



## February 18, 2025

Attendance:

In person: Emily Proctor, Eric Vandermolen, Dean Talley

Via Zoom: Stephanie Fitzgerald, Brooke Davis, Sherry Jones, Jim Gaylord

HHA Staff:

Kelli Hernandez & Dianne McManus (via Zoom)

Topic	Discussion/Recommendations	Action	Responsible	Follow-up
Welcome & Call to Order	Meeting was called to order at 12:00pm			
Quorum established	No discussion			
Approval of Agenda	No discussion			
Approval of Meeting Minutes	Jim made the motion to approve the minutes from December 2024 as presented, Emily 2 <sup>nd</sup>	Motion Passed		
<b>General Review &amp; Discussion:</b>				
Staff Reports: Financial Report	Dean made the motion to approve the financials as presented, Jim 2 <sup>nd</sup>	Motion Passed		
Staff Reports: Program Report	Dianne noted increase in HMIS licenses	No action		

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Staff Reports: ED Report	Cheryl Seals has resigned from the Board, recommended Amy Dale to fill her term. Eric made the motion to approve, Emily 2nd	Motion passed		
Committee Reports	Grants Committee – discussed updating rubric to better distribute funds and address gaps in service	No action necessary		
<b>Old Business</b>				
	No old business	No action necessary		
<b>New Business</b>				
HHA Credit Card Authorization	Kelli noted that HHA does not have a business credit card, which can be a security issue compromising the bank account by using only the debit card for client hotel transactions. Kelli asked for Board approval to open a line of credit with current financial institution, FNBT. Board discussed paying off the credit card monthly as so not incur interest charges and the need to update financial policies and procedures related to credit card use. Brooke made the motion to approve, Emily 2 <sup>nd</sup> .	Motion passed		
<b>Discussion and Announcements</b>				
Schedule next Board Meeting	Scheduled for April 15, 2025			
Adjournment	Meeting adjourned at 12:50			

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<p>*****Nothing follows*****</p> <p>Scribe: Kelli Hernandez</p>				