



BOARD OF DIRECTORS MEETING MINUTES

NORTH DAKOTA CONTINUUM OF CARE

Monday, November 16, 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	Bonnie Malo
Erin Dahl	Keiara Lesmeister	Kari Schultz
Dave Flohr	Monica Moore	Shawnel Willer
Tonya Forderer		

1. Meeting called to order at 10 a.m.
2. Review and Approval of Agenda
 - a. There was not a quorum at the meeting to approve the agenda.
3. Review and Approval of Minutes
 - a. There was not a quorum at the meeting to approve the minutes. Minutes will be approved at the December meeting.
4. Continuum of Care Update
 - a. Membership/Board Update
 - There are 137 members representing 74 agencies.
 - Regions 2, 7, and 8 need representation on the board. There is someone that is interested in serving on the board for Region 2, just waiting on their board application.
 - b. COVID-19 Report
 - 2,254 total client count from March 21-November 15 (4,303 enrollment count – duplicated).
 - 516 were seeking services due to COVID.
 - 142 were experiencing symptoms and 80 confirmed positive (1 in Region 2, 3 in Region 3, 2 in Region 4, 43 in Region 5, and 31 in Region 7)
 - c. Monitoring Plan
 - This plan was requested by the Department of Commerce due to a finding in their HUD audit of the CoC funds.
 - A monitoring form will be developed within the next couple of months.
 - There was not a quorum at the meeting to approve the plan. It will be presented in December for approval.
 - d. Longitudinal System Analysis for 2019 and 2020
 - Submitted to HUD on October 30, 2020.
 - The Preliminary Data Quality (Error/Warning) files were received from HUD on November 12. There were 70 distinct flags triggered and 250 number of records flagged for 2019 and 63 distinct flags triggered and 254 number of records flagged for 2020.
 - ICA will work on the errors and warnings that HUD sent back to the CoC including head of household errors and extended shelter stays. Commerce receives the Capex reports and has been granted an extension.

- e. CoC Spending Report
 - The spending report was through September 30, 2020.
 - 2015 - \$45,985 was returned to HUD.
 - 2016 - \$66,138 was funds added to a grant as a 2012-2016 surviving grant in a consolidation or changes in an active grant such as technical corrections.
 - 2017 - \$37,208 will be returned to HUD from the ND Department of Commerce for Shelter Plus Care.
 - 2018 - \$42,257 will be returned to HUD from the ND Department of Commerce for Shelter Plus Care.
 - 2019 – The 2019 funds don't expire until 2021.
- f. System Performance Measures: North Dakota is in line with the national averages in most categories.
- g. CARES Memorandum of Understanding
 - Reviewed by West Central and North Dakota CoC coordinators in October.
 - Removes the FM Coalition and White Earth Nation as partners to the MOU.
 - Updates language to make it consistent with other CARES documentation.
 - Updates the committees and their roles.
 - Removed Components and Goals as it is outlined in the policy and better placed in that document.
 - There was not a quorum at the meeting to approve the MOU. It will be presented in December for approval.
- h. PIT Count: HUD is giving CoCs the option of doing an unsheltered PIT count in 2021. If we choose to do a count, they will provide guidance on how to conduct the count safely. If we opt out, we need to notify HUD of the challenges we are facing and what alternative approach we will take. The sheltered count is not being discussed as an opt-out option at this time. North Dakota will proceed with an unsheltered count.
- i. Coordinated Entry: The SW Coalition held on a meeting on November 12 and discussed coordinated entry. Patrick Wigmore, Alissa Weber, and Shawnel will work with them to develop their process.
- j. NOFA: HUD anticipates that a congressional bill will be passed in December that will allow HUD to follow a minimal CoC Application process – there is not currently a backup plan if Congress fails to act. If Congress does act, HUD will publish a list of grants, CoCs will confirm the list of grants and/or notify HUD with any issues. A few weeks later, grants will be funded. CoC Planning and UFA grants will stay static and there will be minimal reallocation opportunities. CoCs will need to reach out to their local HUD Field Office and/or SNAPS if they want to reallocate funding.
- k. ND Interagency Council on Homelessness: The next meeting is scheduled for December 2.

- I. Digital Chalk: The CARES Leadership Team is looking at other options for a learning management system.
 - m. HMIS Budget: All documentation was submitted to the Dept. of Commerce for the Commerce Line Item scope change; waiting on their approval. Once we have that approval, we will submit the appropriate documentation to MVCHP for the \$8,750.
5. Partner Updates
- a. NDCHP: Advocacy meetings to prepare for legislative session have started.
 - b. ICA
 - Jayna (Jah-nay) Gray will be our new contact at ICA taking Alissa Parrish's position.
 - November 20 is the last day to submit data clean-up.
 - Department of Human Services is looking for a database to track COVID-19 data.
 - c. Department of Commerce
 - Emergency Solutions Grant: Working with federal program manager and technical assistant to submit to HUD.
 - Community Development: ESG page information on the CB fund.
 - d. NDHFA
 - Boulevard Avenue Apartments (Bismarck): Additional units are being rehabbed to 128 units of affordable housing. A four percent tax credit was issued to that project.
6. Regional Updates
- a. Region 1: Not present
 - b. Region 2 – Coalition meeting next week. Looking at a drop in shelter but the not sure who will manage it. Minot Men's Winter Refuge is open as of November 1.
 - c. Region 3 – No update
 - d. Region 4 – Northland Rescue Mission is doing food pantry in the rural areas. Youth homelessness is still a concern.
 - e. Region 5 – SENDCAA and Presentation Partners in Housing was approached by the city with about \$1.0 million that needs to get spent down; Gladys Rae COVID isolation and quarantine space is open.
 - f. Region 6 – Shelter – City of Jamestown will not provide a shelter and will use a voucher-based hotel stay.
 - g. Region 7 – Ministry on the Margins continues to be contact by agencies.
 - h. Region 8 – Not present
7. Committee Updates
- a. CARES: Need someone from the board to participate on this committee. We have reviewed the documentation and will be taking it to the Governance Council at the next meeting. Once it is approved there, we will be bringing it to the board for approval.
 - b. Data Committee: No update.

- c. System Performance Measures: Next meeting is scheduled for November 18.
 - d. Rating/Ranking: No update
8. Other Discussion
- a. COVID-19 Vaccinations: The immunization will take two doses and they need to be seven days apart. A plan will need to be developed to make sure that is happening with clients that are served by our agencies.
 - b. Next meeting will be December 21, 2020.
9. Meeting adjourned at 11:10 a.m.
- Minutes approved by the board on December 23, 2020.