

**Mayor's Dover Task Force on Homelessness**

**Wednesday, April 11, 2018**

**3:30-5:00 PM**

**Dover City Hall, First Floor Conference Room**

**Agenda**

1. Call to order, Jeanine Kleimo, Chair
2. Identification of volunteer to take minutes
3. Introductions of guests
4. Approval of Minutes: March 14, 2018
5. Working Group Reports:
  - a. Development
  - b. Daytime Support
  - c. Food & Emergency Shelter
6. New Business
7. Old Business: Housing Corporation Bylaws (draft)
8. Schedule of next meeting: Wednesday, May 9, 2018 3:30-5:00 PM, Dover City Hall Conference Room
9. Adjourn

Mayor's Homeless Task Force  
Wednesday, March 14, 2018  
3:30-5:00 PM

Minutes

DRAFT

Attendees: Chairman- Jeanine Kleimo, Sarah Keifer, Tina Showalter, David Hugg, Kim Brockenbrough, Councilman David Anderson, Commissioner Allen Angel, Greg Bunkley, Valerie Bradshaw-vice Chair, Beau Zebley from Kent County Realtors, and Chanda Jackson

Chairperson, Jeanine Kleimo called the meeting to order and asked that members vote on the minutes from the meetings held on November 26, 2017 and February 7, 2018. The motion was made by Councilman David Anderson and seconded by Sarah Keifer. All members present voted to approve the minutes of the February 7, 2018 meeting.

Jeanine asked each workgroup Chairperson to provide a short summary of the workgroups activities since the last meeting.

Working Group Updates:

- Development- The Development Work Group submitted minutes from their previous meeting (February 6 meeting). Not much has changed since the last Task Force meeting. The group will continue working on their goals.
- Daytime Resources- The Daytime Resources Work Group is hoping to obtain funding from the Healthy Neighborhoods Committee for the lockers project. The group will continue to explore funding opportunities.
- Food and Emergency Shelter – The group is working on a map that will outline all food shelters. The group hopes to have a draft of the map at the next Task Force meeting. The purpose of the map is to offer a short and easy to read resource guide to the homeless. The map will be an update of what was done previously. The committee will provide a draft of the map during the next Task Force meeting for others to review and possibly provide information for any locations missing on the map.

New Business:

- Community Housing Corporation  
The Task Force discussed a draft of the bylaws and articles of incorporation which was handed out in the beginning of the meeting. Suggestions were:
  - Broaden the purpose that was stated in the Articles of Incorporation to not limit the Corporation.
  - Two separate people review the money, comply with the IRA code, and require the Corporation to have a financial audit or financial review since

financial audits can become quite costly. Jeanine will work on the difference between a financial audit and a financial review to determine which will be better. The review will bring the language for the bylaws.

- Need to begin identifying potential board members. Jeanine spoke with the president of the Capitol City Rotary Club, Tim O'Connor from Dover Federal Credit Union, who offered to be of some assistance. Other potential board members include Beau Zebley representing the County, and someone from the faith community. Jeanine, Valerie, and Kim met with folks from People's Place to potentially hold a seat on the board, and have plans to meet with someone from MHDC as well. Other suggestions and considerations include the role and commitment of the City and County on the board/committee. Would they be voting members? Dave will work on drafting a job description for potential board members and send to Valerie.
- Review language concerning the board and decision making such as a quorum being established for all meetings and when voting. Sections 5-9 describes the board of directors.
- Jeanine suggested a smaller committee to review the bylaws and the articles of incorporation in more depth. The smaller review committee will consist of Tina Showalter, Valerie Bradshaw, and Beau Zebley. Others are welcome to join the review committee if interested.

Additionally, the Task Force discussed the need to raise funds in the meantime for costs related to incorporation fees and such. It was suggested for NCALL to hold funds until things are more established. The Task Force agreed. Potential funding sources are CenDel, various Rotary Clubs, and applying for funds through the National Housing Trust Fund. The application is due April 22<sup>nd</sup>. The Task Force to being thinking about the name for the Corporation. Another thing to consider is will using Dover in the name limit people who may want to give, but not just to help Dover? Allan Angel suggested two names **Small Wonder Community Housing Corporation and ???** Jeanine to speak with the Mayor regarding potential names.

The next Task Force meetings are scheduled for Wednesday, April 11, 2018 and Wednesday, May 9, 2018 from 3:30 p.m. -5:00 p.m. Both meetings will take place at City Hall, first floor conference room.

The meeting was adjourned.