



BOARD OF DIRECTORS MEETING MINUTES

NORTH DAKOTA CONTINUUM OF CARE

Monday, December 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:

Erin Dahl	Sarah Hasbargen	Bonnie Malo
Dave Flohr	Keiara Lesmeister	Beth Saylor
Tonya Forderer	Cheryl Merck	Sue Shirek
Jayna Gray	Monica Moore	Shawnel Willer

1. Meeting called to order at 10:06 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 October 19 and November 16 minutes. Minutes will be voted on electronically.
4. Continuum of Care Update
 - a. Membership/Board Update
 - There are 141 members representing 76 agencies.
 - The membership drive will be held annually in February. The 1915i team is requiring agencies that sign up to be housing providers be a member of the CoC and are asking for proof of membership with an expiration date. An annual drive will also keep our membership list updated.
 - Cheryl Merck has submitted an application to represent Region 2 on the board. We will need approval from the full membership in February.
 - Regions 7 and 8 need representation on the board.
 - b. COVID-19 Report
 - 2,567 total client count from March 21-December 13 (5,004 enrollment count – duplicated).
 - 584 were seeking services due to COVID.
 - 157 were experiencing symptoms and 87 confirmed positive (1 in Region 2, 3 in Region 3, 3 in Region 4, 48 in Region 5, and 32 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.
 - Created using examples from Homebase and the Wisconsin Balance of State CoC and the HUD Monitoring Handbook as guidance.
 - Lays out a plan for monitoring CoC funded organizations with a risk analysis tool to determine how much monitoring each agency will receive (remote vs. on-site).
 - The monitoring form is near completion, waiting on additional information from another CoC. Proof of disability will be by a letter from a doctor or third-party verification.

- There was not a quorum at the meeting to approve the plan. The plan will be voted on electronically.
 - d. 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. The MOU will be voted on electronically.
 - e. PIT Count
 - The portal in HMIS and paper forms are ready for the count.
 - Training for the sheltered and unsheltered counts will be held in January. Kari Schultz and Jayna Gray will provide the sheltered training. Shawnel and Jayna will provide the unsheltered training.
 - f. Priority List Management
 - The temporary policy expires at the end of December. Shawnel will send out the policy for approval of an extension.
 - Clean-up reports were sent out by Shawnel at the beginning of December. Shawnel will continue to send out reports on a monthly basis.
 - Length of time individuals stay on the list will be determined by Shawnel and approved by the board. There will need to be an update to the prioritization policy with the length of time.
 - g. Coordinated Entry: No updates for December.
 - h. NOFA: No updates for December.
 - i. ND Interagency Council on Homelessness: A meeting was held on December 2. Discussion around targeted rental assistance and students experiencing homelessness was held. A request was made for data on long-term youth homelessness effects. Dave Flohr and Shawnel will start looking at an annual report and draft one for the Governor in the first quarter of 2021.
 - j. HMIS Budget: Continue to wait for the Department of Commerce to approve the scope change. ESG-CV allows for agencies to use two percent of their grant award for HMIS.
5. Partner Updates
- a. NDCHP: Legislative committee is working to hire Kristina Sambor to lobby on their behalf. Cody Schuler put together a website for legislators to view with updated information.
 - b. ICA

- The CoC is covering a large amount of user fees and each agency is covering \$290/user license.
- Three user licenses are currently available to be used, but there are two people in training, which leaves us with one license. New user licenses will be purchased as needed.
- Longitudinal System Analysis (LSA): Reviews all data for the past two years. Kari Schultz is working on fixing errors, submitting to HUD for review. This will be ready to submit by January 15, 2021 and then will be presented in Stella.
- System Performance Measures will be due in March.

c. NDHFA

- Call with National Housing Agency regarding the COVID relief package. Currently, there is \$25 billion for housing with rural states projected to receive a minimum of \$200 million. Household must qualify under AMI, unemployment payments, and housing instability. Funds can be used for rental or utility arrears or anything else related to housing. Ten percent can be used for housing stability services and services can cover a total of 18 months per household. Funding must be used by September 30, 2022, will be run through the treasury, and will be deposited within 15 days of the bill being signed. The bill also extends the eviction moratorium until January 31, 2021.

d. Department of Commerce

- The request for the change of scope in the line item needs clarification on where the funds are being spent.
- ESG-CV funds application is available. A notification will be sent out by this afternoon. Applications are due on January 22, 2021. The amendment is available on the website.

6. Regional Updates

- a. Region 1: Not present. Shawnel gave an update at their first coalition meeting one week ago in regard to their data. Faith United Methodist (Ross and Val Reinhiller) will take the lead on the PIT count for this region.
- b. Region 2 – The Lutheran Social Services shelter is moving forward.
- c. Region 3 – Lake Region Community Shelter is currently closed due to COVID. Using funds to put people in motels. There is an MOU with Amachi to do the intake and screening. They will continue to operate as a 501(c)3.
- d. Region 4 – Northland Rescue Mission opened their lobby to allow individuals a place to sit and engage with social workers.
- e. Region 5 – The Engagement Center is open and 2-1-1 is doing the screening. The SENDCAA rental assistance program helped 620 households in approximately one month.
- f. Region 6 – COVID shelter will be going before the city council.
- g. Region 7 – Not present.
- h. Region 8 – Not present.

7. Committee Updates

- a. CARES: Need someone from the board to participate on this committee. Continue to review all documentation and update materials for West Central and North Dakota CoCs. The plan is to roll out all new documentation in February.
- b. Data Committee: Focusing on the HIC and PIT counts.
- c. System Performance Measures: Met last week. Continue to review the information we have and creating actions steps for the measures that were selected.
- d. Rating/Ranking: No update

8. Other Discussion

- a. The January board meeting is scheduled for Martin Luther King Jr. Day. The meeting will be rescheduled to January 11.

9. Meeting adjourned at 11:22 a.m.

Minutes approved by the board on January 11, 2021.