

Fourth & Hope Board Retreat

New Testament Church

January 27, 2018

**Present:** Suzi Ishikawa, Bob Partlow, Thomas Liberto, Pat Stoffregen, Nick Roncoroni, Scott Mansell, Larry Peterson, Trudie Martin, Shelia Brymer, Cass Stine, Doug Zeck, Scott Thurmond Carol Souza Cole, Amy Wyatt

The meeting was called to order by President, Bob Partlow, at 9:37 a.m.

**Opening Prayer:** Doug Zeck opened the meeting with a prayer.

**Icebreaker:** Carol Souza Cole conducted an icebreaker activity with board members.

**Fourth & Hope Values:** The board reviewed the survey sent out by Carol Souza Cole and explored the agency's organizational values. Carol Souza Cole presented on why an organization's values are important, including but not limited to: helping build a strong organization, resolve conflicts, and strategic direction. The board split into three groups to identify what Fourth & Hope finds important. The board reconvened to decide on five values. The values identified are:

1. Compassion
2. Faith
3. Integrity (accountability; ethical)
4. Service (providing hope; professionalism)
5. Community Cornerstone (outreach; collaboration; encourage participation by community; networking with other community services; maintain good relationships with community leaders; provide services not offered elsewhere in society; "only organization of our kind in Yolo County")

**Doug Zeck will bring the above-stated values to the staff. The values will be voted on at the next board meeting.**

**Board Check-In:** The board survey on how the board is functioning was not completed by a number of board members.

**Carol Souza Cole will resend the survey, which will be addressed at next board meeting.**

**Transitional Housing Model Presentation:** Scott Thurmond and Doug Zeck presented on potential transitional housing models. Doug Zeck and Scott Thurmond visited an emergency shelter run by St. John's Church. Clients are able to stay in the emergency shelter for 90 days, then move into transitional housing until they are able to sustain permanent housing. Doug Zeck and Scott Thurmond began the discussion on how to be a viable solution to homelessness. Scott Thurmond mentioned that Friends of the Mission is looking at developing permanent supportive housing, but Fourth and Hope is needing more space for emergency shelter. The City of Woodland is partnering with local churches to house families and women with children in order to free up shelter space, and CalWORKs is interested in partnering with Fourth & Hope to provide housing for families. The board discussed possible solutions for the lack of emergency housing:

1. Using Walter's House as extra shelter, and moving treatment to another location

2. Renovating the outside courtyard area to enclose the space, making it into a room for day services and overflow shelter.

The board decided that both options are attainable. Fourth & Hope will submit an application to the City of Woodland Community Development Block Grant for the renovation of the courtyard. The option of moving Walter's House was asked to be a three-phase approach. Phase one will be determining the cost of expanding shelter services. Phase two will be identifying the costs and impact for moving treatment services. Phase three will be purchasing a building or land and begin moving the services. It was recommended that Fourth & Hope begin to develop a relationship with the foundation associated with Cash Creek Casino.

**Board Operations and Annual Meeting:** The board president, Bob Partlow, called the meeting to order at 12:56 p.m. It was asked that the voting of a potential board member, Cass Stine, be added to the agenda. After board discussion, Larry Peterson made the motion to approve Cass Stine as a board member. Trudie Martin seconded, the motion passed unanimously. Doug Zeck asked that the signing of an authorizing resolution be added to the agenda before the finance report.

**Board Calendar:** The board reviewed the proposed meeting and event calendar for 2018. Trudie Martin made a motion to approve the calendar, Pat Stoffregen seconded. The motion passed unanimously.

**Fourth & Hope Report:** Doug Zeck stated that 29 individuals exited to stable housing last quarter, and 49 individuals have maintained housing in permanent supportive housing (PSH). Fourth & Hope were awarded funding through the Emergency Solutions Grant (ESG), and are required to submit updated authorizing resolutions. Doug Zeck requests two authorizing resolutions: one for the operation of the emergency shelter, and another for the operation of an outreach program. Thomas Liberto made a motion to authorize Doug Zeck to execute the contract with ESG for up to \$200k in the operation of the emergency shelter. Suzi Ishikawa seconded, the motion passed unanimously. Nick Roncoroni made a motion to authorize Doug Zeck to execute the contract with ESG for up to \$200k in the operation of the outreach program. Scott Mansell seconded, the motion passed unanimously.

**Finance Committee Report:** Brad Parsons provided the financial report. Fourth & Hope has a positive net income of \$142k, \$100k ahead of the year to date budget. The permanent supportive housing program has a loss of \$26k and the emergency shelter is positive \$120k. Fourth & Hope has received \$87k in donations, with a goal of \$130k by the end of the year. Brad stated that the audit had begun the week prior. **The audit report and tax return will be reported at the March meeting.** Larry Peterson made a motion to approve the finance report, Scott Mansell seconded. The motion passed unanimously.

**Approve minutes from November:** Bob Partlow, stated that the approved action of increasing staff salaries needs to be included in the minutes. Suzi Ishikawa motions to accept the minutes with the revisions. Trudie Martin seconded, the motion passed unanimously.

**Organizational Meeting - Election of Officers and Committee Assignments:** Bob Partlow stated his gratitude to the board, stating that the board's job is to educate the public on homelessness and what Fourth & Hope does as an organization.

Scott Mansell nominated Suzi Ishikawa for Board President. Nick Roncoroni seconded, motion passed unanimously. Shelia Brymer nominated Nick Roncoroni for Board Vice-President, Thomas Liberto seconded. Motion passed unanimously. Larry Peterson nominated Shelia Brymer for Board Secretary, Trudie Martin seconded. The motion passed unanimously. Scott Mansell agrees to continue as Board Treasurer for a 2<sup>nd</sup> year.

The Finance Committee is comprised of Pat Stoffregen, Cass Stine, and Scott Mansell. Scott Mansell will chair the committee. The Mission Committee is comprised of Bob Partlow, Trudie Martin, Thomas Liberto, and Shelia Brymer. Nick Roncoroni will participate in the planning of the Open House. Cass Stine will participate in the planning of the Open House and Big Day of Giving. The Executive Committee is comprised of the president, vice-president, secretary, and treasurer.

The Executive Committee will create a policy or procedure for soliciting board membership and orientation package.

**The meeting was adjourned at 2:30 p.m.**