

January 27, 2023

Keys to Home Governance Board Meeting

Attendance:

Ken Armstrong – Alachua County Housing Authority
Chris Floyd – United Way Lead Agency Board Chair
Brendan Shortley – Helping Hands
Lisa Feagin – Veterans Administration
Amber Miller – United Way Lead Agency
Andrea McClintic- United Way Lead Agency Board
Lori Slaven - Lee Conlee House
Gavin Johnson - United Way Lead Agency Board
Jon DeCarmine - ACCHH
Nancy Eisele - Lutheran Services Foundation
Michelle Sherfield – Alachua County Sheriff Office
JoeAnn Spencer – United Way Lead Agency (scribe)

Brendan Shortley called the meeting to order at 9:06 a.m.

Jon DeCarmine asked that Patrick be admitted to the meeting because it is a whistleblower event. Amber Miller stated this is a discussion between the lead agency and the CoC Governance board. Jon DeCarmine asked the minutes to indicate a board member asked for Patrick to be in attendance and the Lead Agency declined.

Amber Miller stated there has been zero misappropriation of funds and she was not notified of the email that was sent to the Governance board.. The email could have been discussed as some of this board members could not be in attendance otherwise it would have been rescheduled.

The Lead Agency has expense the entirety of the dollars, concern to the CoC board no to the Lead Agency board, yes, once the money is spent the funding source becomes the Lead Agency.

To address the points in the email received by the Governance Board.

1st - The CoC is not properly budgeted to continue to pay the administrative costs associated with the United Way as Lead Agency

Lead Agency Response - Grant funds may be entirely inadequate to support the CoC. Grants were applied for under prior leadership. Funding was extended verses reapplying for funds, which means a limited amount of funds for the increase in work. The last two years the Lead Agency has been trying to figure out how much the Lead Agency is subsidizing the CoC.

2nd Point - CoC staff has not been provided adequate financials to provide sufficient financial oversight for CoC funding.

Lead Agency Response: Lead agency contracted with a new accounting firm. Still working to align the process, we are closer now than we have been before. This is the accounting process- at end of month, the month closes, this process involves all Lead Agency books, deposits made for the month are

reconciled by the 8th of the next month. The 15th of the month receives all invoicing from Rena (CoC Grant Manager)

For CoC expenses to accounting, typically the month closes out on between the 20th and the 22nd of the month. We are close to having the process on time.

The Lead Agency transitioned to a new accounting firm on June 22, 2022. Lead Agency are right now in the process of a traditional audit and a federal single audit. The director of the CoC has all the budget information and financials available in the Govenda platform. All meetings and financials are uploaded there, they are provided. If ever he needs a general ledger if the month isn't closed the information will be provided with the understanding the statement isn't closed. Does every member have access to our accounting software, not everyone, that would be cost prohibited.

3rd Point - CoC staff has not been included in ongoing discussions with the United Way board relating to these issues

Lead Agency Response: That is up for debate. I am a staff member, I work on behalf of the CoC, and I work for the Lead Agency. Patrick and I discussed working through the mid-year true up and then enter the discussions with the Governance board.

Since August 2020, none of my time was paid by the CoC grants, CoC grant hours tracked was 25% of my time. March 2021 I began to work on the budget under guidance, 25% should be expensed to the CoC. July 16, 2021, this was taken to the CoC board for discussion. JoeAnn half time for the CoC has been in place since her employment begin February 2019 for meeting minutes, administrative, CoC listserv payroll and any other work for the CoC. Our time is not new, nor was it not presented to the CoC Governance board.

Admin dollars expensed for JoeAnn, Rena and me, yes, those are admin dollars. There are costs to doing business, accounting, bookkeeping, audits, checks issued, having to pay for an accounting firm to do that. Overhead costs are tracked, one thing I am working very hard on is understanding the intricacies of our budget, budget process, there is a cost to doing business. Costs associated with staff, benefits, pay raises, business cards. I am trying to understand what the cost of doing business along with how we operate and what we spend our money on and how we are spending the funds. No, we are not charging everything to the CoC, primarily utilized for direct services, HMIS, Coordinated Entry Specialist.

Lead Agency finance committee meets every month looking at the financials. On November 15, 2022 a group was created in Microsoft Teams which consists of Patrick, Rena, accounting firm, JoeAnn, Rhonda and myself to streamline collaborations for invoices, expenses and receipts for the CoC. Some of the invoices for the CoC were not being paid in the same month because Patrick was instructing Rena to hold them until the next month. After this group was created it was reiterated that invoices should be paid in the same month. To my knowledge, this process has been working smoothly.

ELOCS – Patrick and Lead Agency were provided an email with access registration on Sept 11, 2020, he was reminded to register, he did not register. For every ELOCS entry, Lead Agency screenshot the information, attach it to an email to Rena, Accounting and Patrick. The amount requested and the balance is on the screenshot.

Patrick and Lead Agency have a weekly meeting every Thursday at 2:00 p.m. Jan 5, the knowledge that we expensed all CARES fund I freaked out a little, my thoughts were how did I miss this? I asked him to look at the budget to see where we overspent. I started running financial reports. December had not closed yet, I ran everything through December knowing it was not closed, we both took a look at it. I did a budget true up sent it to him at 5:11 p.m. I highlight all ESG CV grants looking at where we overspent, asked him to crunch his own numbers, make sure we are in check and balance wanted to talk in through. January 9, 2023, I messaged him to see if we were able to talk. We were not able to connect. I sent a revision of the budget true up via email and teams, to go through the report to add unexpected expenses and how to resolve the budget deficit, I was meeting with the Lead Agency Executive Team on the 11th. During the executive team meeting the situation was explained, and said we were still looking through the numbers to see where we went awry and solutions. Later at 4:15 his email if we can meet, I responded at 4:20, no response from Patrick. I received a text at 5:05 asking if we meet now or we could meet tomorrow January 12, our regular meeting. We decided on tomorrow our regular meeting. He shared his concerns and recommendations we were at odds. I did not agree with what he presented. He wanted to find another lead agency that was cheaper. To maximize funds, he recommended cutting myself, Maddye, accounting firm and JoeAnn. That was not a solution. I reminded him that the CoC decision for a new lead agency is entirely up to the CoC members and the governance board. The Lead Agency wanted to meet with the Finance committee to present the information in terms of the Lead Agency offsetting the costs. If the finance committee needed to have any discussion that was up to the board of directors, then the board of directors would meet with CoC governance board. He wanted to discuss it at the next scheduled Governance Board meeting 1/25. I said I don't know. The funds were not misspent, what happened is we spent the funds too fast. The remainder of the expenses has to be paid through the Lead Agency. We are not stopping any work that we are doing, we have to identify which revenue streams that we are going to use from the Lead Agency.

He asked if the finance committee wanted to discuss at the Lead Agency board meeting, the answer is after the board meeting, there is an Executive session for the board, that staff members are excused and it would be discussed there if needed.

Remainder of concerns CoC being a United Way program, his concern being a nimble organization, all these concerns stem from an understanding of our identity. UW is a legal entity Coc is not a legal entity. UW is not CoC, CoC is not the Lead Agency. As per our MOU we are responsible for managing the CoC we are not identifying as the CoC. United Way is the stewards of the CoC. I would like to see more public recognition for the work the CoC is doing in our community.

Fundraising – Certain amount of federal and state funds is very structured I wanted to secure additional funds, some of the funds would go to the staff. We are capped with what we can do for the staff. In order to give raises, we would need unrestricted dollars to give raises, right now we cannot give raises to the CoC staff. LMS software that was purchased is a two-year contract. After two years, we will need funds that to pay for that. Govenda collaboration is a one-year contract, I have to figure out how to continue that after the one year, it is not budgeted in a grant. There is a lot we can do; we can raise funds to sustain the CoC. Fundraise and help with issues we see, more for rental, utilities, there are things we can be super strategic about, but this has to be a strategic partnership. With checks and balances in place, there are costs associated with great accounting. Going through audits making sure ever thing is as clean as possible, our audits have been clean.

I feel like this was a lead agency concern we expensed admin funds and we need to figure out how to get through the rest of the year, I will take questions.

No questions asked.

Moved to adjourn by Jon DeCarmine, seconded by Michelle Sherfield.