

Board of Directors Meeting (HCPC)
328 West Highlands Drive
Lakeland, FL 33803

Our Mission:

Teaming up to make homelessness rare, non-recurring and short lived.

January 9, 2019

Meeting started at 3:00pm

Meeting Adjourned 3:35pm

Board Members Present: Mike Brown, Al Kirkland, Annie Gibson and Jane Freeman.
Ron Daniel, Darrell Starling and Laura Lee Gwinn, Executive Director attended meeting
(Absent) Cedric Cox

Call to order was done by Mike Brown

The October 10, 2018 minutes were reviewed. A motion was made by Annie Gibson to accept minutes as written. This was seconded by Jane Freeman. Minutes passed unanimously

Old Business

- **Mayor's Steering Committee**
Mayor Munz's office will be hiring 2 case managers for Munn Park area. Will be employed by Tri County but report directly to him and supervise them. He also wants them to be case manager for Rapid Rehousing Project. We do need to find a provider. St. Vincent's De Paul may be interested in taking on the Rapid rehousing project for the city of Lakeland. Need to get details of the Rapid rehousing project and do MOU.
- **HMIS funding error corrected**
HCPC was only given 1/2 of the HUD funding, \$59,000. Laura Lee contacted Lori Soreno, our desk office and the other half of the award was added back to our funding. Error has been corrected.
- **Point in Time Count Planning update**
Date for Point in Time Count is January 24. To date we have 75 Volunteers. We have 2 Hubs', St. Vincent's De Paul in Lakeland and The Winter Haven Moose Lodge on Havendale Blvd. in Winter Haven. Hours of PIT are from 5am until 5pm. There will be 2 different shifts, 5am until 11am then 11am until 5pm unless Volunteers want to work entire count. All volunteers need to be trained

and the dates of training are January 16, at South Eastern University for their student. January 18 and 21st at the United Way building from 9am-11am or 3pm-5pm for remainder of Volunteers.

New Business

- 2019 Budget
2019 Budget was reviewed. Laura Lee answered any question that the Board had Regarding Budget. A motion to accept the Budget was made by Mike Brown and Seconded by Al Kirkland. A vote was taken, and Budget passed unanimously.
- Whistleblower Policy
The Whistleblower Policy was reviewed. A motion to accept the policy as written was made by Al Kirkland, this was seconded by Annie Gibson. A vote was taken, and policy passed unanimously.
- Employee handbook revision
 - * There was an update to reflect health insurance benefits
 - * There was also a correction to the expense reimbursement policyA motion was made by Mike Brown to accept the employee handbook revision. This was seconded by Al Kirkland. A vote was taken, and handbook revision passed unanimously.
- Record retention Policy
The records retention policy was reviewed and discussed. A motion to accept the Policy as written was made by Annie Gibson. This was seconded by Mike Brown. A vote was taken, and policy passed unanimously.
- Brand-a-Thon Competition
Every year a local marketing company offers a competition for non-profits. They will do a 24 hours theme for you marketing your company, if you win the contest. Every year we put in for this. Laura Lee applied for this again this year and has asked for a communication strategy, Brochure to be made or a 30 second media add. Contest ends of January.
- State Contract request for Proposals
There are 3 housing grants, TANIF, Challenge and ESE. The cycle is from July to June. It's a 3-year contract when Florida does it. The three-year contract is up in June 2019. The RPF for the new contract will be issued sometime this month. The State of Florida requires 100% match, so we do not get a big response for this.
- Sign Annual Conflict of Interest acknowledgement

The Present Board Members need a copy of the conflict of interest policy and needs to be signed by Board members. Reason is so we can apply for charitable contributions.

A motion was made by Al Kirkland to adjourn meeting. This was seconded by Jane Freeman. Meeting Adjourned.

Submitted by,

Jane Freeman
Secretary HCPC