

**1. Roll Call:**

Board Member	Present	Absent	Excused
Amy Bennett, Treasurer			X
Bill Brennan	X		
Deb Ross, Secretary			X
Diann Muhlbach	X		
Karen Rathke	X		
Kathleen Stolz, President			X
Kelli Schadwinkel			X
Megan Andrews			X
Randy See	X		
Robin Dexter, Vice President	X		
Teresa Anderson	X		
Yolanda Nuncio	X		
<b>Ex-officio</b>			
Joni Kuzma	X		
Joan Francis	X		
Cindy Valdez	X		

**1. Roll Call:** Vice-President Robin Dexter

**2. Meeting Minutes**

*a. January 20, 2016 Meeting Minutes*

Action Item

Motion to approve: Teresa Anderson

Second: Bill Brennan

Abstentions: Diann Muhlbach

Motion carried: Yes

We may look at another cloud storage option rather than Dropbox as several people had challenges with that website.

**3. Financial Decisions and Reports**

*a. Financial Reports*

Action Item

Motion to approve: Randy See

Second: Yolanda Nuncio

Abstentions: Diann Muhlbach, Teresa Anderson

Motion carried: Yes

1) Financial Reports – January 2016

CBCAP/PSSF/IV-E (H3C Administrative, FAST, Community Response)

Community Cafes

Transitional Youth Central Navigation

Our Vision: A safe, healthy, & thriving community and families.

Project Everlast  
Rooted in Relationships

Bank account deposits and expenses

Beginning balance: \$118,092.61

Expenditures: \$24,381.11

Deposits: \$6,709.58

Ending balance: \$100,421.08

Discussed placing spreadsheets on the website but omit the expenditure detail and bank statement. Project budget spreadsheets will be available to all H3C members. NCFE will send checks to us the end of this week or early next week.

2) 2016 Membership update - \$750 paid  
CDHD, LFS, and GIPS are in process

3) Signature cards update – waiting for Deb to complete signature cards

*b. Financial planning*

1) Letters of Agreement:

a. H3C Coordination – draft reviewed

Questions/changes: page 1: promotes collaborative capacity in Hall County rather than Grand Island; page 3 & 4, children and families in Hall County rather than Grand Island

page 4: top of page – organizations in Hall County rather than Grand Island

page 6: Agency Director should be H3C Board

page 6 Termination: 30 day notice by either party but breach of contract can be immediate

b. Fiscal Management & Admin Support– draft reviewed

1. Change from Teresa Anderson to the Health Director or their designee  
Enter into QB H3C Classes

c. add electronically

5. H3C Coordinator to distribute to the Finance Committee and/or Board

a. and b. change from accrual basis instead of cash

6. generally accepted accounting principles – review document retention policy to determine which will be scanned into the cloud or maintained in hard copies; change to H3C policies

7. a. change food and beverages to meeting supplies

Consideration:

Fiscal Services: \$30 hour not to exceed 12 hours per month

Administrative Support: \$20 hour not to exceed 10 hours per month

c. FAST Coordinator – Verna Haberman, signed and complete

d. FAST facilitators – draft prepared, use the end date of May 31, 2017.

e. Region 3 – Central Navigation – signed and complete through Feb. 29, 2016

Will be month-to-month until details for SIF and IV-E are resolved.

f. Bookkeeping – Elke Reichenberg, signed and complete. She has used 11 hours of the 20 budgeted hours but is willing to continue until we contract with a new bookkeeper. She will train as needed. Joni will continue to check with financial management agencies/individuals. *If we need additional hours, the Board agrees to adding another 20 hours to the agreement*

g. Community Response LOA GIPS and H3C – signed and complete

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h. Community Response Addendum to LOA GIPS and H3C – signed and complete

Motion to approve with amendments: Bill Brennan

Second: Randy See

Abstain: Teresa Anderson (from Fiscal Agent Letter of Agreement)

Motion carried: Yes

*c. Financial policies*

1) Process for depositing checks and processing invoices – draft policy reviewed

Motion to approve: Yolanda Nuncio

Second: Teresa Anderson

Abstain: None

Motion carried: Yes

#### **4. Board Subcommittees**

*a. Nominating Committee*

Discussed the need to increase the number of Board Members as the H3C grows but no changes recommended at this time. Agreed to create nominating committee at the August meeting and start recruiting new board members in September.

*b. Membership Committee*

Membership recruitment plan (faith community, people of color, County Attorney's office)

Discussed the need to present at the March meeting of the benefit of the H3C to Hall County, agencies, organizations, individuals, children, and families and where the money is used. Provide the checklist of duties for review to highlight what membership dues support.

*c. Finance Committee*

1) Additional policies needed – none presented

*d. Other Policies & Procedures*

#### **5. Other Business:**

T. Anderson reported that between September and December 2015, the H3C wrote two checks out of the checking account. Accounting firm, McDermott and Miller, suggested that there is not a need for a full audit of 2015 financials so suggested completing an “agreed upon procedure” for auditing the H3C. This ensures that the expenditures were allowable costs.

Pam Northrup is willing to be a Rooted in Relationships Coach to be a substitute for Jo Braun who will be unavailable for some time to provide coaching. Board consensus was given to enable the H3C to enter into an agreement with Pam to fulfill these responsibilities.

Yolanda Nuncio reported that the 2015 Voices for Children report is available and they would like to present the information to the H3C and Grand Island. Audrey Mancuso is the new director and will be invited to attend and present at the May 11, 2016 H3C meeting.

#### **6. March 9, 2016 H3C Meeting draft agenda**

a. Bill will facilitate

b. Joan and Robin – why we are doing what we are doing? Collective Impact Leadership Development training, membership

c. Community Response IV-E Update and Decision Point

d. H3C Membership Offers and Requests

Our Vision: A safe, healthy, & thriving community and families.

e. Member Spotlight – This opportunity will be offered to paid members first and then to others after those slots are full. There will be a place added on the form asking if the H3C may we provide a link for the Spotlitged agency on our website.

f. System of Care Subcommittee Updates

g. Legislative Bill updates – Yolanda Nuncio gave an update about the Driver’s license bill – tests in English only, Refugee/Immigrant liability, and a bill to allow dreamers to get professional licenses Other bills may include: Mental health/substance abuse, Detention Centers/Juvenile Justice, LB866 Joni will ask H3C members to report on other Bills they are following.

Mission Statement – may want consider adding a mission statement in addition to the Vision Statement. It was noted that the Vision Statement is not visible at the bottom of the page so it will be moved to a more visible location on all H3C documents.

**7. Next Board Meeting:** Monday, March 21, 2016, 1:00 p.m. – 3:00 p.m.

2016 Meeting Schedule:

Monday, Apr. 18, 2016 1:00 – 3:00 p.m.	Monday, May 16, 2016 1:00 – 3:00 p.m.
Monday, June 20, 2016 1:00 – 3:00 p.m.	Monday, July 18, 2016 1:00 – 3:00 p.m.
Monday, Aug. 15, 2016 1:00 – 3:00 p.m.	Monday, Sept. 19, 2016 1:00 – 3:00 p.m.
Monday, Oct. 17, 2016 1:00 – 3:00 p.m.	Monday, Nov. 21, 2016 1:00 – 3:00 p.m.
Monday, Dec. 19, 2016 1:00 – 3:00 p.m.	

Minutes recorded by Joni Kuzma, CSW