



## AZHSA Board Meeting Hosted by The Discovery Source

Date: February 16, 2023,

Time: 1:00PM-2:30PM

Location: Virtual

*Planned Agenda Subject to Change Based Upon Speaker Availability*

Meeting called to order		
Host: The Discovery Source <a href="#">Meeting called to order at 1:07 pm</a> Zona (sanitizing) cabinet (Cactus Kids)	Dave Scahill & Jeanne Huges <a href="mailto:Jeanne@thediscoverysource.com">Jeanne@thediscoverysource.com</a> 702-425-0794	1:07 1:17
I. Call Board Meeting to Order <ul style="list-style-type: none"> <li>Roll Call for Quorum- Secretary Quorum <b>Yes</b> or No <b>Action Item:</b> Approve November Board Minutes <b>First Motion:</b> Debbie Schlamann <b>Second Motion:</b> Gretchen Bonkoske <b>Approved 16 of 20</b></li> <li><b>Action Item:</b> Approve Personnel Handbook <b>First Motion:</b> Mindy Zapata <b>Second Motion:</b> William Burns <b>Approved 15 of 20</b></li> </ul>	Patti Kirkland AZHSA Vice-President	1:18 1:25
I. Treasurer's Report <ul style="list-style-type: none"> <li><b>Action Item:</b> Approve Financial Report <b>First Motion:</b> Patricia Kirkland <b>Second Motion:</b> Charity Russell <b>Approved 17 of 20</b> 88See report</li> <li><b>Action Item:</b> 990 Tax 2022 Taxes approved. <b>First Motion:</b> Charity Russell <b>Second Motion:</b> Patricia Kirkland <b>Approved 17 of 20</b> *See report</li> <li><b>Action Item:</b> Fiscal Manual <b>Reports to ensure reimbursement, uploading reports to a website, identifying reports for communication.</b> <b>First Motion:</b> Gretchen Bonkoske <b>Second Motion:</b> William Burns *See report</li> <li><b>Action Item:</b> Member Dues</li> </ul>	Shandeen Gomez AZHSA Treasurer	1:26 1:36

<p>Propose a change of charging membership based on funding amounts.</p> <p>Would like to start January 2024 *See proposal <b>First Motion:</b> William Burns <b>Second Motion:</b> Patricia Kirkland <b>Approved 16 of 20</b></p> <p>*Jessica will send out financial report information and annual dues invoice by May 1, 2023, at the latest.</p>		
<p>II. President's/Executive Committee Reports</p> <ul style="list-style-type: none"> <li>• Nominations and Elections Ad Hoc Committee -Eve Del Real will head this committee. -Vice president position sits on the Region Board with a commitment to sit on one committee. -Treasure position attends monthly meetings with the accountant. Ensure reports are accurate. -Supports credit cards are processed. -Collaboration office works with AZHSA. -Supports payroll.</li> <li>• If interested let Jessica Rivera know by March 3<sup>rd</sup>, 2023.</li> <li>• William Burns will be a member of the nomination committee</li> <li>• We have five Member at Large positions. Four of the Five will be vacant.</li> <li>• Financial Committee</li> </ul> <p>This committee (per the fiscal manual) is supposed to conduct an audit. This committee will review reports, work closely with Shandeem, accountant and Jessica. Need to have two to three members of this committee to review the financial reports.</p> <p>First meeting will take place late March or April.</p> <ul style="list-style-type: none"> <li>• Volunteers for Financial Committee: Mindy Zapata – SWHD Lori Masseur – Read on Arizona</li> </ul>	<p>Patti Kirkland AZHSA Vice President</p>	<p>1:37 1:47</p>
<p>III. Committee Updates</p> <ul style="list-style-type: none"> <li>• Jessica shared the committee meeting attendance data and will include when meeting minutes are sent out.</li> <li>• <b>PFCE</b> <b>Goals:</b> Connect with DCS, Family Engagement Strategies, Connections with</li> </ul>	<p>Chairs: Ana Herron Valenzuela, Gretchen Bonkoske, Dulce Quevedo, &amp; Marcela Zepeda</p>	<p>1:48 2:00</p>

<p>Communities serving Homeless Population, &amp; Enrollment &amp; Recruitment</p> <ul style="list-style-type: none"> <li>• <b>DMH</b> <b>Goals:</b> Increase awareness of services provided state-wide, increase recruitment &amp; meet 10% requirement, analyze PIR data to identify strength, needs and trends.</li> <li>• <b>IH&amp;S</b> <b>Goals:</b> Identify strengths and weaknesses, expand committee members.</li> </ul> <p>Working on the WIC MOU renewal, strategies plan 21-16 (Year 2), and building relations.</p> <ul style="list-style-type: none"> <li>• <b>ECD</b> <b>Goals:</b> Up-to-date staff list in AZ Registry, helping program learn about the scholarships and trainings offered by AZ Registry.</li> </ul> <p>Working on MOU with registry.</p> <p>*Jessica will send out committee updates</p>		
<p>IV. AZHSA Director Updates</p> <ul style="list-style-type: none"> <li>• NHA support conference + AZHSA Activity -May 8th – 11<sup>th</sup>, 2023 in Phoenix, AZ -First round of Early Bird registration passed -Will need 60 to 80 volunteers -Have over 1000 registered to-date -Considering possible center tours -Working on a contract to do partner revenue to assume some of the cost for the buses to support these tours. - Cost of the bus \$1400 -Consider the cost, insurance, &amp; responsibilities, -Host Baseball Game for the Board – The Diamondbacks 18 tickets at The Diamond level includes parking/food <b>Vote:</b> <b>For the Directors</b> Board Nothing  <b>Vote:</b> Diamondbacks <b>Happy Hour</b></li> <li>• SNAP updates + State Flyer -Have a potential referral system. Decision made for each Director to sign. Will be present during the March 24, 2023, Director’s meeting. Person who signs the document will complete a confidential training. -Jessica will send out the flyer for each program to update by March 16, 2023.</li> </ul>	<p>Jessica Rivera-Garcia</p>	<p>2:00 2:28</p>

<p>V. Region IX Report</p> <ul style="list-style-type: none"> <li>• Need more board members (Region IX)</li> <li>-Work is done in a committee</li> <li>-Zoom option for meetings</li> <li>-Opportunities for Leadership roles</li> </ul> <p>Raffle for Lakeshore Gifts</p> <ol style="list-style-type: none"> <li>1. CCAZ</li> <li>2. Fowler</li> <li>3. CPC</li> <li>4. US</li> <li>5. WACOG</li> <li>6. DV</li> <li>7. COP</li> </ol>	<p>Patti Kirkland AZHSA Vice President</p>	<p>2:28 2:30</p>
<p>VII. Close</p>	<p>Patti Kirkland AZHSA Vice President</p>	<p>Adjourned at 2:35 pm</p>
<p>Minutes taken by: Janell Stringfellow</p>		<p>2/16/2023</p>

~ Save The Date: Next Board Meeting May 18, 2023~  
Thank you to our wonderful host [The Discovery Source](#)



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