



Homeless Coalition of Greater Battle Creek & Calhoun County

Housing Solutions Board Homeless Coalition of Greater Battle Creek & Calhoun County January 13, 2017 10am Summit Pointe

1. Welcome/Introductions

2. **Roll:** Matt Lynn, Elaine Hunsicker, Lee Talmage, Chris Lussier, Nicole DuPont, Dan Ripinger, Alisa Parker

3. **Approval of December 2016 Minutes:** Chris motions to approve, Matt supports: unanimously approved by the board. Minutes will be sent out with next HC announcements.

4. **Board Member Application: Jessica Edel-H, SAFE Place:** Nicole motions to approve, Elaine seconds: approved unanimously.

5. Housing Solutions By-Laws: Edits/Revisions

- a. A chair and executive committee are required in order to comply with some of the by-laws and also could set agendas for meetings. The executive director of the HSB position is still vacant.
- b. By-laws also dictate that the DHHS should have a position on the Housing Solutions board, the HSB met with the director last fall about this but an application from DHHS has not been submitted yet.
- c. It was discussed that the chair, vice chair, treasurer, and secretary positions should be filled. Is a treasurer needed? Could they be a point person for communications regarding fund raising and handling of funds for workgroups/HC projects such as landlord luncheons/dinner, the homeless health fair, and the ID taskforce?
- d. It was asked if TCC is ok with Darci fulfilling the functions of a secretary, Nicole indicated that time has been allotted during her week for TCC and the current duties she is performing for the board such as taking minutes and sending announcements fall within this but that further demands could not be met. It was agreed that the elected Secretary would work in conjunction with Darci to perform his/her duties.
- e. It was asked what the HARA's role is in the CoC: focus around the ESG grant: the HARA monitors and oversees sub-grantees and acts as fiduciary, the HARA also acts as an access point (in conjunction with 211) for any

individual facing homelessness in the community to ensure they are connected with needed resources.

- f. Nicole proposed that the roles of officers need to be defined and sent out to the board. Electing officers could be announced as going to occur at a future meeting to ensure everyone is aware and able to attend with elections in mind.
 - i. Chair role: convene and chair meetings, , create monthly agendas, convene an executive committee (who also sets the yearly agenda) when appropriate (which would be comprised of all officers). Represent the board at functions and events. Stay current with regulations and news surrounding grants etc and keep the board informed on this. Build relationships, attend conferences etc. holds board members accountable for action items from meeting to meeting. (Chair and Chair elect cannot both be providers in order to avoid conflict of interest on Grant Committee.)
 - ii. Vice chair role (should the HSB change the name to “Chair-Elect” and make this position the successor to chair? This was agreeable.): learn the chair role, be available to chair when chair is absent, chair special committees, follow-up on ad-hoc committees and report back to board as to the outcomes, (Chair and Chair elect cannot both be providers in order to avoid conflict of interest on Grant Committee.)
 - iii. Secretary roles: ensuring board communications, agendas, and minutes are taken and sent out to the board and coalition and posted on a public website. Ensure meeting place available.
 - iv. Treasurer roles: Needs to be revisited once we have a policy regarding financial duties and decisions. Financial record keeper and reporter. Maintains information and records regarding grants and other funding sources the HC uses.
 - v. Grant Committee: make funding decisions, everyone on the board who is not receiving funds should participate.
 - vi. At our next meeting we need to approve changes to by-laws to reflect today’s discussion.
 - vii. Should not exceed 5 hrs/month. Send to HSB. Board will approve new definitions via email and elections are scheduled for Feb 19th Meeting

6. Future Meeting Focus Topics : see above

7. Board Member Comments: NA

8. Next Meeting

February 10, 2017, 10am Summit Pointe

9. Adjournment 11:41AM