



BOARD OF DIRECTORS MEETING MINUTES

NORTH DAKOTA CONTINUUM OF CARE

Monday, January 11, 2021

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	Patrick Schmid
Lorraine Davis	Keiara Lesmeister	Kari Schultz
Tonya Forderer	Cheryl Merck	Sue Shirek
Jayna Gray	Beth Saylor	Shawnel Willer

1. Meeting called to order at 10:05 a.m.
2. Review and Approval of Agenda
 - a. Motion to approve the meeting agenda by Lorraine Davis, second by Erin Dahl, motion carried.
3. Review and Approval of Minutes
 - a. Motion to approve the December 2, 2020 meeting minutes by Beth Saylor, second by Lorraine Davis, motion carried.
4. Continuum of Care Update
 - a. Membership/Board Update
 - There are 141 members representing 76 agencies.
 - Regions 7 and 8 each had an individual show interest in serving on the board. The board application was sent to each of them.
 - b. COVID-19 Report
 - 2,823 total client count from March 21-January 10 (5,776 enrollment count – duplicated).
 - 705 were seeking services due to COVID.
 - 211 were experiencing symptoms and 126 confirmed positive (1 in Region 2, 4 in Region 3, 2 in Region 4, 59 in Region 5, and 60 in Region 7)
 - c. Point in Time/Housing Inventory Counts
 - The count will take place on January 27.
 - We have a regional lead in almost all of the regions across the state except Region 3 and 6. Patrick may take the lead in Region 3.
 - The HMIS portal and paper forms are ready to be used. Shawnel will send out the paper forms as soon as the state form number is added.
 - Training for the unsheltered count will be conducted by Jayna and Shawnel and the sheltered training will be done by Kari and Jayna.
 - d. February Membership Meeting
 - Meeting is scheduled for February 3, 2021 via GoTo Meeting.
 - Shawnel presented the meeting agenda.
 - Approvals for the meeting will include:

- October meeting minutes
 - Monitoring Plan
 - CARES Memorandum of Understanding
 - Board members for Regions 2, 7, and 8
 - Other items of discussion will include:
 - Membership drive
 - COVID-19
 - CoC Spending Report
 - System Performance Measures
 - Priority List
 - HMIS Budget
 - CARES Processes
 - e. Priority List Management
 - The temporary policy expires at the end of the month. The board extended to the end of April and will review it at that time.
 - ICA will add to their newsletter that individuals that have been housed still need to be removed from the list.
 - Clean-up reports were sent out by Shawnel. Individuals on the list longer than six months are being reviewed. If it is unknown where the client is, they will be removed from the list. If they reappear, they will be added back on the list.
 - 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.
 - f. HMIS Budget
 - Continue to wait for Commerce to approve the scope change for the line item
 - ICA is reviewing expenses and will bill NDHFA for time spent by Kari that can be charged to the Capacity Building Grant.
 - ICA is working on updating their budget.
 - Two percent of the Emergency Solutions Grant COVID funding was approved to be set aside for ICA. An application will still need to be submitted to Commerce.
 - ICA does need to hire at a minimum two additional staff members to assist Kari.
 - g. Coordinated Entry: No updates for December.
 - h. NOFA: No competition for 2020 passed in legislation; waiting for information from HUD on next steps for grant agreements.
5. Partner Updates

- a. NDCHP: Both committees have met. A contract was signed with Kristina Sambor to lobby on their behalf. Emily Contreras has resigned from the board and they will be looking for someone to fill the treasurer role.
 - b. ICA
 - The Longitudinal System Analysis final submission deadline is January 15. HUD is requesting additional narrative and are basing the request on 2018 but we don't have the historical knowledge to draw from. A meeting has been scheduled to discuss further.
 - Housing Inventory Count information from 2017, 2018, and 2019 were submitted incorrectly.
 - c. NDHFA
 - \$200 million has been awarded to the state for rental relief. It will be put towards the Emergency Rent Bridge and ten percent can be used for administrative costs. Sixty-five percent needs to be used by September 30, 2021. There is the possibility that an extension can be granted. Utilities can be covered as well, waiting to see if internet can be covered. The income requirement is 80 percent of annual median income.
 - d. Department of Commerce
 - Substantial update for ESG-CV has been approved by HUD and then the funds will be released. The application closes on January 22, 2021.
6. Regional Updates
- a. Region 1: Not present.
 - b. Region 2 – Liz from YWCA has a significant wait list and hoping to use hotel vouchers. Currently, she is the only staff member. Money Follows the Person grant received continuation funds. Three new positions will be hired as regional housing facilitators.
 - c. Region 3 – Patrick Schmid started as the new PATH coordinator at the Department of Human Services. Lake Region Shelter signed an agreement with Amachi mentoring to provide meals. The city has rallied to open a 24 hour shelter and are looking for space.
 - d. Region 4 – Preparing for the PIT and still looking for volunteers. Waiting on vaccinations.
 - e. Region 5 – The Engagement Center is open. A community meeting is being held to discuss using ESG-CV funds.
 - f. Region 6 – Not present.
 - g. Region 7 – Native American Development Center has hired a statewide homeless coordinator; working on a application for affordable housing in the fall to target Native American families and working with Burleigh County to secure vouchers as well as the reservations. The shelter run by United Way is open effective January 4, 2021. A community resource specialist will work to coordinate community meals.
 - 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. Annual report to the governor on the state of homelessness.
- c. System Performance Measures: No update
- d. Rating/Ranking: No update

8. Other Discussion

- a. Nothing further to discuss.

9. Motion made to adjourn the meeting at 11:22 a.m. by Lorraine Davis, second by Patrick Schmid.

Minutes approved by the board on March 15, 2021.