

ND Continuum of Care Meeting

Minot, ND

August 13, 2019

Present In-Person: Mickey Munson-St Joseph's Social Care GF, Chris Deery – SENDCAA, Karl Davis – Dickinson BLHSC PATH, Stan Stelte – Abused Adult Resource Center, Mark Heinert – Youthworks, Chelsea Barnette – CAPND, Kristi Anderson – CVIC, Theresa Hugg – CVIC, Wendy Dahlberg – Prairie Harvest Mental Health, Deb Christensen – Minot NCHSC, Beth Stecker-NDDPL Homeless Ed, Ryan Rafferty – DVCC Minot, Heather Ingman – DVRCC Dickinson, Kara Meduna – CAP Dickinson, Martha Holte – CAPND, Darianne Johnson – DV and Rape Crisis Center, Jill McDonald – DV and Rape Crisis Center, Ellen McKinnon – Devils Lake CAP, Joey Huber – Bismarck CAP, Orleen Orem – Minot CAP, Melanie Heller – Williston CAP, Christine Verespe – FCS Williston, Cassie Dubray and David Klein – Great Plains Housing Authority, Katrina Wilkie – FHRA, Gerri Anderson – NEHSC GFKS, Sue Shirek – Northlands Rescue Mission, Melissa Mitzel – WCHSC Bismarck, Nicole Schumacher – Burleigh County Housing, Doris Leppy – RRVCA, Willy Soderholm – CAP Minot, April Aaker – RRCCA, Lindy Sunp – Salvation Army GFKS, Beth Fyelling – Jamestown CAP, Andrea Olson – CAPND, Emily Schwartz – CoC Interim Coordinator, Katie Jo Armbrust and Emily Contreras- GFHA, Alicia Rixen – CoC Interim Administration,

Present Online Via Zoom - Sarah Hasbargen – SENDCAA, Cody Schuler – FM Coalition, Amy Tichy – Frasier, Alissa Weber – HUD T/TA

Katie Jo Armbrust called the meeting to order at 12:20 pm.

Sue Shirek made a motion to approve the agenda, David Klein seconded. All in favor, motion carries

Stan Stelte made a motion to approve the June 26 special meeting minutes, Mark Heinert seconded. All in favor, motion carries.

CARES Governance – Tabled until Q4 due to lack of attendance by CARES Governance Members.

Anti-Discrimination Training - Emily S. facilitated the anti-discrimination training which is a mandate of HUD training. Members discussed incidents of discrimination such as landlords saying they don't rent to people with vouchers. Sexual harassment in housing is against the law and the video from HUD regarding the law was played for members. Sexual harassment in housing can take many forms: unwelcome sexual advances, requests for sexual favors, physical conduct, offensive remarks or other hostile environments, etc. High Plains Fair Housing is a statewide entity where reports/complaints can be made. ND Dept of Labor can also be a helpful resource. David Klein and Jill McDonald will share his policies with the group. Members were advised on conducting outreach to residents to educate them about harassment, develop and publicize anti-harassment policies.

Regional Resource List – Emily S receives calls/inquiries about resources. The NDCHP website has a list of community resources, including the Money Follows the Person resources. It was recommended that Emily refer people to 211 because they have all the resources contact information. It would be ideal to enhance the 211 promotion on the NDCHP website. Contact lists will be made for each region with the inclusion of access points will also be listed; a contact person was identified in each region.

Meeting Structure and Content – Katie Jo introduced all members of the CoC Steering Committee. She requested suggestions on content, structure, and topics of discussion for the CoC meetings. For example, should committee work happen during the meetings. Vital Services Conference is being held in Jamestown Sep 17-19, 2019 at the Civic Center. Elizabeth Clark from HUD will be in attendance at the conference. Her presentation will be based on feedback from the ND CoC. One idea from Sarah and Katie Jo was on homeless data, specifically the Point in Time Count and HMIS. A second idea was what "should" CoC work look like/how does it operate.

Roles and Responsibilities – Alissa Webber from HUD T/TA joined the meeting virtually to discuss collaborative applicant roles and responsibilities. HUD T/TA is available to join on-site. CoC has four primary pieces:

1. Primary decision making group - CoC steering committee
 - a. Sets visions for ending homelessness
 - b. Informed on best practices
 - c. Coordinates all policy and funding
 - d. Focuses on decision making
2. Lead Agency/Collaborative Applicant – NDCHP
 - a. Written assignments of responsibility for the lead agency comes from primary decision making group
 - b. Makes vision a reality
 - c. Group of knowledgeable people
 - d. Flesh out policy decisions
 - e. Conduct required administrative tasks

HUD requires that the collaborative applicant to:

- Submit consolidated application in the CoC program Competition, requires administration of the CoC Planning Grant, including financial management
- Applying for planning funds on behalf of the CoC
- Keep CoC records

NOTE: Many CoCs delegate additional administrative tasks to the Collaborative Applicant.

- Responsibilities must be explicit in the Governance Charter.
- Collaborative applicant acts on behalf of the CoC when applying to HUD for grants, all responsibilities assigned to the collaborative applicants have to be documented in the CoC's governance charter.

Qualities of a strong collaborative applicant: ability to carry out all fiscal and grant management activities, adequate staffing, etc.

3. Task Groups/CoC Committees
 - a. Data integrations,
 - b. Pipeline production
 - c. Funding coordination
 - d. Coordinated entry
 - e. Performance
4. HMIS Lead - ICA

NOFA – Sarah Hasbargen reviewed the NOFA process.

TODO- Training diversion tool

Nicole Schumacher made a motion to adjourn, Melissa Mitzel seconded. All in favor, motion carries

Adjourned at 4:12 pm