

Frankfort CARES Coalition
Meeting Agenda and Meeting Minutes

Tuesday, January 31, 2023
10:30 AM
Paul Sawyer Public Library
Community Room
319 Wapping Street
Frankfort, KY 40601

I. Call to Order

With a quorum being present, Frankfort CARES Coalition Chair, Matthew Johnson, called the meeting to order at 10:30am.

II. Welcome and Introductions

Ad Hoc Executive Committee Members	Representation	Organization	Attendance
Matthew Johnson	Chair	Westridge Elementary-Franklin County Schools	Present
Jennifer Robinson	Secretary	Franklin County Health Department	Present
Charlie Kendell	Treasurer	Franklin County ASAP	Present

Guests Present	Affiliation (Organization)
Mark Johnson	Simon House
Tommy Haynes	ROSM
Natalee' Cleveland	HHCK
Marchele Jenkins	Capital City Activity Center; Meals on Wheels Greater Frankfort
Shelley Hearn	Frankfort Police Department (Community Police Advocate)
Janet Gates	Franklin County Women and Family Shelter
Dustin Bowman	Frankfort Police Department Chief
Harry Carver	Franklin County Community Fund
John Martin	Simon House
Kelly Dycus	Sunshine Center/Fiscal Court
Jane Orr	ROSM
Michelle Carroll	FBC on St. Clair, Mission Frankfort Clinic

III. Approval of Minutes from Previous Meeting

Jennifer Robinson moved to approve minutes from November 29, 2022 meeting. Matt Johnson seconded the motion. Motion was unanimously approved.

IV. Updates

- 501 (c) (3) status-motion
 - o Ms. Robinson provided an update to the tax exemption process. At this time, the CARES Coalition is still in the process of filing for tax exemption status with the IRS. Application is in progress. Ms. Robinson mentioned there is an IRS fee for all applications and made a motion to approve for the CARES Coalition to pay for the IRS fee amount when determined. Mr. Johnson seconded. Motion was unanimously approved.
- Fundraising Status
 - o Harry Carver provided an update to the current fundraising status for the CARES Coalition. At this time, there is \$20,711 in the CARES account with the Franklin County Community Fund, with \$16, 711 available to spend. Mr. Carver said the Franklin County Community Fund would write a check for the IRS payment on behalf of CARE when needed. It was also mentioned that a spring fundraiser for the CARES Coalition may be possible.

V. Approving New Members-Motion

- To begin the membership discussion, Mr. Johnson reviewed the Ad Hoc process for the coalition for new attendees. The Ad Hoc Executive Committee was created to help the Frankfort CARES Coalition move legally towards a 501 (c)(3) designation. The Ad Hoc Executive Committee was formed in addition to help approve agency membership application to move the coalition forward.
 - o Before moving to accept new memberships, it was pointed out that going forward each agency equals one vote
 - o The following agencies/individuals applied for the CARES Coalition Board:
 - Dustin Bowman; Frankfort Police Department
 - Natalee' Cleveland; HHCK
 - Kelly Dycus; Sunshine Center/Franklin County Fiscal Court
 - Tommy Haynes; ROSM
 - Amanda Heacock; Franklin County Schools- BMS & WHHS
 - Shelley Hearn; Frankfort Police Department
 - Janet Gates; Franklin County Women & Family Shelter/Transitional & Recovery Housing
 - Marche Jenkins; Capital City Activity Center/ Meals on Wheels Greater Frankfort
 - Matt Johnson; Franklin County Schools-Westridge
 - Charlie Kendell; Franklin County ASAP
 - Jennifer Robinson; Franklin County Health Department

- Major Natalie Sayre; The Salvation Army
- Marla Hudson
- Mike Nolan
- o Ms. Robinson made a motion to accept the membership applications of those previously mentioned. Mr. Kendell seconded. Motion was unanimously approved.

VI. Points of Discussion

- Membership- Agency vs Community-Motion
 - o The members began discussion regarding non-profit agency and community memberships. In the bylaws it states that all members (agency and community) will receive a vote during board meetings. However, it was discussed that the group needed diversity and to equitable. We do not want to stack the deck in one particular agency favor (i.e. multiple members of an agency having community memberships and votes). New board members contributed the following ideas:
 - Natalee' Cleveland (HHCK)
 - CARES should include community memberships and allow for contribution to discussion. However, community members will be non-voting members.
 - Tommy Haynes (ROSM)
 - CARES needs broad memberships and partnerships
 - Janet Gates (FC Women's Shelter)
 - CARES should include a level of memberships. This allows for bringing support to agencies, bringing barriers and ideas to the coalition, and bringing a community voice to the table.
 - Mark Johnson (Simon House)
 - CARES needs more diversity around the table
 - o Suggested to add section to application for community membership.
 - o Mr. Kendell made a motion to amend bylaws to further define community members as non-voting members who share the mission and advocacy of the goals of the organization. In addition, application will be updated. Marchele Jenkins seconded motion.
 - o Before voting on motion occurred, a question was raised regarding government agencies (i.e. Frankfort Police Department).
 - FPD has dealings will agencies involved in CARES on a daily basis and it is important for FPD to be at the table.
 - It was discussed to include FPD as a public service agency.
 - o Mr. Johnson made a motion to amend bylaws to further define community members as non-voting members who share the mission and advocacy of the goals of the organization. In addition, application will be updated. Mr. Johnson made an amendment to the motion to change the bylaw agency definition to include both 501 (c)(3) and public safety agencies as voting members. Mr. Kendell seconded motion and amendment. Motion and amendment passed unanimously.

- Schools- Corporate or Separate Entities-Motion
 - The question was raised whether to include schools as corporate or separate entities.
 - Each school in both districts represents its own population
 - i.e. Matt Johnson represents the parents at the elementary school level while Mandy Heacock represents the students at the middle and high school level
 - Westridge
 - Smallest school in the county
 - 2 FMD rooms and a preschool
 - > 60% of students on free or reduced lunch
 - However, since it's the smallest school, it received less funding from the government
 - Each school within FCS has both a FRYSC and social worker
 - At this time, there has only been 2 FRYSC membership applications for the board
 - There is a need to reach out again to other FCS and FIS FRYSCs as well as KSU
 - All FRYSC in both FCS and FIS should be able to share the demographics of each individual school
 - If it was decided to only have a collective FRYSC designee per district, there would be to be approval from the school board
 - Kelly Dycus made a motion to amend the bylaws that *membership in CARES will be open to any social welfare organization operating in Franklin County that supports and/or provides services to ensure access to education (including FRYSC) ...* Janet Gates seconded motion. Motion passed unanimously.
- Other Membership Issues or Clarification
 - KSU has something similar to a FRYSC
 - Coalition best practice to inform the executive committee of each agency designee.

VII. Announcements

- Simon House
 - Looking for an Executive Director
 - Coalition Members will receive an electronic description of job
 - Application closes February 15
 - 24/7 shelter has now been open for 2 months. It has been successful so far, but there are still gaps
- Blair Hecker sent grant opportunity for CARES to review
 - Grant will be sent out via email to all members
- If you see a grant that may benefit the coalition, send notice to Matt (matthew.johnson@franklin.kyschools.us) and he will distribute to coalition

- Some grants may need be applicable to all agencies but CARES and/or other agencies could provide letters of support
- FC Women and Family Shelter
 - o Hiring part-time Director of Development
- The city and county governments are conducting a housing study. Harry Carver is involved and will keep coalition updated
- FRYSC Day is February 8th. Westridge Elementary is hosting state legislature members from 9-11am.
 - o Dustin Bowman will attend
- FPD has a KSU student interning with Shelley Hear
- Capital City Activity Center
 - o Offer telehealth within the senior center
 - Chosen to be a pilot site in Kentucky
 - Addresses a lot of health situations and barriers with the aging population
 - o First Baptist Church (Clinton Street) (Deborah Bobbitt) will also serve as a telehealth site

VIII. Next Meeting

Next Meeting will be held Tuesday, April 25, 2023 from 10:30 to 12pm in the Community Room of Paul Sawyer Public Library.

New officer elections will take place during next meeting. A google form will be sent out to members prior to meeting for nominations.

Discussion re: committees will take place electronically between meetings.

IX. Adjournment

Tommy Haynes moved to adjourn the meeting at 11:59 AM. Kelly Dycus seconded the motion. Motion was approved unanimously.