**SHAHC 2/20/14**

Old Business:

In attendance: Michelle Steel (Interim President), Mary Jane Jenkins (Vice President), Candy Hall (Treasurer), Alan Bagshaw (Secretary), Paula Shores, Tamara Veit, David Barr, Kevin Cruise (potential board member, and Cindy Simmons (potential board member).

Michelle called the meeting to order.

A quorum was established.

The minutes from January’s meeting were reviewed. Candy made a motion to accept these minutes. Paula seconded this motion. The minutes were accepted unanimously.

The treasurer’s report from January’s meeting was reviewed. Mary Jane made a motion to accept this report. Paula seconded this motion. The report was accepted unanimously.

New Business:

The potential board members were introduced to the SHAHC program and responsibilities of being a board member. Confidentiality Statements were reviewed and signed with all present board members. A question and answer session was completed. Potential board members were then excused from the meeting. The board voted unanimously in favor of inviting both Cindy Simmons and Kevin Cruise to the board

The resident update was reviewed.

The new subcommittees were discussed and assigned. The assignments and responsibilities are:

1. Administrative: Alan and David. Alan will maintain the lead for this committee. Responsibilities include maintaining personnel manners, Policies and Handbook (Personnel and Resident) review and update, Chart management and reviews, PIT, Working with Bill to attend Permanent Supportive Housing meetings, and other matters involving administrative issues
2. Finance: This committee will be led by Candy and Sheree and Paula will also serve on this. Responsibilities include maintaining QPRs, APRs, maintaining BoS duties, maintaining and reviewing CHIN with the case manager, and assisting with other treasurer duties.
3. Grant: Michelle will lead this committee. Christie will also serve on this committee. Responsibilities include reviewing, organizing, applying and maintaining grants.
4. Fund Raising: Mary Jane will serve as lead. Tamara and Cindy will also serve on this committee. The responsibilities include Community fund raising, applying for and maintaining a solicitor’s license, organizing quarterly community meetings, and exploring insurance options.

Balance of State updates were given. The PIT count was reviewed.

An update on CHIN was given

Mary Jane continues to work on obtaining quotes for various types of insurance.

Candy completed training on the acronyms used during SHAHC meetings.

Michelle adjourned the meeting and scheduled the next meeting for March 20th at 12:30pm.