

Meeting was called to order at 9:00 a.m. by Katie Jo Armbrust.

Roll call was taken in the chat box.

A. Review and Approval of Agenda

1. Motion to approve by Angela Daly, seconded by Beth Larson-Steckler. Motion carried.

B. Approval of Minutes – August 3, 2022 and September 28, 2022

1. Kayla Hochstetler's name needs to be corrected in the August 3, 2022 minutes.
2. The August date needs to be changed in the header to reflect the appropriate meeting date.
3. Motion to approve the August and September meeting minutes by Angela Daly, seconded by Wendy Dahlberg. Motion carried.

C. CoC Coordinator Update

1. Membership and Board
 - a. Currently there are 168 members representing 84 agencies.
 - b. Board elections will take place later in the meeting.
2. Prioritization List/Referrals
 - a. Total households on the list: 580, up 83 from August 2022
 - Family Type
 - Adults Only/Single: 479
 - HH w/ Minors: 42
 - Youth HH: 59
 - Unknown: 0
 - Age
 - 0-24: 61
 - 25-39: 236
 - 40-54: 173
 - 55 and over: 110
 - Gender
 - Male: 418
 - Female: 155
 - Gender other than singularly female or male: 2
 - Transgender: 4
 - Unknown: 1
 - Race
 - American Indian/Alaska Native: 148
 - Black/African American: 85
 - White: 297
 - Two or More Races: 36
 - Other: 9
 - Unknown: 5

b. Exits

- There were 69 that were exited from the prioritization list in August, 42 in September and 15 in October.
- There were 652 exits in 2021 and 548 exits in 2022 to date. The numbers listed below reflect exits for 2022.
 - Sheltered: 16
 - Unsheltered: 10
 - Facility: 27
 - Rental/owned: 212
 - Family/friend: 20
 - Deceased: 7
 - Other: 170
 - Unknown: 86
 - The number of deceased has grown and is a concern, we believe this is partially due to better data being collected.

c. Referrals

- 1,041 total referrals have been made, 573 in 2021 and 462 to date in 2022
 - Successful: 139 in 2021, 67 in 2022
 - Unsuccessful, Client Rejected: 312 in 2021, 190 in 2022
 - Unsuccessful, Provider Rejected: 89 in 2021, 83 in 2022
 - Pending: 33 in 2021, 122 in 2022
- Funding Source
 - CoC: 254
 - Emergency Housing Vouchers: 332
 - Emergency Solutions Grant-COVID: 309
 - Emergency Solutions Grant/North Dakota Homeless Grant: 31
 - Other: 115

3. Youth Homelessness Demonstration Program

a. Two Feathers Consulting, LLC Contract

- Meeting was scheduled and then cancelled by Heather. Heather stated that she would reimburse the CoC \$18,000, but not the full \$28,000 that was requested.
- The Youth Action Board was not okay with this amount. A request for a detailed invoice was requested.
- Two Feathers did reimburse \$14,000 currently.

b. Project implementation has begun, all agencies signed their HUD grant agreements.

c. Workgroups have started to meet and plan.

4. CoC Spending Report (through July 22, 2022, per Sage)

- a. 2017: \$38,822 has been recaptured by HUD.
- b. 2018: \$42,257 has been recaptured by HUD. \$32,130 remains for the Capacity Building Grant which expires June 2023.
- c. 2019: All grants have expired with a total balance of \$389,493. These funds will be recaptured by HUD.

- d. 2020: \$435,232 in funds had not expired of this date. \$253,197 have expired. Burleigh County Housing Authority is returning \$165,855 and the remaining balance is for grants that recently expired and should be spent.
- e. 2021: Three grant agreements have been signed as of this report.

5. Students Experiencing Homelessness

- a. Overall, the state was up 257 students compared to the previous year.
 - Region 1, 464 total: Williston had the highest at 229 with McKenzie County following at 223.
 - Region 2, 109 total: Minot has the full 109.
 - Region 3, 206 total: Devils Lake accounts for 111 of the students. They went from being an N Size school last year to over 100 students this year. Belcourt is the next largest counting school at 43.
 - Region 4, 98 total: All 98 were in Grand Forks.
 - Region 5, 534 total: 509 of the 534 are in Fargo and West Fargo.
 - Region 6, 18 total: Jamestown has the full 18.
 - Region 7, 416 total: Majority are in Bismarck at 318, the next largest is Solen at 49.
 - Region, 878 total: Dickinson had all 66 and South Heart had 12.
 - Twenty-two schools went from reporting 0 students last year to being an N-size (10 or less students) this year.

6. Other

- a. Monitoring
 - Site visits were completed in October and everything went well. Agencies will receive letters with items they need to follow-up on and the board will get an overview in December.
- b. CoC Competition: The competition is complete and everything was submitted to HUD on time.

D. Board Elections

1. Current status

- a. Jennifer Winter (Region 1), no capacity to continue
- b. Katie Jo Armbrust (Region 4), served two terms
- c. Mike Weatherly (Region 6)
- d. Beth Larson-Steckler (Region 7)
- e. Wendy Moffett (Region 8), resigned
- f. Zach Rose (At-large LGBTQ+), resigned
- g. Lorraine Davis (At-large, BIPOC), resigned

2. Nominations

- a. Region 1: Beth Humenyik submitted an application
- b. Region 4: Katie Jo Armbrust nominated Jenna Richardson
- c. Region 6: Mike Weather agreed to serve a second term
- d. Region 7: Beth Larson-Steckler agreed to serve a second term
- e. Region 8:

- f. At-large, LGBTQ+: Tesa Curtiss nominated Matthew Coen-Tuff
- g. At-large, BIPOC: Shelby Keplin submitted an application
- a. Housing First and Low Barrier Principles: Agencies will be required to submit their policies. There will be no longer be an option for self-verification.
3. A motion to approve the applications and nominations was made by Angela Daly, seconded by Leah Siewert-Oberg. Motion carried.
4. A new president will need to be nominated. The conversation will be held with the board and approved in February.

E. Substance Use Disorder Program

1. Lori Steele presented on the program with the ND Department of Health and Human Services.
2. She can be reached at 701.328.8952 or lsteel@nd.gov with questions.

F. Committee Updates

1. CARES: A member will need to fill Wendy Moffett's position on this committee. Continuing to review the Housing Crisis Triage and hoping to go live in January.
2. Data Committee: The Point-in-Time (PIT) Count was discussed at the last meeting, which will be a focus for this group and the membership in January. Reviewed the PIT form and there should not be any changes. Committee continues to discuss data quality and how it can be improved across the state.
3. System Performance: Continue to have the same System Performance Measures that are the focus to improve for the state.
4. Ranking Rating: No update.
5. Youth Action Board: YAB has been participating in national data labs. They continue to look for new members, specifically for Williston, Minot, Devils Lake, and Jamestown. Reviewing their next steps.

G. Partner Updates

1. ND Coalition for Homeless People: Legislative Committee has been meeting monthly. Christina Sambor will be contracted for lobbying purposes. It has been recommended that Christina is on retainer throughout the year so there isn't so much work right before legislative sessions.
2. Institute for Community Alliances
 - a. Longitudinal System Analysis (LSA) is a federal report for the CoC that will be submitted to HUD and the System Performance Measures will be due shortly after the LSA.
 - b. The sheltered count for the PIT will be done differently this year. The link was previously sent to agencies to complete the day after the count. This year, ICA will set up times to meet with each agency to complete the form with them. Trainings will still be done for both the sheltered and unsheltered counts.
 - c. A manager has been hired for North Dakota and Boise, Michael Tonarely.
 - d. Thank you to everyone for the annual training completion.
 - e. The Universal Data Elements for October 2018 was 91% completion and it has been improved to 95% as of August 2022. Timeliness scores in 2018 for exits was 259 days to enter data into the system and was reduced to 8 days in 2022. Timeliness scores to enter data for project starts in 2018 was 197 days and reduced to 16 days in 2022.

3. ND Department of Commerce
 - a. ESG and NDHG budgets have been written and will be looking to transfer to NDHFA with legislative approval.
 - b. HUD monitored ESG this year and there is one finding that they are working to submit.
 - c. They are working to get caught up on ESG payments. Fayme Stringer-Henry will be helping in this effort.
4. ND Housing Finance Agency
 - a. The [Housing Needs Assessment condensed version](#) is available on NDHFA's website. A meeting was held with legislators to review highlights of the Housing Needs Assessment.
 - b. The ND Homeless Grant will be in the NDHFA budget this legislative session. If anyone wants to testify, it will be in the appropriations committees.
 - c. The Housing Incentive Fund will have a bill presented this session. The governor also asked for a funding amount to be added to his budget. The request was \$40 million. The goal is to have it be a long-term commitment for this funding moving forward.

H. Other Discussion

1. Shawnel will be on vacation Thursday and Friday.
2. Katie Jo thanked the membership for showing up and participating. ICA is lovely and thankful to Kari and excited to have Christina. Thank you to NDHFA for all the support and excited to have Shanna join the CoC team. Thank you to Shawnel for all the work.

I. Adjourn: Meeting adjourned at 11:21 a.m.

61 members were present during the meeting.

Minutes were approved at the membership meeting on February 8, 2023 (pending).