**Members Present:**

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| Katie Jo Armbrust | Sarah Hasbargen | Carla Solem |
| Deb Christenson | Joey Huber | Alissa Weber |
| Erin Dahl | Keiara Lesmeister | Shawnel Willer |
| David Flohr | Beth Sayler |  |
| Tonya Forderer | Sue Shirek |  |

1. Review and Approval of Agenda
	1. Motion to approve by Katie Jo Armbrust, second by Joey Huber, motion carried
2. Review and Approval of Minutes
	1. Motion to approve by Joey Huber, and second by Katie Jo Armbrust, motion carried
3. Update on NDHFA/CoC Work
	1. Transfer NDCHP website to NDHFA
	2. Logo is being worked on-potential logos shown
		1. Follow up with Department of Health on their logo
		2. Send comments to Shawnel
	3. PIT/HIC
		1. Will work on getting it submitted - deadline extended by HUD to June 30 due to COVID-19
	4. Covid-19 Report
		1. 161 answered to questions related to COVID-19
		2. 58 were seeking services due to COVID-19
		3. 0 were experiencing symptoms
	5. Working with state task force for homeless individuals to secure hotel in Bismarck that are awaiting text results or have tested positive for COVID-19 and overflow. Hopefully had one secured by end of day Friday. Hotels are secured in most regions.
4. Policies Review and Approval
	1. Changes were made to the Governance Charter
		1. Committee definition added
		2. Changed meetings on Page 8 to reflect quarterly
		3. Added Code of Conduct section under membership-recommended by Homebase
		4. Added Record Keeping section under collaborative applicant-recommended by Homebase
		5. Added addendums
		6. Need to add language regarding conflict of interest/recusal policies
	2. Vote will take place electronically after the changes are made
5. Policies Review and Approval
	1. HMIS & CES Privacy Policy
	2. HMIS Policy and Procedure
		1. Add a more comprehensive plan on a data quality plan
		2. Make changes and then send out for electronic vote once lead agency contract is finalized
		3. ICA was notified that they had been awarded the HMIS contract, pending full membership approval
		4. HMIS Budget
			* Finalized HMIS budget for 2020-2021
				+ With the proposed budget the net would be $110
			* An audit will be conducted for 2019-2020 of NDCHP’s finances regarding the CoC and HMIS
			* Three agencies agreed to by $1500 per user license, Northlands Rescue Mission, Southeast North Dakota Community Action Agency, and Grand Forks Housing Authority
	3. Written Standards
		1. For ESG and CoC Program is a HUD mandate
		2. Requirement of recipients of ESG or CoC funds
		3. Needs to be reviewed by the Dept. of Commerce to make sure that anytime ESG is mentioned that it is in line with HUD
		4. Motion to approve with the condition that the sub-recipients review and Commerce to review by the May 6th meeting and that edits will be made after that made by Katie Jo Armbrust, second by Deb Christenson, motion carried
	4. Emergency Transfer Plan
		1. HUD form 5381
			* Attend online training regarding compliance with VAWA requirements
			* Motion to accept the Emergency Transfer Plan by Joey Huber, second by Erin Dahl, motion carried
6. Partner Updates
	1. NDCHP
		1. Forwarded documentation to HUD to transfer HMIS grant to ICA
		2. Working on newsletter to send out to NDCHP to all member organizations to help connect agencies across the state
		3. Andrea Olson has stepped down as NDCHP chair and Sue Shirek is the interim chair
			* Will be voted on at the May 6 meeting
	2. ICA
		1. 132 active users and 4 are ICA team members
		2. Kari has been working on training agencies who are requesting it
		3. Working on data for Fargo-Moorhead annual report. Working with United Way. Kari is working on closing out shelter bed spaces that are open that should not be.
		4. Working with Katie Jo Armbrust on a report
		5. COVID-19 Report
		6. Met last week to discuss coordinated entry and timeline shift. Went through current assessment on what is being collected. Talked about cleaning up the current list.
7. Regional Updates
	1. Region 1 - Not present
	2. Region 2 - Men’s shelter closed early due to COVID-19. YWCA shelter is having issues. Waiting on hotel information. Individuals still receiving eviction notices. A fire displaced roughly 30 individuals.
	3. Region 3 - Shelter is closed because it is volunteer staffed. Working closely with Dakota Prairie. Reached out to police chief and offered their space if it is needed for shelter if there is staff available.
	4. Region 4 - Open and accepting clients (Sue). Working on what it should look like if someone is coming from a peak area and non-peak areas.
	5. Region 5 - Gave housing update. Continuing intakes. SENDCAA is receiving a lot of requests for assistance. Identified that it is COVID-19 related.
	6. Region 6 - Not present
	7. Region 7 - Not taking anyone new at the United Way shelter. Working on getting individuals in hotels. Family and domestic violence shelters are accepting people.
	8. Region 8 - Not Present
	9. Commerce - working on getting more COVID-19 money. Working with HUD.
	10. Housing Finance - Doing new membership drive.
8. Committee Updates
	1. CARES - need to vote on the temporary prioritization to give priority for those that are literally homeless.
		1. Prioritization policy update - Motion to accept update to prioritization by Katie Jo Armbrust, second by Deb Christensen, motion carried.
	2. HMIS/Performance Committee - Not Present
	3. Ad Hoc-Prioritization - Andria Elhard will be moving to West Central Minnesota CoC. ND is looking to have someone fill the position for the state as a whole and then having another individual in each region. Joey volunteered for Bismarck. Short-term would-be volunteers and long term would be for an agency to take it over.
9. System Performance Measures
	1. Establishing CoC goals as they pertain to the performance measures
	2. Set a process on how we should move forward
	3. Reinvigorate the committee
10. Adjourn at 11:5