

Housing First Solano - Board Meeting

MINUTES OF HFS BOARD MEETING APRIL 16, 2014

NEW LOCATION: CAP SOLANO – 1545 N. Texas St., Suite 201, Fairfield

1. Welcome – Chairperson, Ruth Matz, opened the meeting at 10:19 am

Board Members present: Frank Wells, Norma Jean Ramos, Ruth Matz, Reginald Doss, Kay Tracy

Staff present: PJ Davis and Kari Rader from CAP Solano, Collaborative Applicant

Pubic present: Ron Grassi, and Tosca Wilson

2. Approve Agenda – On a motion and second (Tracy/Wells) and hearing no further discussion the Agenda was approved unanimously
3. Approve Minutes from February 26, 2014 – On a motion and second (Wells/Ramos) and hearing no further discussion the Minutes were approved unanimously
4. Process for Additional Board Members – board members reviewed the Housing First Solano Charter and will comply with the second on approving board members. Initial board members were approved through an election process. All future board members will be voted on by the HFS Board at regular meetings as appropriate (Article X: Board and Board Membership; Section 7 Vacancies; page 11 of 23 HFS Charter).

Board members agreed to do outreach and recruitment to strengthen the board membership. Ruth Matz and Norma Ramos would contact Ann Putney; Ruth Matz would contact Richard Mendoza; Frank Wells and Kari Rader would contact Pam Bertoni

Board membership applications will be submitted members of the Board Membership Committee for recommendation to the full board.

5. Discussion and Possible Action to Adopt Committees per Charter – Committees were approved on a motion and second (Tracy/Ramos):

Point in Time Count Committee – Frank Wells – Board Member

HMIS Committee – Kay Tracy – Board Member

Collaborative Applicant Process Committee – Tosca Wilson – potential Board Member

6. Review of Charter – Roles and Responsibilities – Discussion ensued regarding process for written standards and policies for Housing First Solano. Work to be done in committee process; recommendations brought to the HFS Board; HFS Board will vote on regular business items and bring to the full General Membership standards and policies pertinent to the full membership.
7. Review of Recommendations by HomeBase for Housing First Solano – moved to May meeting
8. Process for Promoting Agencies and Providing Letters of Support – Discussion ensued regarding supporting partner agencies by acting as a clearinghouse for information flow. Require new partners to make a short presentation to the HFS Board prior to forwarding communication to the general membership
9. Comments from Board Members – None
10. Set next meeting date/time/location – Agenda – May 28, 2014 – 10:00 to noon at Suisun City Council Chambers; 701 Civic Center Drive, Suisun City, CA