

Motion to call the meeting to order by Monica Moore, second by Andrea Olson. Meeting commenced.

Roll call was taken in the chat box.

**A. Review and Approval of Agenda**

1. Motion to approve by Sue Shirek, second by Beth Larson. Motion carried.

**B. Approval of Minutes – October 6, 2020**

1. Motion to approve by Stan Stelter, second by Andrea Olson. Motion carried.

**C. CoC Coordinator Update**

1. Membership and Board
  - a. Currently there are 148 members representing 76 agencies.
  - b. An annual membership drive is commencing in February. Those interested in becoming members must complete both the CARES Partnership Agreement and Membership Agreement. Agreements will be due at the end of February and the new email list will be utilized starting March 1. If agreements have not been received, agencies will no longer receive CoC information.
  - c. Election for board members is 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: 3,309 total client count from March 21, 2020-January 31, 2021
  - a. 5,188 total answers related to seeking services and 5,138 total answers for COVID symptoms
  - b. 776 were seeking services due to COVID
  - c. 250 were experiencing symptoms (137 confirmed positive)
3. CoC Spending Report
  - a. The spending report is through December 31, 2020.
    - All 2015 grants are expired and \$45,985 was returned to HUD
    - The positive number of \$66,138 represents funds added to a grant as a 2012-2016 surviving grant in a consolidation or changes in an active grant such as technical corrections.
    - In 2017, there was \$1,614 returned to HUD to date, however, the remaining \$37,208 will also be returned to HUD as all grants have expired.
    - For 2018, there is a balance of \$146,284. Most of these grants have expired.
      - There was \$42,257 left at the ND Department of Commerce. The Bismarck Community Action Program is the subrecipient of this grant and they will be turning back the funds. It is difficult to find clients that qualify and follow through with the paperwork, finding case management, and finding an apartment. This grant expired at the end of July.
      - There is \$4,592 that expires at the end of December all awarded to Fargo Housing & Redevelopment. They will have all funds expended by the time the grant expires.
      - The remaining \$99,435 is for the Capacity Building Grant that expires in September 2021.
    - The 2019 grants had one expire in December, one in February, one in March, and three in April, with the others later in the year. Shawnel will be working with the agencies to make sure their funds are expended before the grant expires.

4. System Performance Measures (SPM)
  - a. System performance measures were reviewed with data from 2017, 2018, and 2019 for the state of North Dakota, comparing them to the national average.
  - b. A question was asked about why the Street Outreach outcomes differed substantially. Shawnel Willer and Jayna Gray will research and report back to the membership.
  - c. System performance measures need to be submitted by March 1. It is critical that members submit their information in HMIS. Kari Schultz will be working with agencies.
5. HMIS Budget
  - a. An updated budget was presented reflecting income and expenses for the rest of the fiscal year (through June 2021) with no additional staffing for HMIS.
  - b. Commerce has set aside \$102,000 from ESG-CV for HMIS. ICA submitted an application requesting additional funding.
  - c. For FY 2021, there will be no CoC funds available since there was no competition. ESG and NDHG are estimated to come in the same as this fiscal year and the Commerce line item is based off this fiscal year. Currently, there is an estimate of \$250,026 in income for FY 2021 and total expenses of \$240,647. Expenses include two full time positions, one ¼ time position, and time for a report writer for ICA.
6. Other
  - a. NOFA
    - There was no competition for 2020. All grants will be renewed from 2019. We are waiting for additional information from HUD. There are some waivers available to CoC grantees that Elizabeth Clark and I have sent to agencies with information. Make sure to request the waivers if your agency is eligible.
  - b. PIT/HIC: Thank you to all the regional leads for your hard work on making this year's count a success. All information needs to be submitted to ICA by February 12.
  - c. Longitudinal System Analysis: A huge thank you to Kari Schultz for all of her work on the LSA. This was submitted and confirmed to HUD on February 2.
  - d. ND Interagency Council on Homelessness: The council has met a couple of times and we are working on an annual report that will be submitted to the governor. Shawnel has been working with the data committee to ensure we have all the information in the report we want included from a CoC perspective.

#### **D. Policies & Procedures Review and Approval**

1. Monitoring Plan
  - a. The plan was created using examples from Homebase, the Wisconsin Balance of State CoC, and the HUD monitoring Handbook.
  - b. It 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).
  - c. The plan was approved by the Board on December 23, 2020.
  - d. Motion to approve the Monitoring Plan by Cody Schuler, second by Beth Larson-Steckler. Motion carried.
2. CARES Memorandum of Understanding
  - a. The FM Coalition and White Earth Nation have been removed as partners.
  - b. Language was updated to make it consistent with all other CARES documentation.

- c. Updates the committees and their roles.
- d. Removed Components and Goals section as it is outlined in the policy and better placed in that document.
- e. This MOU was previously signed in 2014. It was reviewed by Carla Solem and Shawnel at the end of October.
- f. The board approved the MOU on December 2, 2020.
- g. Motion to approve the updated CARES MOU by Beth Larson-Steckler, second by Cody Schuler. Motion carried.

**E. Board Member Election**

1. Region 2: Cheryl Merck is a state housing facilitator with ND Center for Persons with Disabilities/Money Follows the Person in Minot.
2. Region 7: Beth Larson-Steckler is the Program Administrator for the Homeless Education Program and the ND Department of Public Instruction in Bismarck.
3. Region 8: Wendy Moffett is the PATH Homeless Coordinator at the Badlands Human Service Center in Dickinson.
4. Motion to approve the new members by Mark Heinert, second by Angela Daly. Motion carried.

**F. Committee Updates**

1. CARES
  - a. We continue to update the documentation. A new logo has been created with the same look, different colors.
  - b. Plan to roll out all new documentation and branding at the beginning of March.
2. Data Committee
  - a. Focus the last month has been on ensuring quality for the HIC/PIT data. All regions had a lead for the PIT count this year.
  - b. Mark Heinert emphasized that quality data is critical to funding. If data quality is not good, points could be lost which would/could result in reduced funding.
3. System Performance
  - a. Reviewed the three system performance measures that had been agreed upon. Indicated at next meeting the committee would look at specific goals to better measure the progress. Committee also agreed to have a slide at each quarterly meeting on the upcoming trainings to improve data quality which in turn would demonstrate our SPM. A letter will be going to the data committee requesting the committee to develop a comprehensive/all-encompassing definition of homelessness.
4. Ranking Rating: No update as we wait for HUD regarding the NOFA.

**G. Coordinated Entry Training**

1. Shawnel provided information of CARES and the roles in the partnership agreement.
2. Jayna gave a training focused on the HMIS part of coordinated entry. Discussed common terms and acronyms utilized throughout system. Indicated to group that our state is in the early stages of coordinated entry and it will become easier. Jayna's update included workflow changes that will occur in HMIS.
3. Shawnel mentioned that if a case is inactive for 180 days that it will be removed from the priority list. She will be going through cases that are inactive for 180 or more days.

## **H. Partner Updates**

1. ND Coalition for Homeless People
  - a. Sue Shirek encouraged CoC members that are not members of NDCHP to join the coalition. She indicated that the focus is on advocacy.
  - b. A lobbyist (Christina Sambora) was hired for the legislative session and she will work on tracking numerous bills. She was hired two years ago also as a lobbyist. A website for tracking legislation has also been created (<https://housingnd.org>).
  - c. Current subcommittees in place are advocacy, vision, and legislative.
  - d. Emily Contras has resigned as treasurer and board member. Melandie Deplazes will fill the role of treasurer.
2. Institute for Community Alliances: Jayna Gray discussed that while the HIC is done once a year, there are four points of time that it can be pulled and shared.
3. ND Department of Commerce: No one from Department of Commerce present. The date for ESG CV applications to be submitted was January 22, 2021. The team will review the applications this coming week. The review committee includes Shawnel Willer, Jessica Thomason, Jennifer Henderson, Sherry Leno, and Tonya Forder.
4. ND Housing Finance Agency: No update.

## **I. Other Discussion**

1. Cheryl Merck from Money Follows the Person indicated that they will be hiring three regional navigators throughout the state.

## **J. Adjourn:** Meeting adjourned at 2:11 p.m.

79 members were present during the meeting.

Meeting minutes were approved on February 3, 2021.