



**BOARD OF DIRECTORS MEETING MINUTES**

NORTH DAKOTA CONTINUUM OF CARE

Monday, September 21, 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	Sarah Hasbargen	Patrick Schmid
Erin Dahl	Keiara Lesmeister	Demetri Vincze
Dave Flohr	Monica Moore	Shawnel Willer
Tonya Forderer	Beth Sayler	

1. Review and Approval of Agenda
  - a. Motion to approve the meeting agenda by Beth Sayler, second by Katie Jo Armbrust, motion carried.
2. Review and Approval of Minutes
  - a. Motion to approve July 2020 and August 2020 meeting minutes by Beth Sayler, second by Katie Jo Armbrust, motion carried.
3. Continuum of Care Update
  - a. Membership/Board Update
    - There are 136 members representing 76 agencies. Spirit Lake Nation is the newest member.
    - Regions 1, 2, and 7 need representation on the board.
  - b. COVID-19 Report
    - 1,756 total client count from March 21-September 20 (3,072 enrollment count – duplicated).
    - 390 were seeking services due to COVID.
    - 85 were experiencing symptoms and 51 confirmed positive (39 in Region 5, 10 in Region 7, 1 in Region 1, and 1 in Region 3)
  - c. Prioritization Policy
    - Addition to the Prioritization Policy for DV providers and agencies that are not able to use HMIS due to funding under the Supportive Housing Process section.
    - The policy was approved by the CARES Governance Committee on September 15, 2020.
    - Motion to approve the Prioritization Policy by Katie Jo Armbrust, second by Beth Sayler, motion carried.
  - d. NOFA
    - The Grant Inventory Worksheet was submitted to HUD on August 24. Two changes were made, (1) Collaborative Applicant Name from NDCHP to NDHFA, and (2) YWCA changed Actual Rent to FMR. We are not sure if HUD will allow the YWCA change but wanted to make sure it was documented.
    - Continue to wait for HUD'S decision on the competition.
  - e. Self-assessments were sent out to the membership with a due date of August 1, 2020. To-date, 20 assessments have been returned.

- f. Digital Chalk forms were due back on July 1. To-date, 64 signed forms have been returned.
  - g. The ND Interagency Council on Homelessness will be reconvening meetings in October and NDHFA is the Council Administrator.
  - h. Shawnel is working on a Monitoring Plan that will be brought before the Board in October for approval. The Dept. of Commerce requested this as a result of their HUD audit of the CoC funds they receive and it something that we have needed to get developed.
  - i. Shawnel is working with NDCHP and NDHFA to get the required documentation for the planning grant agreement. This will be completed this week.
  - j. The next full membership meeting is scheduled for October 6 and will be held virtually. The System Performance Committee will give a presentation.
  - k. HMIS budget: ESG came in at \$12,500 (\$2,500 less than last year). We continue to wait on the WellSky contract to change the scope of work for the Commerce line item.
4. Partner Updates
- a. NDCHP: No update
  - b. ICA
    - Demetri Vincze is the interim project director while trying to fill Alissa Parrish's position. Hope to have the position filled in the next month or so.
  - c. Department of Commerce: Continue to work on CARES funding.
  - d. NDHFA: No update.
5. Regional Updates
- a. Region 1 - Not present
  - b. Region 2 – Not present
  - c. Region 3 – Emergency Shelter is not up and running yet. Work with Spirit Lake Nation to build trust.
  - d. Region 4 – Still discussing youth in the community experiencing homelessness. GFHA is exploring adding Winterland to coordinated entry. An uptick in individuals experiencing unsheltered homelessness.
  - e. Region 5 – Access group looking at what prevention and diversion will look like. Hoping for a January 1 start date.
  - f. Region 6 – Setting up an emergency shelter for winter.
  - g. Region 7 – Not present
  - h. Region 8 – Not present
6. Committee Updates
- a. CARES: Reviewing a name change. Change the tiered structure to remove FMCHP as the top tier and adding a lead partner role. Patrick Wigmore and Alissa Weber met with Region 7 to start work on the coordinated entry process for that region.

- b. Data Committee: Went through and looked at the charter Shawnel created.
  - c. System Performance Measures: Diving deeper into our data with Patrick Wigmore and identified three areas that the state should focus on to start. They will give a presentation at the general membership meeting in October and ask for feedback.
  - d. Rating/Ranking: Not pulling the committee together until we know more about the NOFA.
7. Other Discussion
- a. Shawnel will be out October 6, 7, and 8.
  - b. Next meeting will be October 19, 2020.
8. Meeting adjourned at 10:44 a.m.

Minutes approved by the board on October 19, 2020.