

Members Present:

Katie Jo Armbrust *	Abby Katz *	Christina Morris
Maria Effertz-Hanson	Alyssa Kroshus	Zach Rose *
Keylee Engelhard	Beth Larson-Steckler*	Kari Schultz
Dave Flohr	Keiara Lesmeister	Sue Shirek
Tonya Forderer	Cheryl Merck*	Shawnel Willer
Sarah Hasbargen *	Wendy Moffett *	

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

1. Meeting called to order at 10:04 a.m. by Katie Jo Armbrust
2. Introductions
3. Review and Approval of Agenda

Motion to approve the agenda by Beth Larson-Steckler, second by Wendy Moffett, no discussion. All in favor, motion carried.
4. Review and approval of Meeting Minutes

Motion to approve the March 21, 2022 meeting minutes was made by Sarah Hasbargen, second by Beth Larson-Steckler, no further discussion. All in favor, motion carried.
5. Continuum of Care Update
 - Membership /Board Update
 - There are 157 members representing 77 agencies.
 - We currently have a full board.
 - Prioritization List/Referrals
 - Total on the list: 447, (as of 04/12/22), up 48 from last month
 - Family type: 358 single adults, 40 households with children, 44 Youth Head of Household, and 5 unknown
 - Age: 173 ages 25-39, 135 ages 40-54, 78 age 55 and over, and 61 ages 0-24
 - Gender: 297 male, 143 female, 3 Transgender, 2 a gender other than singularly female or male, and 2 unknown
 - Race: 224 White, 133 American Indian/Alaska Native, 50 Black/African American, 34 Two or more, and 6 Other
 - Exits
 - 43 total in March, 3 to shelter, 1 to unsheltered, 3 to facility, 15 to rental/owned, 2 to family/friends, 1 other, and 18 are unknown
 - 131 total through April 12, 2022: 5 to shelter, 3 unsheltered, 11 to facility, 60 to rental/owned, 5 to family/friends, 1 deceased, 2 to other, and 44 are unknown
 - Referrals: 750 referrals to date
 - March 2022: 2 successful, 8 unsuccessful (client rejected), 4 unsuccessful (provider rejected), and 25 still pending

- Governance Charter- Full document provided
 - Added Indian Tribes/Tribally Designated Housing Entities
 - Youth Action Board added under CoC Committees
 - Other minor changes
 - Motion to accept document with one grammar change, Zach Rose made a motion to approve the updated Governance Charter, second by Beth Larson-Steckler, no further discussion. All in favor, motion carried.
- Emergency Transfer Plan
 - National contact links updated
 - Providers list updated
 - Minor restructure changes
 - Motion to accept document as presented by Cheryl Merck, second by Abby Katz, no further discussion. All in favor, motion carried.
- HMIS Policies and Procedures
 - New user training requirement updated to be employed at agency two weeks before training will begin.
 - Minor restructure changes.
 - Motion to accept document as presented made by Wendy Moffett, second by Beth Larson-Steckler, no further discussion. All in favor, motion carried.
- Written Standards for ESG and CoC Programs- Was reviewed by Dept of Commerce technical assistance provider and identified the following additions needed:
 - HUD at risk of homelessness categories added
 - Policies and procedures for emergency shelters under ESG added
 - Participant contribution language for homelessness prevention and rapid rehousing added
 - Rental assistance duration and adjustments added
 - Standards for the Allocation of Funds for ESG programs added. Waiting to hear back from HUD on whether the categories need to be defined in the table or if listing the categories with links to HUD's website is sufficient with additional information regarding homelessness prevention eligibility below the table.
 - Housing stability case management language added, income documentation eligibility requirements for homelessness prevention and rapid rehousing, lease agreements for ESG, identification documentation ROI for all programs.
 - Performance Standards
 - Signatures line for the Department of Commerce
 - Board would approve pending Dept. of Commerce approval, if Commerce hasn't approved by the general meeting date, the CoC membership would move forward with approval pending Commerce approval.

- Brief discussion around a policy that is not Housing First for ESG, it is required by HUD to be included.
- Motion by Cheryl Merck to approve the Written Standards for ESG and Coc Programs as presented, second by Beth Larson-Steckler, no further discussion. All in favor, motion carried.
- CoC Registration- Was submitted on April 4, 2022. Tribal resolutions- not sufficient time to build relationships with tribes, will work to build over next year.
- Point-in-Time and Housing Inventory Counts/System Performance Measures- Kari is getting finalized and will present to general membership in May. Still trying to secure data from a small group of people.
- YHDP
 - The Coordinated Community Plan is due April 30.
 - Received 9 responses from the letter of intent to apply: Project BEE, Minot; Community Uplift Program, Fargo; Fraser, Ltd., Fargo, Grand Forks; United Way of Cass-Clay, Cass County; USpire ND, works across the state, based in western ND; NATIVE, Inc., Bismarck/Fargo; NDSU, Fargo; Lake Region Community Shelter, Devils Lake; Youthworks, Bismarck/Fargo/Grand Forks, Minot
- a. Partner Updates
 - a. NDCHP
 - NDCHP hired someone who will start analyzing ND Rent Help data and identify lowest utilization of funds and highest eviction rates to target support.
 - b. ICA
 - Hired second support person, Christina Morris. Working with Kari to do system support.
 - Jayna is out on medical leave, doing well.
 - Doing training across state over next few weeks.
 - c. NDHFA
 - Working on writing up the allocation plan for HUD for HOME-ARP, HOME, and HIF set aside.
 - d. Department of Commerce
 - Will be working on supporting sub-grantees in wrapping up ESG-CV.
 - Annual Action Plan for regular ESG will be out for public comment on May 2, out for 30 days.
- b. Regional Updates
 - a. Region 1: No representatives from Region 1 present. No updates.
 - b. Region 2: Winter sheltering has ended.
 - c. Region 3: There has been some turnover in staff in the shelter, per ICA. No representatives from Region 3.
 - d. Region 4: Working to get partners on board in Grand Forks to work on improving coordinated entry participation. The group is meeting twice a month.

- e. Region 5: Coalition still in the process of hiring a new Executive Director.
 - f. Region 6: No representatives from Region 6. No updates.
 - g. Region 7: No representatives from Region 7. Still doing some hotel shelter, not sure how long that will last. Some agencies doing new work or expanding in Bismarck.
 - h. Region 8: Currently no zoning for a shelter, working with City of Dickinson to address the issue.
 - i. YAB: Abby presented YAB Compensation Policy that will be approved by membership. Will be sent out for electronic voting as there is no quorum at the time of presentation.
- c. Committee Updates
- a. CARES: Waiting for approval of prioritization policy, planning to get a meeting scheduled. Going to start working on access tool next.
 - b. Data Committee: Haven't met since last meeting, no updates.
 - c. System Performance: Haven't met since last meeting, no updates.
 - d. Rating and Ranking: Will receive policies and procedures for CoC competition this summer.
- d. Other Discussion: Katie Jo attended the Housing First Partners Conference in Seattle and shared the good work that the ND CoC is doing. Shawnel will be traveling this week for on-site training to Fargo and Grand Forks and several days of travel in the next few weeks which may slow down referrals and responses. A position to add support for Shawnel has been opened for applications through this week, and hope to have someone hired. ESG priority list manager has been hired and started today.
- e. Motion to adjourn the meeting made by Katie Jo Armbrust. Meeting was adjourned at 11:18 a.m.

Minutes approved by the board on June 20, 2022.