

NW Minnesota Continuum of Care
Executive Cte. Minutes – May 21, 2019

I. Welcome and Introductions

Attending: Maureen Hams, TVOC; Sara Nelson, MAHUBE-OTWA; Shannon Wolf, MAHUBE-OTWA, CES Cte.; Sandy Hennum, VOH; Becky Schueller, NW CoC Coordinator

Excused: Catherine Johnson, Dan McKeon, Marcia Otte

Agenda

- I. Welcome, Introductions, and Attendance
- II. New Collaborative Applicant
 - a. *ICCC Readiness to Transition Out of Role
 - b. *Transfer Grants (MHFA & HUD)
 - c. *Recruit New Potential Collaborative Applicant –RFP? Other Process?
- III. CoC Coordinator Update/Workplan
 - a. *Hours & Deliverables
 - b. *YHDP Resources Needed for Oct. 1, 2019-Sept. 30, 2020
 - c. *MHFA Capacity-Building Request –due July 1
- IV. CoC Coordinator Evaluation 2018-19
- V. Next Steps –CoC Board Solution Requested
- VI. 2019 NOFA:
 - a. *HMIS 2% Allocation Requested by HMIS Governing Board
 - b. Ranking & Scoring Process –Committee Needed (re-use YHDP & add to?)
- VII. Other Issues/Questions

II. New Collaborative Applicant Needed

*ICCC Readiness to Transition Out of Role

*Transfer Grants (MHFA & HUD)

*Recruit New Potential Collaborative Applicant –RFP? Other Process?
June meeting.

*Have the CAPs discussed it?

- RFP might be the easiest
- Not like it's a reward
- Very unfunded, same duties as larger duties
- NMF Option. Working on homelessness in Bemidji/Beltrami. Looking at partnerships. Cover the entire 12-county region. Some

concern that it's not their role to stick with one project long-term. Start it, get it going, then release projects. New collective impact focus might change that. It's something we can discuss with NMF.

III. CoC Coordinator Update/Workplan

- *MHFA Non-Competitive RFP for Basic CoC Support @ \$50K
- *Hours & Deliverables –See workplan
- *YHDP Resources Needed for Oct. 1, 2019-Sept. 30, 2020 –YHDP Lead Staff time/travel + meeting expenses + YAB Stipends/travel/childcare
- *Recommendation to Submit MHFA Capacity-Building Request –due July 1 (Request \$35,000 -\$25,000 YHDP lead, \$1,000 Travel, \$1,000 Training, \$8,000 YAB stipends/childcare/transp.
- Coordinated Entry Access Points? Combined application. Yes, also request in General NOFA.

SFY 2019-2020 Northwest MN-506 Continuum of Care Grant Work Plan

Hours Required for Role:

- CoC Coordinator total Time: 1135 hours/year on average (not including new HUD Youth Grant)
- Hours Paid by MHFA: 466 hours or \$35,000/annually @ \$75/hour
- Hours Paid by HUD: 267 hours or \$20,031/annually @ \$75/hour
- Pro Bono Hours:402 hours or \$30,900/annually @ \$75/hour

Compensation Summary:

- Total MHFA + HUD Compensation: \$55,031
- Contractor Costs (not including business taxes): \$34,044 –see explanation below.
- **Net Annual Compensation to Consultant: \$20,987/12 = \$1,749/month**

CoC Coordinator does not receive the following benefits or supports:

- No employer share of FICA/medicare(assessed at 7.5% of \$55,031 or \$4,127), taxes, health insurance (consultant pays \$1,335/mo. or \$16,020 annually for family policy), or other benefits such as short-term disability/accident insurance/worker's comp. (consultant pays \$3,216 annually for a separate policy), professional liability insurance (consultant pays \$1,100 annually for policy required by Collaborative Applicant), or retirement (valued at \$2,201 annually @ 4% of compensation). **Total: \$26,664.**
- No sick/vacation/holiday time (avg. package includes 10 days sick, 15 days vacation, 10 paid holidays = **\$7,380**(35 days x \$55,031/261 days). 365 days/year –104 weekend days.
- No administrative support.

IV. 2018-2019 Coordinator Evaluation

- Chair for the process? Marcia Otte? Sandy will touch base with Marcia.
- Re-use Existing Form/Updated?

- Coordinator report on accomplishments/Challenges
- Deadline for completed Evals. From CoC Members, Exec. Cte., both? Survey to CoC Members, option for folks to say “not applicable” for things they don’t have a way to assess.
- Date for Small group to meet and deliver to Becky
- Survey Monkey Tool –free version for less than 100 people

V. HMIS Governing Board Request –Increase HMIS Allocation to 2%

1. Your CoC’s anticipated funding level for HMIS in the 2019 round
2. A short description of how your CoC will ensure HMIS is in Tier 1 at 2% or more

Comments: Seems like small amount of money. It’s fair. We are under our share compared to others. Great improvements and support from ICA.

M/S/C: Shannon –Motion to recommend increase. Sandy H. –second.

Current Projected HMIS Allocations

CoC Region	2019 Draft ARD (from GIW)	Calculated 2% contrib.	Current contribution level	Current contrib. %	Difference
Central	\$ 1,542,175	\$ 30,844	\$ 41,099	2.67%	\$ 10,256
Hennepin	\$ 12,598,613	\$ 251,972	\$ 298,733	2.37%	\$ 46,761
Northeast	\$ 447,383	\$ 8,948	\$ 19,999	4.47%	\$ 11,051
Northwest	\$ 715,845	\$ 14,317	\$ 10,658	1.49%	\$ (3,659)
Ramsey	\$ 6,793,227	\$ 135,865	\$ 144,758	2.13%	\$ 8,893
Southeast	\$ 2,166,612	\$ 43,332	\$ 62,480	2.88%	\$ 19,148
SMAC	\$ 3,753,553	\$ 75,071	\$ 140,872	3.75%	\$ 65,801
St Louis	\$ 3,181,358	\$ 63,627	\$ 61,071	1.92%	\$ (2,556)
Southwest	\$ 1,077,534	\$ 21,551	\$ 26,500	2.46%	\$ 4,949
West Central	\$ 839,395	\$ 16,788	\$ 33,359	3.97%	\$ 16,571

IMPORTANT PROJECT APPLICATION DATES & DEADLINES:

Activity /Task	2018 Actual	Proposed 2019
2018 NOFA Published	June 20, 2018	??? May 30, 2019
Signed Intent to Apply & Threshold forms due to CoC via email in PDF format	July 2, 2018	June 14, 2019
TBD – NOFA Application Lab	???	July 9 or July 11
Project Applications in eSnaps (& PDF) for CoC ranking	August 15, 2018	July 30, 2019
Project Applications ranking meeting	August 23, 2018	Aug. 8, 2019
Project Applications notified of inclusion in CoC Collaborative Application	August 24, 2018	Aug. 9, 2019
CoC Meeting – or Sept. 19 th , 2019 – MCH Conf. 9/17-9/18. Reschedule to Sept. 12?	August 29, 2018	Aug. 15, 2019
Final Project Application edits submitted in eSnaps and PDF to CoC	Sept. 11, 2018	Sept. 2, 2019
Appeals to HUD if application rejected by CoC	September 12, 2018	Sept. 16, 2019

Re-Use YHDP Scoring & Ranking Cte. for CoC Scoring & Ranking?

Current members are Penny Grove, Chris Kujava, Theresia Gillie, Amariah Chapman (YAB), Stacy Hans (YAB), Sandy Hennum, Mary Riegert, Sheril Schluchter, Kate Erickson (MNDOC). General agreement that yes, this is a good plan. Also noted that Patrick Harrington and Brittany Bowen aren't conflicted (i.e. don't represent CoC-funded agencies. Should we add someone from Public Health? There are good people in Crookston. Consider Karyn Novak, Legal Services of NW Minnesota?

VII. Other Issues/Comments, Etc.

- CES Retreat Reminder: June 10th+ subregional meetings
- Emp/Income Cte – have to be doing something to address the NOFA weakness
- Can we make the CoC process less painful?