



May 28, 2014 Meeting Minutes

Meeting called to order at 12:03 PM by Chair Julie Graves

Attendance: *Julie Graves – Chair, Darlene Cook – Vice Chair, Sarah VanCleve – Secretary, Chris Brunnel – Member at Large, Penny Lamping, Sheryl Piercy, Kirsten Jewell, Clara Ann Ness, Sandra Paulino-Winborn, Manny Cruz, Walt LeCouteur, Denise Solada, Beverly Kincaid, Cheri Olson, Becky Boughton, Monica Bernhard, Terry Schroeder*

Introductions were made around the table.

**Agenda Review:** No changes made.

**Minutes:** The minutes from the April 2014 meeting will be approved in June, since this was a special meeting to discuss the Coordinator job description and budget to decide whether to apply for funding for the position.

**Coordinator Job Description & Budget for Position – Julie Graves:** After having everyone take some time to read over the job description and budget for 2015. One suggestion was to make everything consistent as far as the abbreviation for Continuum of Care Coalition, using either KCoCC or KCCC. Another thought was to look at the summary for the set aside request that was used in describing the position. Questions that were asked were:

- Number of hours the Coordinator works ~ 30 hours/week
- What was changed from the last job description ~ some duties added, such as responsibility for the website, and some details added to better describe what is done.
- Who is the Division Director ~ Darlene Cook

It was suggested that it would be nice to have the annual report; it is included in the Thursday Journal and will be included with the Executive Summary once it is done for this year. It might be good to have an Executive Committee report at the CoCC meeting. It is felt that there still needs to be more visibility in the community; however, the CoCC does not impact the full community as it primarily impacts those that deal with housing and poverty issues. What other grant applications does the coordinator prepare?

Bev Kincaid had two suggestions:

1. She has a low level of comfort with the indirect amount of 8% when it is stated that administrative costs are a low priority in the Combined Grant Application.
2. She stated a huge level of discomfort with providing money for incentives for Project Connect as when she coordinated Project Connect she was able to easily get a lot of stuff donated.

There was also discussion about the WLIHA dues. After discussion, it was determined that it would be best to leave them in with the position request. After further discussion about the indirect cost, Bev was more comfortable with the 8%. Kirsten Jewell stated that the Grant Recommendation Committee looks at administrative costs that are reasonable, but does see them as a low priority. It was felt that it is a low administrative cost overall that is reasonable. Darlene explained that it is KCR's federally approved rate. There was a question as to how much the coordinator salary is; Darlene replied it is 30 hours per week, at an annual salary of \$29,000. The action that is being requested is for the CoCC to support KCR in applying for this position with the proposed budget. **Bev Kincaid moved to submit the application for the coordinator position with the removal of the incentive items from the request. The motion was amended to include up to \$3,000 for the WLIHA dues. Walt LeCouteur seconded the motion.** A vote was taken with no opportunity for discussion, so the motion was invalid. Denise Solada suggested that having some money for incentive items would be helpful. It might be worthwhile to include the full \$3,000.00 to include WLIHA dues with the rest going to incentive items. **A second motion was made to pursue the application, including money for the WLIHA dues and to discuss whether to include some incentive money with the membership in June.** There was discussion that the money being generated for incentives does go to the people that we serve. The motion passed.

The meeting adjourned at 1:35 pm.

Respectfully Submitted,

Sarah VanCleve, Secretary