Northwest Minnesota Continuum of Care (Coc)

Board & Full Membership Meeting - October 16, 2018 (10:00 a.m.-Noon)

McIntosh Community Center

MINUTES

In attendance: Dan McKeon-Evergreen, Henry Scere–Sanford Behavioral Health, Bonnie Paquin–ICCC, Lori Wolman–ICCC, Lori Anderson-TVOC, Marge Flannain-TVOC, Penny Grove-Red Lake and Norman County Social Services, Sandi Bentley –VIP, Maureen Hams-TVOC, Steph Mattson- ICA, Nancy Urbanski-Minnesota Housing, Brooke Spellman-Abt Associates (Guest, HUD TA Provider for YHDP), Aubrey Sitler-Abt Associates (Guest, HUD TA Provider for YHDP), Heidi Bruder-Evergreen , Kate Erickson-MNDOC, Sandy Hennum-Village of Hope, Sheril Schluchter-Northwest Mental Health Center, Becky Schueller-NW CoC

I. Marcia was not able to attend due to the date change from Thursday to Tuesday. Julie Johnson-Willborg from Evergreen was Chair Elect and she is no longer with Evergreen. We had discussed a Chair Elect at the August meeting but no action was taken. Dan agreed to chair the meeting today. The committee will need to take action on electing a Chair-Elect.

II. **Welcome and Introductions:** Attendees introduced themselves as did those on the phone.

III. **Approval of Agenda:** Adjustment to agenda. Add Chair Elect. Bonnie motioned to add item Chair Elect as number VI on the agenda., Lori A. made a second to the motion. Motion carried.

IV. **Consent Agenda:** Dan asked for a motion to approve the consent agenda. No motion. Sandy B. asked to have the concept of consent agenda described. It is a tool to help move along items on the agenda that just need approval without significant committee discussion. Items may be moved to discussion if members believe they require more discussion.

Sandy B. made a motion to approve the consent agenda. A second was made by Bonnie. Discussion held.

Sandy H. asked that electron decision-making approval be removed from consent agenda and added to the agenda under discussion, I.

Motion amended by Sandy B. to add moving electronic decision-making to the discussion agenda. Motion seconded by Delores. Motion approved with amendment.

Consent Agenda Items:

■ Approval of August 29, 2018 NW CoC Board & Membership Meeting Minutes (Attached)

■ Acknowledge Receipt of Coordinator's Report for Sept-Oct. (Attached)

■ Acknowledge update that the NW CoC Coordinator Approved Certifications of Consistency for Anishinabe Legal Services' and Northwest Indian Community Development Corporation's SOAR Applications in Sept. 2018 despite incomplete electronic decision request responses (As Presented Here)

~~■ Electronic Decision-Making Approval: The NW CoC Board gives approval to its Coordinator to make decisions in the best interests of the Northwest Region for Certifications of Consistency in the Absence of a Quorum on Electronic Decision Requests~~

■ Acknowledge Receipt of COC Calendar for Fall 2018

■ Acknowledge update from OEO that there will be a spring 2019 **ESP (**Emergency Services Program) **and ESG (**Emergency Solutions Grant for Emergency Shelter Only) **Shelter Request For Proposals** Issued**.**

■ Acknowledge receipt of OEO update that it will be extending existing contracts for **HYA, THP, Safe Harbor, and ESG Rehousing for an additional** two years for current Program grantees.

■ Acknowledge reminder that each CoC Member needs a policy on anti-discrimination and Homeless People's Bill of Rights – Please get this added to your Board Agendas if you don't have current policies

■ Acknowledge update by CoC Coordinator that the NW CoC will not participate in the True Colors 100-Day Challenge in Nov. 2018 (this requires 100-200 individuals to participate in an online training on LGBTQ youth issues and to register in advance by mid-October). This training is available on a free and ongoing basis throughout the year, and CoC members may take advantage of it at their convenience. The October deadline was simply unreasonable for the NW CoC given the YHDP grant work in progress.

■ Acknowledge reminder that the NW CoC seeks representatives from EMT/Crisis response, non-CoC funded Youth Homeless organizations, and LGBT Service Organizations. Please outreach these organizations and refer them to the CoC Coordinator.

V. Discussion Items

A. **YHDP Grant Update:** Regional Stakeholder Meetings, Youth Action Board and Youth Circles, Co-equal approval process by the NW CoC & Youth Action Board for the Coordinated Community Plan due Nov. 13 and process for this approval.

Becky reviewed the regional stakeholder meetings in 5 cities. There was great attendance – 72 individuals. Held 2 Youth Action Board meetings, on Oct 8th and 15th. Had 17 participants. Seven youth participated in person plus two by phone. Seven youth have expressed interest in the Youth Action Board. The Youth Action Board has approval authority for the community plan, along with the CoC, as well as for projects selected for funding. Youth brought forward ideas.

Youth circles will be a tool in making the youth board successful by creating access to youth in a local meeting. This group will be an integral part of developing services that are specific to youth. There can be options to call in to meetings or in person meetings.

On Oct 30th there will be a **phone** meeting to discuss the components of the coordinated community plan. Becky will be getting out the plan after that in order for committee members to give final input and give approval for the first draft at the in-person meeting on November 8th. The Community Plan needs to be submitted to HUD by the 13th of November.

B. Request to approve Youth Representative, Stacy Hans, as the (formerly) Homeless Representative on the CoC

Becky brought forth the idea of asking Stacy Hans to become a CoC member as the CoC Homeless Representative. Discussed that it could be discussed with Stacy, but Stacy should be encouraged to opt out if she feels too busy. Becky also asked if others had ideas of persons who could be the Homeless Representative on the CoC. If you have someone that would be good discuss it with them. Discussed that it would be appropriate to have more than one person. We need to fill this position

C. **Wilder Triennial Survey Q&A –** Thursday, October 25, 2018 - and Expectation that CoC Members Actively Participate

Discussed the Wilder Survey and the process of surveying clients. Bemidji is planning a Homeless Connect event on October 25th to get folks to come in and complete a survey and also to get resources to assist them. Transitional Housing folks as well as persons in the community presenting as homeless should complete the survey. Becky suggested working with Homeless Liaisons, Law enforcement, Emergency personnel, social services staff, Head Start staff, as possible connections to connect with persons experiencing homelessness. Each survey takes about an hour. Becky asked if agencies are using volunteers to complete surveys and if so, are you training them? There is a good video on the

Wilder Survey website, referenced in the Coordinator's report, that has a training video: (Link added to these minutes): http://mnhomeless.org/. Becky offered to help in any way. Surveys can be completed by phone. It would be good for agencies that work with people experiencing homelessness to have signs up explaining the date, the stipend and direct them to the agency that could survey them.

D. **Homes for All Campaign** – Request for Policy Recommendations (Sandy Hennum, Village of Hope)
Looking at what are the specific items that people want to bring forward to the legislature. Please bring ideas and suggestions to Sandy H. She is the Northwest Representative. Emergency Shelter funding is one issue for sure. Homes for All really wants to look past the metro area needs and gather information from the rural areas. It is important to get our ideas to her this time of year to prepare for the session in the spring.

E. **Update on FHPAP Increase Request via Homes for All** & Request for Stories, Talking Points, and Support (Becky Schueller, NW CoC Coordinator)
MESH has been sending out information. There is a concern that many Greater Minnesota agencies, including those in our CoC, are receiving current allocations above the FHPAP need formula. The chart showing this is in your board packet for today's meeting. This means that if FHPAP funds stay flat, it is likely that current agencies will take vig cuts. Homes for All is hoping to increase the funds distributed through FHPAP. MESH needs data and stories to show the need for FHPAP dollars and the benefits of FHPAP dollars. According to Nancy Urbanski, funding is distributed based on both agency need and agency performance. The data is looked at to ensure that programs are serving the households that really need the funds.

F. **Priority List Manager Transition** – Plan Update – (Maureen Hams, TVOC)
Andrea E. will no longer be our prioritization manager and she would like to be done by the end of December. Maureen reported that Lori A. is going to be the new Prioritization List Manager. Sandy B. asked if anyone has accessed the Google Docs List. Discussed the non-HMIS Google Docs list. It will hold Violence Intervention clients, minors and those refusing to share their data through the HMIS list. This will be further discussed at the November 15th Committee Meeting. We should not directly contact clients on the non—HMIS list, the agency CES contact should be contacted and they should contact the client.

Lori A. also gave an update on the VI-SPDAT training that was held on October 15th. One main thing that stuck out was that they suggest that everyone does not need a VI-SPDAT, the VI-SPDAT should not be competed for a few days even up to two weeks. There may be clients who self-solve and would not need one. It should be light touch only assessing as the clients need. The training was recorded and the slides will be made available. Lori will send the information to Becky and she will send it out.

G. **Update on Annual Homeless Assessment Report Change to Longitudinal System Analysis and Data Quality Clean-Up Request (Steph Mattson, ICA)** – see more information at https://hmismn.org/longitudinal-system-analysis-lsa/?highlight=lsa

HUD has published the LSA (AHAR 2.0) timeline! Be sure to read the post below, but ignore the deadlines – those are for ICA staff only.

Anticipated timeline is highlighted in this document: https://www.hudexchange.info/resources/documents/Overview-of-the-LSA-Submission-Process.pdf and below:

- **October 31, 2018**: HDX 2.0 opens for official LSA submissions
- **November 9, 2018**: Test LSA upload deadline
- **November 30, 2018**: Official LSA submission deadline
- **Late December**: Outreach to CoCs from Review Team Data Liaisons begins
- **Late January**: Deadline to resolve data quality flags with your assigned Data Liaison and mark your data complete; must confirm data within 3 business days of completion
- **Late February**: Data usability determinations are communicated to CoCs

Steph provided a handout with a link. Becky sent that out. **November 21st** is the absolute deadline to resolve your data quality errors. Please connect with Steph if you have questions about data clean up.

Sandy B. asked about the timeline to get victims services clients out of HMIS. There is a project team working on what the plan is around data collection. Steph will check on the status and point of contact for the team and get it to Becky.

H. **APR Tip – Bonnie Paquin, ICCC –** Tabled.

I. Electronic Decision-Making - Pulled from Consent agenda. Catherine suggested we discuss this. There are times agencies need decisions around Certifications of Consistency between meetings. Discussed using the executive committee, discussed using cell phones, discussed still using the whole committee since there are so few agencies represented on the executive committee.

Motion by Penny – In regards to Certifications of Consistency, an email will first go to the membership as a whole, if there is not enough response, Becky will email the executive committee flagging the email as important and request a response. If there is not enough response from the Executive Committee, the coordinator is authorized to make decisions that are in the best interests of the CoC. Second by Lori A. Discussion: These usually come with a quick turnaround time. Motion carried.

VI. CoC Coordinator Presentation/Vision Statement

Becky thanked Carla for her hard work and noted that Carla led the NW CoC through HEARTH Act changes for which Becky believes the CoC needed Carla's expertise. Moving forward, Becky would like to see the CoC focus on its primary mission, which is strategic planning on homelessness. We can improve services in the region, focus more on planning, and use our stakeholders efficiently and effectively. Becky is suggesting less travel time so fewer in-person meetings, every other month, but perhaps increasing the length of CoC meetings given the time people spend traveling to attend. Less travel is a better use of time and dollars. She would also like to better use technology better for meetings. There are products that make on line meetings improved. Perhaps mileage savings due to fewer meetings could be invested in high quality headphones, microphones or other technology that would improve conference calls. She would like to see issue-specific meetings around the justice system, addiction, mental health, foster care, DV, etc., that we would encourage all the members to attend.

She would like to focus on specific duties at the committee level and encourage agencies to take responsibility for trainings and things that they can do individually as agencies that do not require CoC Coordination. Becky would like NW CoC members, agency board members, and constituents to participate in a trip to the cities in March for a legislative visit when MCH plans Homeless Day on the Hill along with encouraging participation at the local level in caucuses. Becky suggests we specifically market our services within our services areas and communities so our partners know more about services available and know that our agencies serve the homeless. Becky wants members to help create agenda so please send items to her. Also, please call her when there are questions, concerns, issues, etc. that you want to discuss with her or have her bring to the CoC or committees as a whole.

VII. Youth Committee Update - Meeting this afternoon.

VIII. Chair Elect: We need to officially elect a Chair-elect since we do not have one. Becky suggested we forward that to the Executive Committee.

IX. **Motion to Adjourn:** Motion to adjourn by Bonnie. Second by Lori A. Motion carried.

NEXT MEETINGS:

■ **Thurs., Nov. 15 – McIntosh – Committee Meetings**

■ **Thurs., Dec. 20 (10:00 am-Noon) - Full Board & Membership (Annual Meeting) - McIntosh**

Packet Attachments: Fall 2018 Calendar, CoC Coordinator's Report, Homes for All Documents, FHPAP State Percentages & Allocations