

A. Review and Approval of Agenda

1. Motion to approve by Sue Shirek, second by Ellen McKinnon. Motion carried.

B. Approval of Minutes

1. Motion to approve by Darianne Johnson, second by Beth Larson-Steckler. Motion carried.

C. ESG-CV Update

1. Working on submitting a substantial amendment to the 2018 action plan and then it needs to be released for public comment.
2. Doug Carlson is the HUD TA for the CV funds.
3. Once funds are released from HUD there is 60 days to start dispersing dollars.
4. There will be an application process for fund awards.
5. Housing authorities are eligible and emergency shelters can be supported if they are purchasing or building. There is a 12-month cap for medium term rental assistance.
6. There will be separate pages on the Commerce website for CDBG and ESG COVID funds that will share all the information.
7. The time limitation on shelter is a way to get recipients to focus on rapid rehousing and prevention rather than shelter.
8. Fair Market Rent limitations are waived, and the prevention threshold has been raised to 50 percent of the Annual Median Income.
9. More information on waivers and alternative requirements can be found at: <https://www.hud.gov/sites/dfiles/OCHCO/documents/20-08cpdn.pdf>.

D. CoC Coordinator Update

1. Membership and Board
 - a. Currently there are 135 members representing 75 agencies.
 - b. Election for board members later in the agenda. We will be voting on Region 1 and we need new board members for Regions 2, 7, and 8.
2. COVID-19 numbers: 1,875 total client count from March 21-October 4
 - a. 2,622 total answers related to seeking services and 2,615 total answers for COVID symptoms
 - b. 416 were seeking services due to COVID
 - c. 96 were experiencing symptoms (53 confirmed positive)
3. HMIS Budget
 - a. ESG came in at \$12,500, \$2,500 less than last year.
 - b. Waiting on the WellSky contract for the Commerce line item scope of change
 - c. Talking with Commerce on the potential for ESG-CV funds to be dedicated to HMIS. ESG-CV will require additional reporting for the HMIS administrator, so ICA will be looking to hire an additional system administrator for the state. With the Commerce line item and ESG-CV funds, we should be covered financially for the year.
4. Students experiencing homelessness
 - a. The state reported 2,568 students experiencing homelessness in the 2019-2020 school year and includes 102 out of 178 school districts. School districts that are not represented have not reported youth experiencing homelessness in the last five school years.

- b. Region 1 has the highest number in the state with 882 students, followed by Region 5 with 597 students and Region 5 with 472 students.

5. Other

a. NOFA

- The Grant Inventory Worksheet was submitted on August 24. Two changes were made: Collaborative Applicant Name from NDCHP to NDHFA and YWCA Cass-Clay changed Actual Rent to Fair Market Rent. We are not sure if the YWCA change can happen, but we wanted to make sure it was documented.
 - Continue to wait for HUD'S decision on the competition. They are looking at not having a competition this year and renewing current projects. It is likely that there will not be any new funding this year, but rather it will be rolled into next year's competition.
- b. Self-assessments: Sent out to agencies and were due back on August 1. To date, 21 assessments have been returned.
 - c. Digital Chalk: Trainings were due on July 1. To date, 47 signed forms have been returned.
 - d. Monitoring Plan: Working on a monitoring plan that will be presented to the Board for approval in the next couple of months and to the full membership at our next meeting.
 - e. Planning Grant: The grant was signed by NDCHP and NDHFA on September 24. The funds have been transferred to NDHFA.
 - f. Website: The new website is ready to go live and we are waiting for ND IT to give the final nod. Once it is live, Shawnel will remove all CoC pages from the NDCHP site and direct people to the new site.
 - g. Upcoming Meetings: Our upcoming meeting is scheduled for February. Does the membership want to keep quarterly meetings in February, May, August, and October or move meetings to make them actual quarterly meetings? Shawnel and Sarah will discuss future meetings and decide.
 - h. ND Interagency Council on Homelessness: The ND IACH will be reconvening meetings and the first meeting is scheduled for next week and will focus on the role of the council and the membership. NDHFA is the council administrator.

E. Policies & Procedures Review and Approval

1. Prioritization Policy

- a. Approved by the CARES Governance Committee on September 15, 2020 and the ND CoC Board on September 21.
- b. Addition to the policy to add a process under Supportive Housing for domestic violence providers and those that are not able to use HMIS due to funding sources. The Alternative Priority List form is a link to a blank document in Google Docs. Each agency that is not able to use HMIS has been given a unique agency ID.
- c. Motion made to approve the Prioritization Policy by Cody Schuler, second by Leah Siewert-Oberg. Motion carried.

F. Board Member Election

1. Region 1: Jennifer Winter. Jennifer work at the Family Crisis Shelter and is the McKenzie County Coordinator.
2. Region 4: Katie Jo Armbrust is willing to serve a second term.

3. Region 6: Monica Moore. Monica was filling David Klein's position and his term ends in December. Monica will serve a full two-year term if approved.
4. Motion to approve the new members by Angela Daly, second by Leah Siewert-Oberg. Motion carried.

G. Committee Updates

1. CARES
 - a. Looking at changing the name of the Governance Committee.
 - b. Reviewing all policies and plans to ensure consistency throughout and updating other documentation to make it more robust for all regions.
 - c. Started meeting with Region 7 and Homebase to develop a process and will continue to work with other regions in the coming months.
 - d. The structure of the leadership will be changed to a tier system. FM Coalition will no longer be a part of the MOU and it will be signed by the ND CoC and the WC MN CoC.
2. Data Committee
 - a. Working on a plan to ensure good quality data is entered into HMIS.
 - All forms are available on the ICA website.
 - Working with Kari to ensure that all the questions that mandatory have a reasonable answer.
 - b. Point-in-Time and Housing Inventory Counts
 - Plan to have a one-page document on how to conduct the PIT.
 - Interested in getting feedback on doing a count of individuals that are beyond the HUD definition (i.e. youth).
3. System Performance: Update during their presentation.
4. Ranking Rating: No update as we wait for HUD regarding the NOFA.

H. System Performance Measures

1. Identified three of the system performance measures to focus on first.
 - a. The extent of which a persons who exit homelessness to permanent housing destinations return to homelessness within 6 to 12 months. Reduced return to homelessness by four percent from 2017-2019.
 - b. The extent to which persons who exit homelessness to permanent housing destination returns to homelessness in two years.
 - c. Number of persons experiencing homelessness. Highest report number was in the 2019-2020 school year.
2. Action steps
 - a. Data Committee approve new questions that can be asked as part of the Point in Time Count.
 - b. Develop a way to capture those that fall outside the definition of HUD in the Point in Time Count.

I. Partner Updates

1. ND Coalition for Homeless People: No update.
2. Institute for Community Alliances
 - a. Working to fill Alissa Parrish's position.

- b. WellSky contract is a new contract with ICA. Imbedded in the contract was some language that was used that raised some red flags regarding accessing client information. ICA is working with WellSky to change that language so that they need to notify us and get permission before they use the data. Hoping to get this settled within the next week or two.
 - c. LSA data was sent out for clean-up for FY2019 and FY2020. This needs to be cleaned up by October 13, 2020.
3. ND Department of Commerce: No additional update.
 4. ND Housing Finance Agency: No update.

J. Other Discussion

1. Would it be beneficial for the membership to contact our congress people to advocate for the NOFA? It wouldn't hurt to contact them, but there aren't many CoCs that are in the same position as North Dakota.
2. Shawnel will be out of the office the rest of the week.

K. Adjourn: Motion to adjourn by Katie Jo Armbrust, second by Beth Larson-Steckler. Meeting was adjourned at 1:57 p.m.

79 members were present during the meeting.

Meeting minutes were approved on February 3, 2021.