



**BOARD OF DIRECTORS MEETING MINUTES**

NORTH DAKOTA CONTINUUM OF CARE

Monday, March 15, 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:**

Katie Jo Armbrust	Sarah Hasbargen	Patrick Schmid
Erin Dahl	Keiara Lesmeister	Sue Shirek
Lorraine Davis	Cheryl Merck	Shawnel Willer
David Flohr	Wendy Moffett	Jennifer Winter
Jayna Gray		

1. Meeting called to order at 10:05 a.m.
2. Review and Approval of Agenda
  - a. Motion to approve the meeting agenda by Katie Jo Armbrust, second by Erin Dahl, motion carried.
3. Review and Approval of Minutes
  - a. Motion to approve the January 21, 2021 meeting minutes by Katie Jo Armbrust, second by Erin Dahl, motion carried.
4. Continuum of Care Update
  - a. Membership /Board Update
    - There are 141 members representing 70 agencies. This is the same number of members as last year. There were 12 agencies that did not rejoin this year and 6 new agencies.
  - b. COVID-19 Report
    - 3,460 total client count from March 21, 2020-March 14, 2021 (7,230 enrollment count – duplicated).
    - 767 were seeking services due to COVID.
    - 298 were experiencing symptoms and 152 confirmed positive (2 in Region 2, 4 in Region 3, 3 in Region 4, 55 in Region 5, and 88 in Region 7)
  - c. CARES Documentation
    - The bylaws were established at the very beginning of the implementation of CARES. With the policy manual and other documents in place, it was decided that the bylaws were no longer necessary.
    - Policy Manual
      - Language and format clean-up
      - Updated background and history section
      - Removed attachments (hyperlinks will be added from the CARES website)
    - Partnership Agreement
      - Updated roles and responsibilities of each site
      - Added a new Lead Partner role for regional coalitions/committees
    - Release of Information

- There is a difference of opinions on each side of the border for an expiration date of the ROI.
  - It was determined by the ND CoC Board they would like to have a one-year expiration.
  - Denial Forms: Language was updated
  - Access Receipt: Updated to make it editable for each region
  - Data Sharing Agreement: Language was updated
  - Prioritization Policy
    - Recommended to extend the temporary prioritization policy through June and present an updated policy in July.
  - VI-SPDAT
    - There is concern of equity on the current tool. Most MN CoCs have/are moving away from the VI-SPDAT due to the C4 study
    - The ND CoC Board would like to pull together a committee to start looking at a new tool.
  - Housing Crisis Triage – Enhanced Access
    - Increased focus on diversion with progressive engagement
    - Increased strengths/self-resolution focus
    - Includes eligibility triage, diversion discussion, and shelter and prevention prioritization
  - Regional Checklist
    - We recognize that each region is in different stages of implementation, so this was created to help develop a plan for each region.
    - It is based on the core components for access, assessment, and stabilization.
  - PR Documents
    - PR documentation will be sent out that will include cards and resource information that can be updated for each region.
  - An email will be going out to the full membership later with all the documents and guidance.
  - Motion to approve the CARES documentation, excluding the ROI by Katie Jo Armbrust, second by Wendy Moffett, motion carried.
- d. HMIS Budget
- Commerce approved the change of scope for the line item in their budget, adding \$81,713 to the rest of the biennium. They will work on a contract amendment to remove NDCHP from the equation and work directly with NDHF.

- ESG-CV funds had \$102,000 guaranteed set aside for HMIS. ICA submitted and application for additional funding, waiting on award notifications from Commerce.
  - Since the budget is covered, a request to the Missouri Valley Coalition for Homeless People has been submitted for \$8,750.
  - There is still a need to hire additional staff for ICA, especially with the addition of projects for ESG-CV awards and reporting requirements (potential for 27 new projects in HMIS). The budget that has been submitted is approximately \$250,000, so additional funding still needs to be sought.
- e. Capacity Building Grant
- Total grant is \$99,435, remaining balance of \$88,473.
  - NDHFA does quarterly draws. The first draw was in December for \$10,962.
  - Shawnel meets with HUD TA monthly.
  - Due to COVID, an extension on the grant is possible with a request to HUD. Shawnel recommends requesting the extension, giving us more time to do on-site training once it is safe to do so again.
  - Motion to approve a request to extend the Capacity Building Grant to HUD made by Katie Jo Armbrust, second by Erin Dahl, motion carried.
- f. Planning Grant
- Total grant is \$54,718, remaining balance of \$41,614.
  - NDHFA does quarterly draws. The first draw was in December for \$13,104.
  - This grant expires September 2021.
- g. Vaccinations in HMIS: It was decided that this data would not be tracked at this time.
- h. System Performance Measures were submitted to HUD on March 1, 2021 for 2019 and 2020.
- i. Longitudinal System Analysis for 2019 and 2020 was confirmed by HUD on February 2, 2021.
- j. Coordinated Entry: Met with regions 7 and 8 in February. The next meetings with those regions will be set up in early April. Shawnel has talked with regions 2 and 3 and we will look to set up those meetings in the next month or two.
- k. Tribal Entities are now included in CoC funding. Shawnel has requested additional information and guidance from HUD on this and waiting for their answer.
- l. ND Interagency Council on Homelessness: The draft report for the governor has been written and will be sent to the Data Committee this week for their comments. It will then be sent to the Council for their review and comments. The next meeting of the council is March 31, 2021.
- m. NOFA
- Grant awards were announced for 2020 and ND received \$2.1 million.

- HUD will be working with agencies on their new grant agreements.
- The Department of Commerce and Community Action Agency in Bismarck no longer want to manage that grant. Conversations have been held with the ND Department of Human Services to assume the grant. We will meet with them again at the end of March to discuss further.

5. Partner Updates

a. NDCHP: No update.

b. ICA

- The Longitudinal System Analysis data completeness on rapid rehousing participants. It was discovered during this process that some of the clients were being entered into two programs. ICA is working with the agency to correct these errors.
- Housing Inventory Count information from 2017, 2018, and 2019 were submitted incorrectly.

c. NDHFA

- The American Rescue Plan Act of 2021
  - NDHFA is the new administrator of HOME dollars starting July 1, 2021. Waiting on guidelines from HUD on the HOME funds that were added to this bill for homelessness.

d. Department of Commerce: ESG-CV applications have been reviewed and Commerce will reach out to agencies with questions.

- ESG-CV:

6. Regional Updates: Due to time constraints, no regional updates were given.

7. Committee Updates: Due to time constraints, no committee updates were given.

8. Other Discussion: Nothing further to discuss.

9. Motion made to adjourn the meeting by Katie Jo Armbrust, second by Cheryl Merck.

Minutes approved by the board on April 19, 2021