

Meeting was called to order at 1:08 p.m. by Katie Jo Armbrust.

Roll call was taken in the chat box.

A. Review and Approval of Agenda

1. Motion to approve by Beth Larson-Steckler, second by Cody Schuler. Motion carried.

B. Approval of Minutes – November 10, 2021

1. Motion to approve by Jenna Richardson, second by Beth Larson-Steckler. Motion carried.

C. CoC Coordinator Update

1. Membership and Board
 - a. Currently there are 171 members representing 86 agencies.
 - b. All board positions are filled.
 - c. The annual membership drive will be in February 2022.
 - Please check all boxes that are appropriate for your agency in the Organization Type.
 - The form has been updated and a Conflict of Interest Policy was added.
 - Moving forward, every member needs to sign this form. Electronic signatures are fine.
 - HUD TA reviewed the updated form.
2. Prioritization List/Referrals
 - a. Total households on the list: 378, down 62 from November 2021.
 - Family Type
 - Single Adult: 341
 - HH with Children: 24
 - Multi-Adult: 11
 - Unknown: 2
 - Age
 - 0-24: 31
 - 25-39: 137
 - 40-54: 134
 - 55 and over: 75
 - Gender
 - Male: 240
 - Female: 132
 - Unknown: 1
 - Other: 1
 - Race
 - American Indian/Alaska Native: 121
 - Black/African American: 50
 - White: 197
 - Other: 5
 - Unknown/Client Refused: 2
 - b. Exits

- There were 62 that were exited from the prioritization list in November, 151 in December, and 16 in January.
 - The majority of the unknowns are from shelters where individuals tend to come and go.
 - It is expected that the number for January exits will change within the next couple of weeks after the clean-up reports are sent to agencies.
 - The average number of days on the list for exited clients is 152.
 - There were 725 exits in 2021.
 - Sheltered: 43
 - Unsheltered: 16
 - Facility: 34
 - Rental/owned: 252
 - Family/friend: 69
 - Deceased: 3
 - Other: 27
 - Unknown: 281
 - Average days on the list from July 2020 through January 2022 is 136.
- c. Referrals
- 623 total referrals have been made, 576 in 2021 and 42 in 2022
 - Successful: 125 in 2021, 7 in 2022
 - Unsuccessful, Unable to Locate Client: 146 in 2021, 0 in 2022
 - Unsuccessful, Client Selected Another Provider: 45 in 2021, 0 in 2022
 - Unsuccessful, Client Other: 89 in 2021, 2 in 2022
 - Unsuccessful, Provider Rejected: 80 in 2021, 2 in 2022
 - Pending: 91 in 2021, 31 in 2022
 - A referral form has been created that has been helpful.
 - Funding Source
 - CoC: 112
 - Emergency Housing Vouchers: 202
 - Emergency Solutions Grant-COVID: 224
 - Other: 86
3. HMIS Budget: ESG was awarded at \$15,000 from regular ESG, this is up \$2,500 from last year.
4. CoC Spending Report (through September 30, 2021)
- a. 2016: All grants have expired and \$17,659 was returned to HUD.
 - b. 2017: All grants have expired and \$38,822 was or will be returned to HUD
 - c. 2018: All grants have expired and \$42,257 will be returned to HUD.
 - d. 2019: All grants have expired with a total balance of \$390,290. Over \$360,000 for sure will be sent back to HUD. This information will be taken into consideration during the next competition and funds may have to be reallocated.
 - e. 2020: All grants from 2019 were renewed. All grants have entered into new grant agreements with HUD.

5. YHDP Update

- a. HUD Technical Assistance includes Thomas Baker and Caroline Roddey from Abt Associates, Kenya Haynes from National Center for Homeless Education (NCHE), and Tiffany Hart from True Colors United. Shawnel will start meeting with HUD TA bi-weekly to discuss the Coordinated Community Plan and Request for Proposals process.
- b. Youth Action Board (YAB): A Facebook page was created for the YAB by one of the members. Continue to look for members from each region across the state and potentially a few at-large members. Two YAB members have joined the CoC Board, MiLinda Turner and Abby Katz. YAB members are compensated \$30/hour for their time. An application is available for interested youth and the contact information is available on the flyer that was sent out last fall.
- c. Coordinated Community Plan (CCP): The CCP consultant award was granted to Two Feathers Consulting. Heather Keeler and Tanya Redroad will be working together to develop the plan and they have started gathering data/information. They will be setting up community listening sessions. An extension was requested to submit the CCP to HUD and it was granted. It will be due April 30, 2022. With the extension of the CCP, we will be working on the RFP to ensure that it is released in a timely manner.

6. Other

- a. Point-in-Time and Housing Inventory Counts were conducted last week. All data must be entered in HMIS by February 11.
- b. CoC Competition: Continue to wait to hear from HUD on the awards.

D. Policy Review and Approval

1. Monitoring Plan

- a. Updated the timeline in the plan since last month
 - 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.
- b. Added some plans and policies that are required by agencies
- c. Added the Monitoring Audit form as Appendix C
- d. Motion to approve the Monitoring Plan by Beth Larson-Steckler, second by Safari Berry. Motion carried.

E. Family Promise Presentation

1. Family Promise provides programs along the continuum
2. Over 200 affiliates in the United States and there are currently none in ND
3. Affiliates receive support and networking opportunities, technical assistance, and national fundraising events.

F. Committee Updates

1. CARES: The new Housing Prioritization Tool is scheduled to go live on March 1, 2022.
2. Data Committee: PIT/HIC was done last week. If you're running into challenges you can reach out to the data committee. The committee switched to meeting quarterly since there wasn't a need to meet as often.
3. System Performance: We would like to merge the system performance and the data committee at the February meeting to clear up some confusion. Mark said he'd love to have a joint conversation. Shawnel will forward Mark the invite.
4. Ranking Rating: No updates. Waiting for HUD to provide feedback on the competition.
5. Youth Action Board: Currently working on YAB governance structure and hoping to complete by Friday. To date, one application has been received and the YAB is looking for five more members to cover each region.

G. Partner Updates

1. ND Coalition for Homeless People: Received an \$80,000 grant to get the Emergency Rental Assistance money out. Have been meeting with local legislators and advocacy members and organizations to try to address concerns and frustrations with delays in getting money out to people and money being sent back. Please get a hold of Sue Shirek if you'd like your organization to be a part of this.
2. Institute for Community Alliances
 - a. Conducting interviews for the new system administrator and hoping to have someone started by March 1, 2022. ICA will be defining the roles and responsibilities of Kari and the new person in the meantime. ICA is also hiring a report specialist. This will give us time to build some reports for ND. They will start a little bit later than the admin.
 - b. It's the federal report system time. All four federal reports are due in the first four months of the year. Kari is working through some data corrections.
 - c. Make sure if you have any updated grant agreements you send them to Kari.
 - d. Seeing some concerns with the Longitudinal System Analysis for rapid rehousing. At minimum you must have case management and it shows in the data. There needs to be a project start date. You should all be getting your referrals from the prioritization list. We need the client housing move-in date on the date the client moves into the unit, not the date they signed the lease. I need the exit date that the client received the rental assistance or supportive services. You're doing the work but not showing that they moved into their unit.
3. ND Department of Commerce
 - a. Working on hiring someone to help with ESG-CV referrals.
 - b. The ESG-CV quarterly report: starting to go through those and looking at spending. We really need to look at re-allocating the funds if someone isn't going to spend it. If someone isn't spending, we'll be reaching out to them. We need to have these funds spent by June 30, 2022, so if someone else could really use them, we want to make sure to get that to them.
4. ND Housing Finance Agency:
 - a. Home ARP Funding: 7.7 million dollars of additional funding for homeless activities. Sent out a survey from the homeless coalition and the CoC to get feedback asking agencies to rank activities; not many surveys were completed and sent back. NDHFA attended all eight of the regional coalition meetings to discuss the survey

- and asked them to complete. The survey information was presented at a state agency meeting. Jennifer Henderson shared the results. When you see our allocation plan come out it might look more general. There will be notice when that is going to be published on our website. Plans were published on January 30, 2022 on our website; please go look at that. There is a public hearing scheduled for March 30, 2022. You're welcome to join for the entire time or the only for the program that interests you.
- b. NDHFA will also be working on the annual action plan for HUD which will come out in April. Please look at the priorities that are coming out in those plans and see if there is anything that you would like different.
 - c. NDHFA is conducting a housing needs study. A study hasn't been done since 2016. The study is being broken down into four different components. Once the study is complete, next steps will be reviewed. Information and data are being collected from various groups, including realtors and the CoC. We are open to suggestions.

H. Other Discussion

- 1. No additional discussion.

I. Adjourn: Meeting adjourned at 2:47 p.m.

75 members were present during the meeting.

Minutes were approved at the membership meeting on May 4, 2022.