

January 13th,2020

Members and guests present: Sarah Hasbargen, Katie Jo Armbrust, Sandy Wilson-ICA, Andrea Olson-CAPND and NDCHP leasson, David Flohr-NDHFA, Alissa Parish-ICA, Joey Huber, Erin Dahl, Deb Christensen, Patrick Wigmore-HUD TA, Emily Contreras-Treasure NDCHP, Carla Solem

No region 1, 4 ,6

1. Review of minutes-Tabled
2. Election of Vice Chair
 - a. Katie Jo Armbrust for Vice Chair
 - i. Motion made by Joey Huber and second by Deb Christenson all in favor motion passed
3. CoC Steering Committee and CoC Coordinator Updates
 - a. Collaborative Applicant Transition
 - i. CoC Coordinator position has been posted
 - ii. No specific date for transition. Continue to work with NDCHP and CoC Steering Committee. Hopefully interview in the following week. SD CoC Chair will sit in on the interviews.
 - iii. Applied for TA and they will be there to help with the transition.
 - b. February CoC Meeting
 - i. Discuss the decisions we make today with the larger CoC
 - ii. February 4th-ICA will be here Tuesday, Wednesday and Thursday
 1. Meet 1-4 on the 4th in Bismarck CoC Steering Committee
 - iii. PIT Count planning
 1. Waiting for link for the PIT Portal- will be coming out this week and will be on the website
 2. Timeline-
 - a. Cari scheduling training one for HMIS participating agencies and one for non-participating agencies.
 - b. Visual guides will also be posted and a video recording will also be posted
 - iv. 1915i
 1. Meeting scheduled with WellSky. Nobody can apply yet
 - v. Dept. of Commerce and CE
 1. Mandated training for all providers including DV providers. Hopefully start date of February 1st.
4. CoC Governance Discussion
 - a. Separation of duties from Steering Committee, HMIS lead and Collaborative Applicant
 - i. Reviewed changes to the Governance Charter
 - ii. Responsibilities
 1. Language in regards to Regional Planning.
 2. Change Steering Committee to CoC Board of Directors
 3. Making sure you have representation on CoC standing committees
5. HMIS Lead Discussion

- a. Carla reviewed document laying out roles and responsibilities of the system administrator, project manager and HMIS lead agency.
 - b. Send out advance of the Statewide CoC Meeting to prepare and if not ready to vote will be offered the option electronic vote.
 - c. Fee discussion-need to reconnect with WellSky to discuss the options and come up with better fee structure. Current contract states each license has an annual fee. Wellsky will charge us a purchase fee for any new licenses. We can only subsidize what the line item allots us.
6. Stipend for Board Role for person's with lived experience
 - a. Reached out to Mark Steinert and he is requesting that some sort of stipend
 - b. \$125 per meeting for each quartly meeting along with mileage and per diem if they travel and \$25 for each steering committee meeting.
 - i. Deb made motion Katie Jo second all in favor
7. HMIS Coordinated Services Agreement and Adding Requests for Custom Data Elements
 - a. Allissa presented a form when other agencies are requesting data from another agency within the HMIS Database. HMIS Lead would be the one to approve each request.
 - i. Motion made by Joey and seconded by Erin all in favor, motion passed.
8. Partner Updates
 - a. NDCHP
 - i. Andrea is now chair and Sue is co-chair and Emily will be treasurer. Grand Forks Housing Authority will be managing the grant until to gets handed over to NDHFA.
 - b. ICA
 - i. Update was emailed out.
 - ii. PIT and HIC training sent out
 - iii. Met with Sarah and Carla in regards to HMIS action plan
 - iv. Data quality review action plan going forward to making sure we have the best data
 - v. Entry Exit workflow for Coordinated Entry
 - vi. Being available for the CA transition and RFP process
 - vii. Will be on site February 4,5, and 6th
9. Adjourn at 12:30
 - a. Katie Jo and seconded by Joey