ul>	<p>Financials are approved. Marc motioned, Kathy seconded, unanimous in favor.</p> <p>Money has been drawn down for staff bonuses and audit. Executive committee will need to determine what, if any portion of that potential bonus is earned, by some type of evaluation and use of performance indicators. Decided that the money should be expensed within 90 days of the grant close</p>	<p>Conference call can happen if needed. Leah will talk to Alliance’s accountant.</p> <p>Conference call needs to be scheduled in regards about what the process should be like for awarding bonus. Should not expense it to HUD until the bonus is actually awarded.</p>	<p>Leah</p> <p>Ryan Hertz</p>

<p><b>8. Website</b></p>	<ul style="list-style-type: none"> <li>• Website is up and running, fixing a few glitches.</li> </ul>	<p>out.</p>	<p>Please send in bio and picture to Shaquia to upload to the website.</p>	
<p><b>9. Audit</b></p>	<ul style="list-style-type: none"> <li>• 2 Bids this year, Manor and Zerbo. The Alliance is going to Manor again this year.</li> <li>• Would like to do some outreach starting this August to solicit minority/woman owned businesses to attempt to procure a bid for audit services for next year.</li> </ul>	<p>Marc motioned, Ernestine second that the Board has authorized Leah to go ahead with Manor as our audit firm and to enter into engagement with Manor for 2018 audit, unanimous in favor.</p>		

Ashley Burton

Scribe

2/20/19

Date

**The next Alliance Board Meeting will be on April 27, 2019 at the OC Exec Building 41 West 2100 Pontiac Lake Road**