

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

Thursday, December 13, 2012

10:00 a.m.

**TIME AND PLACE**

The monthly membership meeting of Mississippi United to End Homelessness was called to order at 10:09 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 Tony Dorsey.

**PRESENT**

Martha Mitternacht, Tony Dorsey, Ledger Parker, Stephen Laube, Sheila Brand, Tiffany McGee, Louise Meyer, Kathy Garner via conference phone, Kimberly Nolan, JoDonna Watson, Marci Ann Reynolds, Chandar Turner, Tuwanna N. Williams

**ADOPTION / REVIEW OF AGENDA**

*Tony Dorsey motioned to adopt the agenda. Sheila Brand seconded the motion.*

**REVIEW OF BOARD MINUTES**

*Tony Dorsey motioned to approve the minutes for the meeting on November 08, 2012. Sheila Brand seconded the motion.*

**I. COMMITTEE REPORTS**

- a. Finance: No report.
- b. Membership / Outreach: No report.
- c. Research / HMIS:
  - Ledger Parker presented.
  - PIT PowerPoint presentation
  - HMIS Dashboard
  - HMIS Training Opportunity (December 17<sup>th</sup>, Hattiesburg, MS)
  - Staff Connect is still online
  - Members are encouraged to bring items to add to PIT Care Packs by January 10, 2013.
  - Community service / involvement letter on what is needed for PIT Care Packs
  - Contact CISCO and MS Food Network about donating food items
  - Confirm event schedules for each regional coalition by 12/17/2012, if possible
  -

d. Strategic Planning:

Louise Meyer presented.

- CoC is responsible for community-wide performance standards
- Adoption of performance standards titled, “*Balance of State CoC Performance Standards 2012-2013 ESG and SHP Funded Programs*”

Martha Mitternacht’s suggestions for edits:

- (1) Permanent housing (unsubsidized independent housing)
- (2) SHP funded
- (3) “will have increased”
- (7) Change “*to no less*” to “*by no less*”

*Tony Dorsey motioned to approve the performance standards for the year with changes to numbers 1, 2, 3, 7. Chandar Turner seconded the motion. All in favor by acclamation.*

Kathy Garner

- Planning money (\$54,000) available in February or March 2013
- Maybe seek a consultant to complete a strategic plan

e. Grant Committee:

- Meeting on Friday, December 28, 2012
- Project applications are due Monday, December 17, 2012
- Within the established 15-day window, grant committee will notify in writing the reception of application, and the decision of denial or approval
- Members submit most recent monitoring reports / site visit from Don Connolly
- Synopsis of each project put on Web and committees / members can access documents
- Tony, Cassie, Kathy, Louise, Stephanie, and Martha are on the grant committee; projects will be ranked; members will not rank their own projects is submitting one
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*Tony Dorsey motioned to accept the committee reports. JoDonna Watson seconded the motion. All in favor by acclamation.*

## II. EXECUTIVE DIRECTOR’S REPORT

1. 1-day workshop for board training after 1/18/2013, to include code of conduct, bylaws, and operations manual, etc.
2. Governance charter – add dissolution paragraph to charter about HMIS lead changes with dissolution time frame; between service provider, collaborative applicant, and CoC board
3. Approve governance charter with adding dissolution paragraphs

*Tony Dorsey motioned to approve the governance charter with the understanding that the dissolution statement will be included. Motion seconded by JoDonna Watson. All in favor by acclamation.*

4. MUTEH General operations – make sure CCR registration has transferred ([www.sam.gov](http://www.sam.gov))
5. HMIS user fees will begin in January 2013; invoices will be sent out; fees include 1 Program Director and 2 users
6. MPHA: Outreach packets are available – posted online under programs

*Tony Dorsey motioned to accept the ED report. Motion seconded by Chandar Turner. All in favor by acclamation.*

### **III. UNFINISHED BUSINESS**

1. SHP grant dates for Annual Performance Report dates

### **IV. NEW BUSINESS**

- Members are encouraged to come prepared with reports of accomplishments, program outcomes, progress, and success stories

### **V. ANNOUNCEMENTS**

- Tuwana Williams: February 20, 2013; legislative date (press release from members about issues / concerns); Interagency Council meeting
- JoDonna Watson: Thrift store, 2<sup>nd</sup> Chance opened December 10, 2012
- MCCSA Dance for building fundraiser – December 14, 2012 at Frank Cochran Building
- Ledger Parker: Alpha House is closing its doors; MUTEH FB & Twitter page are linked on Web site
- Next membership meeting is January 10, 2013

### **VI. ADJOURNMENT**

The meeting adjourned at 12:06 p.m.

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

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*Approved:*