

Mississippi United to End Homelessness Coalition
Balance of State CoC General Membership Meeting Minutes

Thursday, September 13, 2012

10:30 a.m.

TIME AND PLACE

The monthly Board of Directors meeting of Mississippi United to End Homelessness was called to order at 10:38 a.m. in the Conference Room located in the MUTEH office in Jackson, MS.

CALL TO ORDER

Martha Mitternacht, President, called the meeting to order.

INVOCATION

The invocation was by given Martha Mitternacht, President of the Board.

INTRODUCTIONS/NEW PERSONS

Tiffany McGee, Office Manager at MUTEH in Jackson

PRESENT

Louise Meyer, Chandar Turner, Stephanie Johnson, Lawanda Sumpter, Kathy Garner, Martha Mitternacht, JoDonna Watson, Ledger Parker, Sheila G. Brand, Glenda Boyd-Neal, Barbara Cross, Shlanda Byrd Bradford, Ivie Pulliam (via conference call), Tiffany McGee

APPROVAL OF AGENDA

Kathy Garner motioned to adopt the agenda. Stephanie Johnson seconded the motion. All were in favor by acclamation.

ADOPTION/REVISION OF BOARD MINUTES

Tabled until next month's meeting

I. COMMITTEE REPORTS

a. Finance:

Louise Meyer presented.

1. The HPRP bank account balance is \$0.00.
2. Printed report will be sent to JoDonna Watson, MUTEH Secretary/Treasurer.
3. MUTEH bank account balance is \$31,519.50.

b. Membership:

1. Ledger Parker has enlisted new members to HMIS.

c. Strategic Planning:

Louise Meyer presented.

1. Registration for CoC is open in esnaps.

2. Everyone has responded to GIW except Multi-County Community Service Agency. Louise will confirm with them prior to submission to HUD.
 3. Start Grant Committee meetings.
- d. Research/Outreach:
1. Start working on outreach and planning for PIT; complete by Spring 2013.
 2. Assign committee chairs from the board.
 3. Begin fundraising.

Martha Mitternacht motioned to accept the committee reports. JoDonna Watson seconded the motion. All were in favor by acclamation.

II. EXECUTIVE DIRECTOR'S REPORT

Louise Meyer presented.

1. Section 3 - Plan Resolution and Action Plan adoption for ESG. *Kathy Garner motioned to accept the ESG Section 3 Plan Resolution and Action Plan, and have Louise Meyer affirm by signature. Chandar Turner seconded the motion. All were in favor by acclamation.*
2. Ledger discussed office space renovations in the building and potentially moving into another suite in the building.
3. MPHA - 2 MPHA Grants including MPHA & MPHA II
4. HUD completed Monitoring Desk Review of HMIS I and send a letter of no findings.
5. PATH Grant –Request has to be submitted by October 13 and money spent by August.
6. HPRP – Currently being monitored by Mississippi Development Authority (MDA), prior to closeout.
7. Emergency Shelters Funding – MDA possibly funding MUTEH for HMIS implementation / activities only, i.e. training on usage, reports, and technical assistance.
8. Inform MDA that DV shelter data will not be available through AWARDS due to the National Network to End Domestic Violence data / database restrictions. Ledger Parker suggested establishing a MUTEH certified database for DV shelter data.
9. Martha Mitternacht suggested implementing a board committee to do site visits to funded agencies.
10. Board survey results:
 - a. **Dues structure:** \$75 (New and non-HUD funded members); \$250 (HUD funds ranging from \$100K – \$250K); \$500 (HUD of \$250K or more). Waivers at board discretion. Notify general membership of bylaws amendment for 2012 - 2013 dues structure.
 - b. **Administrative Cost Sharing:** 2% increase in 2013; *Kathy Garner motioned to add 1% into allowable expenses to support administrative costs. JoDonna Watson seconded the motion. All were in favor by acclamation.*

- c. **HMIS User Fees:** \$1200 per program (1 Agency Director & 2 Program Users). *Kathy Garner motioned to approve the fee of \$1200 annually per program effective January 2013, and for ESG to be billed internally through MDA; waivers at board discretion. JoDonna Watson seconded the motion.*

- d. **Regional Coalitions:** Delta Coalition under leadership of JoDonna Watson will serve the following counties: DeSoto, Tunica, Coahoma, Bolivar, Washington, Issaquena, Sharkey, Humphreys, Sunflower, Leflore, Tallahatchie, Quitman, and Panola. An additional coalition (North Central Coalition) was established for a total of 6 regional coalitions. Chandar Turner was selected to be the representative of the newly formed coalition. *Kathy Garner motioned to add North Central Coalition which includes Marshall, Tate, Lafayette, Oxford, Yalobusha, Grenada, Montgomery, Carroll, Holmes, and Yazoo counties and Chandar Turner in IDS at USM will be the representative of the North Central Coalition. Martha Mitternacht seconded the motion.*

- e. **Membership Meetings:** Quarterly, semi-annually, or monthly membership meeting schedules were discussed. *JoDonna Watson motioned to maintain monthly meetings (2nd Thursday) using webinars at discretion of the President or Executive Director, and to have regional meetings by March 2013. Kathy Garner seconded the motion. All were in favor by acclamation.*

- f. **New Officer Training:** Offer trainings on general board functioning and burn-out from available trainers such as MS Center for Nonprofits and National Coalition on Homelessness; MUTEH Board manual training by Executive Director.

III. ANNOUNCEMENTS

Members gave updates on agency / programs.

IV: ADJOURNMENT

Meeting adjourned at 2:50 p.m.

Minutes were recorded and submitted by Tiffany McGee, Office Manager, MUTEH

Approved: Ivie Pulliam, Recording Secretary