



MID-KANSAS COMMUNITY ACTION PROGRAM, INC
730 Cliff Drive, Augusta, KS 67010
(316) 775-3000

Regularly Scheduled Board of Directors Meeting
June 15, 2017
6:30pm

Board Members Attended

Robert James
Heather Rierson
Joe Spiser (on phone)
Dan Holub
Linda Johnson

Board Members Absent

Sue Barrientos

Also Attended

Joyce Stockham

Meeting called to order by Heather Rierson at 6:40 pm.
Board members recited the Community Action Promise.

Adoption of Consent Agenda

Revised Agenda for June 15, 2017
Board Meeting Minutes from April 27, 2017
Monthly Program Reports
Fiscal Reports June 2017
Motion by Dan Holub (Linda Johnson 2nd) to approve consent agenda as presented
Motion carried 4-0

Treasurer Report

Discussion:

Joe Spiser, Linda Johnson and Joyce Stockham met April 25, 2017 and May 23, 2017 for the fiscal committee meetings. Fiscal reports reviewed for April and May 2017: (1) Actual vs. budget for CSBG and CSBG Discretionary; Agency Property, Indirect, Unrestricted, EFSP, United Way-El Dorado, Tri County Transitional Housing Program, Harvey County Local, Cowley 15-16 and Tri County Transitional Housing Program, Fidelity Charity, CHDO Rent/Main, KidzFest, and Thrive!Butler County (2) Agency Balance Sheet and Trial Balance Sheet. Committee reviewed journal entries, credit card statements, and timesheets. All reports were found to be appropriate and accurate. Agency management funds were billed to Vintage Apartments at Hillsboro, LLC and have been deposited into the Vintage Management budget. Committee reviewed the Independent auditor's report the LLC and accepted the audit. Request for proposals for the agency audit has been reviewed and sent out for responses; due date for the proposal returns is June 30, 2017. The committee agreed to move forward to auction the Madison properties and hold a \$35,000 dollar reserve. Also suggested looking in to an auction as a possibility for the Arkansas City house. Motion by Joe Spiser (Linda Johnson 2nd) to approve Treasurer Reports.
Motion carried 4-0

Authorized designee to sign checks

Discussion:

Motion by Dan Holub (Linda Johnson 2nd) to add Kristina Young as a signer on the Verus and the Andover State Bank checking accounts

Motion carried 4-0

Succession Plan

Discussion:

The board received and reviewed the agency succession plan. The plan was originally developed in March and will be updated as of approval date.

Motion by Joe Spiser (Linda Johnson 2nd) to approve the Succession Plan, Leadership Transition

Motion carried 4-0

Board Membership

Discussion:

The board received and reviewed the membership application from Audrey Jenkins

Motion by Linda Johnson (Dan Holub 2nd) to approve board membership for Audrey Jenkins

Motion carried 5-0

2016 Audit for Vintage Apartments at Hillsboro, LLC

Discussion:

The board received via email and reviewed the audit agreement for the LLC.

Motion by Robert James (Linda Johnson 2nd) to receive and accept the 2016 audit agreement for Vintage Apartments at Hillsboro, LLC

Motion carried 5-0

Strategic Planning

Discussion:

The agency has moved from Transitional to Rapid Rehousing, in doing so the manual needed to be revised to reflect the program requirements. HUD is very specific in the regulations. It is not a HUD requirement that the Board accept the manual since HUD established the regulations. However, the board should note the changes in the activity and be familiar with the program. It's important as well that it is reviewed to be in line with the agency Strategic Plan. Accepting the manual confirms that it meets the agency goals.

Motion by Dan Holub (Linda Johnson 2nd) to accept the Rapid Rehousing Manual

Motion carried 5-0

Employee Handbook

Discussion:

The document was received, reviewed and determined no changes needed at this time.

Insurance Coverage

Discussion:

All insurance coverage for the agency was reviewed and determined no changes needed at the time. The agency can expect to see some changes in deductibles and other minor details. There were several claims processed this year.

Agency Bylaws

Discussion:

The agency will need to review the minimum number of board members as it is in not in line with the KHRC CSBG manual. Recommendation will be made to KHRC to allow CAA's to be able to identify the number that works best for the agency. There will be follow up on this issue.

Agency Staff Update

Discussion:

Efforts to fill the Administrative Assistant and the Community Support Coordinator have been successful. References are being reviewed at this time and offers will be made pending that information and background check.

KHRC Monitoring Review

Discussion:

CSBG Program Manager, Doug Wallace, and Deputy Division Director, Jeanette Spurgin, with KHRC spent two days reviewing fiscal information and the Organizational Standards. During the exit interview, two findings were identified along with recommendations for the standards documentation. Once the written report is received it will be provided to the full board. Overall, the review process went well and was a learning experience.

Other Business

Discussion:

Linda Johnson suggested that the agency sponsor a table at the fundraising event sponsored by Butler Leadership for the benefit of the El Dorado homeless shelter. All board members agreed this would be a good use of unrestricted funds. Board members and staff will be attending the dinner. Request was made that Housing Coordinator present a plan to increase revenue and/or reduce expenses for the low-income rental units. Additionally, provide list of rental units to the board members.

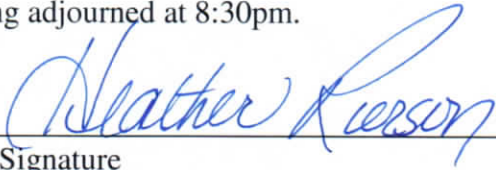
Adjourn

Discussion:

Dan Holub (Linda Johnson 2nd) motioned to adjourn the meeting.

Motion carried 5-0.

Meeting adjourned at 8:30pm.

 7-27-15

Board Signature Date