

Kenai Peninsula Homelessness Coalition (KPHC)
First Annual Board Meeting
1.16.23

Attendees:

Kathy Gensel
Karen Martin-Tichenor
Tim Navarre
Frances Azzad-Smith
Leslie Rohr
Abby Ferrer - Absent

Notes, Zoom technology and recording:
Jack Darling of Denali Daniels + Associates

Call To Order (Chair)

Meeting was called to order at 3:10PM on Jan 16, 2023

Roll Call (Chair)

As above

From the bylaws, a quorum is 3 people, maximum is 6.

Tim: I need a motion to approve the agenda calling the meeting “annual”. Karen moves, Leslie seconds.

There are no minutes to approve, we will approve these minutes at the next meeting.

First order of business is the election of officers. Essentially I’d entertain a motion to approve all 6 of us, then following that we’ll draw to determine who has which term length – 1, 2, 3 years. Our bylaws require that terms are staggered so our positions aren’t likely to come up at once, though any resignation vacancies would need to be filled per the bylaws.

We will potentially have election of officers at every annual meeting.

Motion to move forward with election – Tim as president, Leslie as vice president, and Kathy as secretary/treasurer.

Kathy motions for same officers until this time next year, Karen seconded, passed

No objections, officers are elected as currently:

Tim: President,

Leslie as Vice President,
Kathy as Secretary/Treasurer

Drawing for terms. If no objection, will draw 1st for the 1 year term, then for the 2-year, and last two will be the 3 year terms.

1 year terms: Karen and Leslie
2 year terms: Tim and Kathy
3 year terms: Frances and Abby

Our bylaws state that all of us can serve a maximum of 2 three year terms. It does address about the staggered terms. Those who are serving 1 year terms can serve a max of 7 years at the beginning. 2-year terms can serve a maximum of 8 years if elected. Then, they won't come up for election or retention for 3 years.

Kathy:

Old Business

- a) Nikiski Shelter of Hope
 - a. Transfer of ownership to KPHC, Inc. which is the parent organization with its own 501c3 and Tax ID Number. Kenai Peninsula Shelters of Hope, LLC. They also have their own 501c3 and TIN. This entity holds the property. The incorporators are the 6 of us. Manley & Brautigam are our registered agents. It/s recorded that the property is transferred. Filled out exemption form for the borough to save us around \$3000 in property taxes. We'll need to be sure we do this exemption step for any future property.
 - b. The operating lease will be with Shelters of Hope.
- b) Insurance – Inspection and transfer to KPHC, Inc.
 - a. Bridges is paying this now, it needs transferring to Shelters of Hope. I have a call in with Annie Johnson. They sent in formation that we need the new owners to fill out. Regarding operating the shelter – Leslie will be working on this. There will be an inspection.
 - b. Emergency cold weather shelter dollars have been paying the insurance, we have \$1200 left which should get us through the transition.

Tim: If there are transition costs, I was able to secure \$5000 funding from the Kenai Peninsula Foundation for this transition and up to \$2500 for a facilitator for the transportation coordination meeting. Offsetting costs of the building, working to build up some reserve and handle certain costs with an umbrella policy.

Leslie: Grant cycle is a long process. Have been operating out of LoveINC reserve funds. Running close to \$30,000 a month to operate. I think we are finally going to get the \$ from the borough

Any other questions on transfer? Hearing none.

New Business:

- a. Opening of bank accounts. We will we need 1 account for the coalition and one for the shelters of hope? If we can use the \$5k for

Tim: I'd entertain a motion, I think you need both. Insurance might be paid by the LLC but not the coalition. I don't think it hurts though you might write checks more out of one than the other.

Kathy: If going for grant money, if that is the property holder, is that where the funds need to be distributed. We can split up the initial \$5k. I would say Wells Fargo or First National since they are in both communities.

Karen: Have heard of issues with Wells Fargo, not so with First National.

Leslie: LoveINC banks with both of them and has an easier time with First National.

Kathy: I'll move forward with paperwork, let me know who should be on the accounts and I will start working on that.

Tim: If we can get everybody's signature on the account and then required two signatures on each check

Kathy: I think they don't look at it if under \$5k but we could have an internal policy

Tim: This protection is internal to have a second set of eyes on the checks that go out. If it's not a hassle to get all to sign the form at setup. I'd entertain a motion to proceed in opening 2 bank accounts, one for each entity – with First National unless for some reason Wells Fargo would work better.

Frances made the motion, Karen seconds. The motion is passed – who do we want as signers?

Tim: If all 6 possible, that seems good for flexibility. Most boards put their officers as signers. This motion is important to be in the minutes. Sometimes the bank requires the minutes as proof to open up the account.

Motion to learn if First National can have all 6 signers, if not then only officers is OK too

- b. Adoption of Record Retention and Destruction Policy
- c. Adoption of Conflicts of Interest Policy
- d. Adoption of Policy for Board Review of Compensation

Kathy moves to adopt all three of the above, b, c, and d. Seconded. Passed

- e. Transportation Meeting – tentative for March 23, 2023

Next Meeting: Quarterly meeting of Continuum of Care (CoC) / KPHC is scheduled for March 13, 2023 via Zoom

Kathy: We are planning to have this facilitated by DDA – I met with Denali and she has us on her calendar. It's \$2500 for a half day and they would be here in person to help facilitate. I told her we should be able to do that. Did we hear from the Challenger center?

Tim: Kenai Peninsula Foundation unrelatedly approved \$2500 for facilitation of this. We'll still need a meal or snack for this. We are a legal entity now, and Karen is the chair of that committee. The meeting is scheduled for March 23, 2023

Kathy: We talked about having this presented by the Kenai Peninsula Homelessness Coalition, in order to get the name out there. Describe what it is, the continuum of care. Kathy moves to support the transportation meeting, Leslie seconds, passed.

Additional discussion?

Jack: Opportunity to describe the committees and what they do.

Tim: Yes, and as issues come up regarding more than homelessness, we'll still want to capture that.

Karen: Maggie Winston has a list of vendors I'd like to see, if we can name ALL the vendors so people know, that can save us time.

Frances: Are their invitations for Seward or only this side of Peninsula?

Tim: No, it will be borough wide and include Seward and Homer. Please send transportation providers in Seward who you want to be sure are included. We also want to coordinate with all projects including the fixed route system being initiated with one route by the Kenaitze. We also want the city to show up for a positive outcome.

Karen: No invites out yet, we are hoping to get them out as soon as possible

Tim: Planning to put out this week. Hope to have primarily in person attendance but with Zoom capabilities.

Karen: Will we need to have folks RSVP for food supply?

Tim: We should plan to meet with borough and get Denali to tie in to finalize the outcome and layout, so we can know what to expect. Since it is a public meeting – people can still attend if they don't RSVP. Can encourage folks to RSVP so we can make the best arrangement possible. Is there any objection to supporting the transportation meeting? Motion passes.

Tim: I'm unsure when the \$7500 will be deposited – as we move forward we may need to move funds. Now, Bridges makes the determination on spending, that's how the account is set up at the foundation. I know Bridges board is committed to helping the coalition moving forward.

Leslie: In way of announcements, the Alaska Coalition of Housing and Homelessness Balance of State (which we are a part of) is entertaining a contractual agreement with RurAL CAP to help with the administrative part of the balance of state, which would include some supports for Brian Wilson and the Homelessness Coordinator position for the BoS. It's in the early stages of conversation – could be beneficial for us to partner with RurAL CAP who has been tasked with addressing the lack of affordable housing throughout the state. The state is vetting a candidate for this position. Fairbanks just had their position funded again by the AMHTA for three years. Any word on the Trust position for KPHC?

Kathy: Tim, when did you last talk with Mike about a position funded by the Mental Health Trust?

Tim: Last week, they were actively working on calling. I heard from them that there is another municipality after the funds, even though we thought that we were next in line and already approved. If they are out of funds that's going to be a problem and we will cite this approval. As you all know I testified in front of the board, addressed the need we are trying to meet and that we are looking at options. We need to fight for these funds. If some of the board is available to participate in the meeting with the borough – whoever is available to make it, hoping most of us can attend this meeting ASAP.

Leslie: I will reach out to Brian Wilson to be sure those were Trust funds.

Tim: I want to ensure we're not left out. We should have meetings quarterly, so every three months. April 10, 2023, July 10, 2023, October 9, 2023 and Annual Meeting January 8, 2024.

Kathy: So next Quarterly meeting of CoC/KPHC is scheduled for March 13, 2023 via Zoom

Tim: Planning to meet quarterly will allow us to get needed work done. If no objection I'll entertain a motion to hold quarterlies on the 2nd Monday. April 10th, July 10th, October 9th, and January 8th.

In 2024, we should try to have annual meetings that we can be sure others can watch us in that meeting, get other board members. We'd still be the only ones taking action. If we have the transportation meeting we can tell folks they can also participate in the annual.

Karen: We can ask at the transportation meeting in March, who is already a part of the coalition. In the room, on Zoom.

Tim: Some may be without realizing – they are members but may not have it on their agenda. The coalition as well as the Continuum of Care.

Motion to adjourn by Kathy, seconded by Karen, passed.

Adjourned 4:08PM 1.16.23