



BOARD OF DIRECTORS MEETING MINUTES

NORTH DAKOTA CONTINUUM OF CARE

Monday, May 18, 2020

10 a.m.-11:30 a.m. CST/9-10:30 a.m. MST

Held via GoTo Meeting: <https://global.gotomeeting.com/join/380757821>

Members Present:

Katie Jo Armbrust	Joey Huber	Alissa Weber
Deb Christenson	Keiara Lesmeister	Shawnel Willer
Tonya Forderer	Alissa Parish	
Sarah Hasbargen	Beth Saylor	

1. Review and Approval of Agenda
 - a. Motion to approve by Joey Huber, second by Deb Christensen, motion carried
2. Review and Approval of Minutes
 - a. Amended to change the adjournment time to 11:55 a.m.
 - b. Motion to approve with the amendment by Katie Jo Armbrust, second by Joey Huber, motion carried
3. Continuum of Care Update
 - a. COVID 19: Between March 21 and May 18, 2020 a total of 548 clients had been asked the COVID questions within HMIS, 518 responded with 126 seeking services due to COVID-19. Six clients tested positive and one had passed away.
 - b. Membership: Currently there are 59 members representing 32 agencies that have completed the membership agreement, looking for additional agencies. Regarding people with lived experience, there are currently two people interested in serving on the Board of Directors. HUD TA recommended following recruitment policy for any other Board of Director member. Regarding the open Board member position from Region 1, Shawnel will connect with the Williston Public Schools Homeless Liaison.
 - c. PIT/HIC: Shawnel stated the PIT and HIC numbers will be submitted to HUD this week although they're not due until the end of June. Report has been prepared thanks to Alissa. There were 541 people experiencing homelessness the night of the count (decrease in 16 people) - 369 were in Emergency Shelter, 119 were in Transitional Housing, 19 were in Save Haven, and 34 were Unsheltered (increase in 22 people). There are a total of 1,643 beds dedicated to people or families experiencing homelessness in North Dakota – 619 Emergency Shelter beds, 178 Transitional Housing, 701 Permanent Supportive Housing, 16 Safe Haven, and 129 Rapid Re-housing. A motion was made by Katie Jo Armbrust to approve the PIT/HIC Report and be submitted to HUD. Seconded by Beth Saylor. All in favor; motion carried.
 - d. HMIS Budget: The CDBG funding from Commerce will be spent down by June 1, 2020. In 2019, NDHG awarded \$40,000 in funding and \$15,000 from ESG. The Department of Commerce Line Item is currently being questioned what the funding can be used for; DCS staff are looking into Legislative Intent.
 - e. HMIS Lead Agency MOU: The MOU will be signed by NDCHP, ND CoC and ICA. A motion was made to approve by Katie Jo Armbrust. Seconded by Joey Huber. All in favor; motion carried. Shawnel and Sarah will sign off on the MOU between the three partners after the CoC Board reviews.
 - f. Priority List Management: Four parties expressed interest in employing the Priority List Manager. At this time, due to uncertain funding with the HMIS budget, Shawnel will do priority list management on a temporary basis. This will allow her to become more familiar with HMIS and understand the system better.

- g. CoC NOFA 2021: No update on upcoming NOFA for 2021 CoC funding. Shawnel will be creating a pre-application to determine interested agencies.
 - h. ND CoC documents are currently with NDCHP documents in Dropbox. The State prefers not to use Dropbox so all documents will be transferred to Microsoft Teams shared drive.
4. Partner Updates
- a. NDCHP: Not present
 - b. ICA: Alissa stated that they are working on transitioning workflow for Coordinated Entry from current referral process to project entry/exit. Exact timeline has not yet been determined. Alissa stated there's been an uptick in agencies using HMIS. ICA is interested in the Priority List Manager position as well but may need another system administrator if additional users continue to utilize HMIS.
 - c. Department of Commerce: New CARES funding requires HMIS license, no new agencies receiving money currently. DCS has applied for the HUD waivers.
5. Regional Updates
- a. Region 1 - Not present
 - b. Region 2 - Most people are still working from home. They've delivered 277 food boxes.
 - c. Region 3 - Shelter is not open yet. No other updates.
 - d. Region 4 - Hotel shelter for those in quarantine or testing for COVID. No other updates.
 - e. Region 5 - There have been positive cases in two shelters. Community Action is back in the office; they are working with the State on utilization of the Rent Bridge program. Vets at risk are now in hotels. Sarah stated that CAPND is looking for a statewide SSVF Coordinator.
 - f. Region 6 – Not present
 - g. Region 7 - Community Action is working from the office but not open to the public yet. DV shelter had a client test positive. Joey Huber will be moving July 10, 2020, looking for someone to replace her as SSVF case manager.
 - h. Region 8 – Not present
6. Committee Updates
- a. CARES: Priority List Management will change as Andria Elhard from FM Coalition to End Homelessness will be transitioning to West Central Minnesota CoC. The plan would be to have cross training between the ND CoC Priority List Manager and WC MN CoC Priority List Manager to ensure complete coverage.
 - b. HMIS/Performance Committee: Not present
 - c. Ad Hoc-Prioritization: No additional updates.
 - d. System Performance Measures: Not present
 - e. Shawnel stated she would like to reinvigorate each committee and have them all meeting this summer.
7. Katie Jo Armbrust called to adjourn the meeting at 11:30 a.m.