

Members Present:

Katie Jo Armbrust *	Sarah Hasbargen *	Wendy Moffett *
Brenda Bergsrud *	Kim Hemphill *	Zach Rose *
Keylee Engelhard	Jennifer Henderson	Sue Shirek
Dave Flohr	Alyssa Kroshus	Tania Tschaekofske
Tonya Forderer	Beth Larson-Steckler*	Milinda Turner *
Jayna Gray	Shanna Lindquist Siegrist	Mike Weatherly *
Maria Effertz Hanson	Cheryl Merck*	Shawnel Willer

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

1. Meeting called to order at 10:03 a.m. by Katie Jo Armbrust
2. Introductions
3. Review and Approval of Agenda

Motion to approve the agenda by Sarah Hasbargen, second by Mike Weatherly, no discussion. All in favor, motion carried.

4. Review and approval of Meeting Minutes

Motion to approve the meeting minutes from June 20, 2022 by Mike Weatherly, second by MiLinda Turner, no further discussion. All in favor, motion carried.

5. Continuum of Care Update

- Membership /Board Update
 - There are 161 members representing 80 agencies.
 - We currently have a full board.
- Prioritization List/Referrals
 - Total on the list: 459, (as of 7/14/22), up 65 from June
 - Family type: 414 single adults, 40 households with children, 4 Youth Head of Household, 1 Unknown
 - Age: 180 ages 25-39, 128 ages 40-54, 98 age 55 and over, and 53 ages 0-24
 - Gender: 326 male, 124 female, 4 Transgender, 3 a gender other than singularly female or male, and 2 unknown
 - Race: 236 White, 124 American Indian/Alaska Native, 52 Black/African American, 27 Two or more, and 6 Other
 - Exits
 - ✓ 74 total in June, 0 to shelter, 1 to unsheltered, 3 to facility, 22 to rental/owned, 4 to family/friends, 2 deceased, 38 other, and 4 are unknown
 - ✓ Most of the exited referrals to other are due to a list clean-up by ICA closing ND Coordinated Entry events and requesting that when the client reappears, they should be reassessed with the new Housing Prioritization Tool.

- ✓ 400 total through July 14, 2022: 9 to shelter, 6 unsheltered, 22 to facility, 142 to rental/owned, 15 to family/friends, 3 deceased, 150 to other, and 53 are unknown
- Referrals: 884 referrals through June 2022
 - ✓ June 2022: 2 successful, 14 unsuccessful (client rejected), 10 unsuccessful (provider rejected), and 43 still pending
 - ✓ Through June 2022: 182 successful, unsuccessful (client rejected), 136 unsuccessful (provider rejected), 135 still pending
 - ✓ Funding Source: 198 CoC, 285 EHV, 275 ESG-CV, and 126 Other
- Policy/Plan Approvals
 - Ranking and Review Policy
 - Housing First and Low Barrier principles: agencies will be required to submit their policies during the competition and will no longer be able to be scored on self-verification
 - Updated scores on new or expanded project bonus to match the NOFO scorecard
 - Motion to approve the Rating and Ranking Policy by Sarah Hasbargen, second by Beth Larson-Steckler, no discussion. All in favor, motion carried.
 - Reallocation Policy
 - No major changes.
 - Motion to approve the Reallocation Policy by Beth Larson-Steckler, second by Sarah Hasbargen, no discussion. All in favor, motion carried.
 - Data Quality Management Plan
 - Updates to Appendix A, Roles and Responsibilities Worksheet
 - Motion to Approve the Data Quality Management Plan by Cheryl Merck, second by Mike Weatherly, no discussion. All in favor, motion carried.
 - Privacy Plan
 - Added language regarding new staff viewing HMIS data before the HMIS User Agreement and training have been completed.
 - Motion to approve the Privacy Plan by Wendy Moffett, second by MiLinda Turner, no discussion. All in favor, motion carried.
 - HMIS Lead Agency MOU
 - Added language that the HMIS LA will develop and maintain the HMIS Learning Management System
 - Budget still needs to be updated. Shawnel will get this updated before the membership meeting in August.

- Motion to approve the HMIS Lead Agency MOU by Zach Rose, second by Beth Larson-Steckler, no discussion. All in favor, motion carried.
- Security Plan
 - No major changes.
 - Motion to approve the Security Plan by Mike Weatherly, second by MiLinda Turner, no discussion. All in favor, motion carried.
- Youth Homelessness Demonstration Program
 - Coordinated Community Plan was approved by HUD on June 30, 2022.
 - All applications were submitted in e-snaps to HUD by July 1, 2022.
 - A letter will be sent to Two Feathers Consulting, LLC requesting a refund in the amount of \$28,200 for the contract that was signed for them to do the work for the Coordinated Community Plan. The work was not completed as agreed upon in the contract.
 - Next steps: development of workgroups and project implementation.
- Other
 - Grant Inventory Worksheet: Submitted to Elizabeth Clark and Linda Jordan-Preston on July 14, 2022. It is due on July 19.
 - Project Monitoring: Site visits are scheduled the weeks of August 22-24 (Dickinson and Bismarck and August 29-31 (Fargo and Grand Forks). Four agencies have received their monitoring letters and the other five will receive their letters this week.
 - The Capacity Building Grant is being audited by HUD.
 - Special Notice of Funding Opportunity
 - Recommended to the Board to not apply for this funding for multiple reasons. There is a lot of work with rating, ranking and monitoring over the three year grant term and the agency is not compensated for that time. A comprehensive plan needs to be developed and it is a highly competitive grant. All projects must be new projects, existing projects can't apply for the funds.
 - Motion to approve NOT to apply for this funding opportunity by Katie Jo Armbrust, second by Beth Larson-Steckler, no discussion. All in favor, motion carried.
- Partner Updates
 - a. NDCHP: We met last week and are still looking for members in each region who are not participating organizations, so if you know of anyone who should be part of it please let Sue know. The rest is mostly business as usual.
 - b. ICA: Kari is out on vacation for the next two weeks, so please send everything to the helpdesk, Jake from Boise sometimes fills in for ND, so you might see his name. Alex is the new ND report person. He wrote some reports last week and sent those out, so he is up and going. Jayna, Jake, and Alex are coming to ND to do some planning. They will

- bring a plan and some goals to bring back to the board to review. They will also be doing some HMIS monitoring.
- c. NDHFA: Revisiting a couple webinars and are going to have a draft plan and public hearing and are hoping to get that out this fall. Got their first draft of the ND housing report that NDSU has been working on. Thinking to not include the point in time count on that and just go with the HMIS data. There is a large increase in the low-income population of being at risk, so we need to get some things in place because of that growth. This will be available in September. There is a Housing Forum on October 5 in Bismarck - if anyone can travel for that it'll be important to have CoC members there.
 - d. Department of Commerce: Not a lot of updates today: Final progress reports were due to us last Friday. 2022 funding will be scored and ranked at the end of July and beginning of August. They did send out a notice letting them know why they haven't heard back yet.
- Regional Updates
 - a. Region 1: No representatives from Region 1 present. No updates.
 - b. Region 2: There have been a lot of people reaching out to Project Bee in need of shelter, so they're not sure why there is an increase. Mac is retiring but not sure when.
 - c. Region 3: No update shared.
 - d. Region 4: Thanks to the YAB the housing authority was awarded funds and they will be hiring two individuals. Sarah from the school district is now in HMIS. Red River Valley Community Action will be transitioning their women and children and are working with Youthworks.
 - e. Region 5: Working on getting the downtown engagement center open and have received some funding. The homeless coordinator is moving to a different position. The shelters are still doing COVID testing.
 - f. Region 6: Low income-based housing was stalled out for a little while, but they are now back on track. A lot of people are losing their housing, which is getting rid of the low-income housing. New director in Social Services. South Central homeless coalition met and they had a ton of questions and requested if there's any way they can set up a meeting with Shawnel and Sue. Mike will send Shawnel and Sue an email to coordinate a meeting.
 - g. Region 7: There is a scholarship that is open right now for youth who have experienced homelessness and will be entering college in 2023. Beth will send the email with this information to Shawnel to forward to the Board. There is no longer an all-day shelter available since the United Way lost their grant, so Native Inc is seeing an increase of people coming to stay there. There are no longer meals being offered at the shelter either since they don't open until 8pm.
 - h. Region 8: Continue to try to work towards a better solution for the homeless in their region. There were four dedicated rooms at one of the local hotels which has been at full capacity. There has been an increase of people coming to the area. They try to house women at the domestic violence shelter when they can. Some of the women have past

criminal history though, so they can't stay there. ND Rent help has been helpful giving people a cushion.

- i. YAB: Currently trying to find different training types for each of the different applicants. They are sending out a letter to each one to find out what their learning types are. Still trying to recruit people from regions 1,3, 6 and 8. Shawnel has a flyer she'll send out again. Losing the YAB funding after March of next year. To compensate the YAB, depending on if those regional positions to get filled, they would need \$10-15k.
- Committee Updates
 - a. CARES: No updates.
 - b. Data Committee: Talked about data quality and how they can do that better moving forward, so still looking at that and the different reports that are sent out
 - c. System Performance: No updates. Haven't met since last time.
 - d. Rating and Ranking: No updates since we just did our policy review.
 - Other Discussion: Shawnel will be on vacation Friday through Monday.
 - Motion to adjourn the meeting made by Katie Jo Armbrust. Meeting was adjourned at 11:31 a.m.

Minutes approved by the board on September 19, 2022.