

Members Present:

Katie Jo Armbrust *	Sarah Hasbargen *	Kari Schultz
Brenda Bergsrud *	Kim Hemphill *	Sue Shirek
Lorraine Davis *	Abby Katz *	Mike Weatherly *
Dave Flohr	Cheryl Merck *	Shawnel Willer
Jayna Gray	Wendy Moffett *	

* Indicates voting members (7 voting members needed for a quorum)

1. Meeting called to order at 10:02 a.m. by Katie Jo Armbrust
2. Introductions
3. Review and Approval of Agenda

Motion to approve the agenda by Sarah Hasbargen, second by Brenda Bergsrud, motion carried.

4. Review and approval of December Meeting Minutes

Motion to approve the December 20, 2021 meeting minutes by Cheryl Merck, second by Mike Weatherly, motion carried.

5. Continuum of Care Update

a. Membership /Board Update

- There are 170 members representing 86 agencies. Community Uplift Program in Fargo is the new agency.
- The newest board member is Abby from the Youth Action Board.

b. Prioritization List/Referrals

- Total on the list: 368, (as of 01/20/22), up 24 from last month
 - Family type: 331 single adults, 11 multi-adults, 24 households with children, and 2 unknown
 - Age: 139 ages 25-39, 127 ages 40-54, 72 age 55 and over, and 79 ages 0-24
 - Gender: 234 male, 129 female, 3 Transgender, 1 a gender other than singularly female or male, and 1 unknown
 - Race: 192 White, 116 American Indian/Alaska Native, 50 Black/African American, 10 Other
 - Exits (December): 150 Total, 17 to shelter, 4 to unsheltered, 9 to facility, 37 to rental/owned, 12 to family/friends, 0 deceased, 10 other, and 61 are unknown
 - Total Exits for 2021 724: 43 to shelter, 16 to unsheltered, 27 other, 34 to facility, 251 to rental/owned, 69 to family/friends, 3 deceased, and 281 unknown
 - Average days on the list is 142
 - Referrals: 582 referrals through December 2021
 - October 90, November 54, December 91
 - Successful: 17
 - Unsuccessful (unable to contact client): 4

- Unsuccessful (client selected another provider): 7
 - Unsuccessful (client other): 6
 - Unsuccessful (provider rejected): 24
 - Pending: 33
 - Funding Source for those referrals:
 - EHV: 188
 - ESG-CV: 215
 - CoC: 102
 - Other: 77
- c. Monitoring Plan and Form: Reviewed again
- Updated the timeline in the plan since December
 - January: Risk Assessment Tool request of CoC-funded projects sent to agencies (updated)
 - February: Documentation request sent to CoC-funded projects (updated)
 - March-April: Collaborative Application review and analysis of documentation
 - May: Issues a letter that summarizes the analysis to agencies
 - May-June: Response from agencies to any concerns provided in the report
 - July-November: Follow-up with all agencies, conduct remote monitoring and on-site visits, and develop improvement plans if necessary
 - December: Provide final report to the Board of Directors
- d. PIT/HIC - This is scheduled for this week
- Unsheltered count is scheduled for the night of Jan 26, 2022
 - ICA will prepare the portal and it will be similar to last year
 - Paper forms will be sent out to match the portal
 - All training for the sheltered and unsheltered counts have been completed
 - Tribal approval - Standing Rock Chair did approve - Shawnel also sent letters to Dunseith to get approval from Turtle Mountain Band of Chippewa and Spirit Lake Nation
 - Most regions will conduct an unsheltered count.
- e. February Membership Meeting Agenda
- CoC Update
 - Membership Drive will take place in February. The membership agreement form was updated to add voting, alternate, and non-voting members and the organization types were updated to match the CoC Collaborative Application from HUD.
 - Will be updating the governance charter
 - Monitoring Plan Approval

- Family Promise (national organization) will be coming in and doing a presentation
- NDHFA Housing Needs Assessment (NDHFA Update)
- f. Other
 - VI-SPDAT: The pilot ended on December 15 and a debrief was held on December 16. Continue to work through the report with ICA and finalizing the tool. The plan is to have a full roll-out by February 14, 2022.
 - YHDP: Work continues on the CCP. An extension for the CCP was requested and grant from HUD. The CCP needs to be submitted by April 30, 2022.
- 6. Partner Updates
 - a. NDCHP
 - Busy week - a lot has gone on since they received the emergency rental dollars - group meeting in Fargo that consisted of various organizations trying to find out why the North Dakota Rent Help money was sent back and how they were released. Had a meeting with the legislators last Friday and several people spoke. Had a landlord present who talked about the problems she was having. Katie Jo ended it with a specific ask for complete data, communication, a change in legislation for a diversion process and legal process for people going through court for eviction. They listed and heard what they had to say. It was a great morning. Received a letter from Jonelle last night. They will be following up with the governor and Chris Jones. There should be a letter to the editor. Sue is presenting on a national zoom call this afternoon about how that meeting went.
 - b. ICA
 - Right now we are in federal report HUD world. We are in a lot better shape than we were last year. System performance measures - looking at the assessment report this week and reaching out to agencies to update those since that is the #1 error and throws stuff off.
 - It is PIT/HIC week
 - Posted a System Administrator position - received 7 applicants in ND - ICA will be working through those and setting up interviews - will be working through roles and responsibilities
 - Working a lot with training - Kari created a training checklist - hopefully this will help keep track of where trainees are in the process. Kari will send the link to the checklist out as well.
 - c. NDHFA
 - Housing needs assessment - in the process of doing another statewide assessment. Last one was done in 2016. Teaming up with NDSU on this. Gathering data from multiple sources. and have a goal to update annually and have a dashboard on the NDHFA website, so you can go out and look at it. Goal to have it done by end of September.
 - Home ARP money for homelessness - had all regional meetings except for Williston this Thursday. Didn't get as many responses as we hoped for. Wednesday we are talking to state agencies about the survey results. Housing incentive fund will be incorporated into this too. Sending allocation plan to HUD for approval in the next couple months.

- Staffing - possibility to have some help for Shawnel. An NDHFA employee is retiring and we will rehire for that.
- Emergency rental assistance - we have helped DHS when they've set them up. Return of the funds - we probably would've lost that money anyway. DHS did a good job negotiating with the treasury and getting some money redirected to the tribes. The tribes have to accept it. That frees up the ER2 money. Needs to be spent by October this year or we'll lose that.
- There was a homeowners assistance program approved, so we will be having this. This is through DHS too. Not sure what the rollout date is yet for this.

d. Department of Commerce

- No update.

7. Regional Updates

a. Region 1: No update.

b. Region 2: Hiring two people and an additional person in Bismarck to assist with the Bismarck/Dickinson area. We have a lot of agencies who are out of funds. Bi-weekly meetings happening with other agencies in the area.

c. Region 3:

d. Region 4: We are trying to coordinate a priority list meeting every other week to better case manage and go through the different programs in Grand Forks so we can ideally help more people and be in better communication. There are continued meetings with youth homelessness. Those are on-going. Community innovations grant - just met with the city with a bigger grant that they're writing to try to help with people who can't get to the bigger industrial jobs. Medica grant working with mentoring people.

e. Region 5: Seeing a lot of overflow right now. Really struggling with heavy inflow at our shelters. Weekly meetings with the rapid housing team. This is working really well, so modeling this in Grand Forks as well. Starting to work through the backlog. CARES housing meetings are just getting up and running again right now.

f. Region 6: Been fairly quiet. No updates.

g. Region 7: No updates in our region. NATIVE, Inc. is still waiting on CoC funds. Been busy with transition – had two employees leave, so trying to fill those positions with homeless work and intake and assessments. In Fargo we are working on filling in a second position, so we'll have two care coordinators in that office. They're allowing people to stay at the shelter during the day. We have drivers going out and picking people up on the really cold days and bringing them over to the center. We have a big space and WiFi for them to use.

h. Region 8: Southwest Homeless Coalition went in front of the Dickinson city council - approved from the city for \$25,000 aimed at providing a homeless shelter. The Southwest Homeless Coalition is who is currently handling those finances. Touring other homeless shelters to get an idea of cost of operations for running a shelter. The hotels have a big issue with people experiencing homelessness staying at their hotels.

i. YAB: We have Faith from Fargo and Zach from Minot. We are trying to recruit one person each region with a max of ten members for funding purposes, so we are in the process of recruiting for that. Will be helping with the grant writing once we get enough members.

8. Committee Updates

- a. CARES: The CARES homeless response card is available for all regions. Anyone who needs assistance with that can reach out to him.
- b. Data Committee: No updates. Shawnel will get Lorraine the list of members.
- c. System Performance: Did not meet. Will meet again next month.
- d. Rating and Ranking: No meeting until this summer.

9. Other Discussion: None.

10. Motion to adjourn the meeting made by Katie Jo Armbrust. Meeting was adjourned at 11:24 a.m.

Minutes approved by the board on February 21, 2022.