Meeting was called to order.

Roll call was taken in the chat box.

A. Review and Approval of Agenda

1. Motion to approve by Angela Daly, second by Sue Shirek. Motion carried.

B. Approval of Minutes – May 5, 2021

1. Motion to approve by Katie Jo Armbrust, second by Kyle Sample. Motion carried.

C. CoC Coordinator Update

1. Membership and Board

    a. Currently there are 157 members representing 82 agencies.

    b. Beth Sayler (Region 3) and Monica Moore (Region 6) both resigned. New board members will be elected later in the meeting.

2. COVID-19 numbers: 4,627 total client count from March 21, 2020-August 1, 2021

    a. 696 were seeking services due to COVID

    b. 149 were experiencing symptoms (157 confirmed positive)

    c. Since numbers are not changing much for this report, Shawnel will no longer be reporting on it unless we start to see a significant increase again.

3. System Performance Measures

	METRICS	ND COC PERFORMANCE			
1.	**Length of Time Persons Remain Homeless:** Decrease the average number of days people are homeless	48 days for ES/SH 69 days for ES/SH/TH			
2.	**Persons who Exit Homelessness to PH Destinations Return to Homelessness:** Decrease the number of people who return to homelessness after exit from a program	From	6 mo.	12 mo.	24 mo.
		SO	24	24	24
		ES	82	117	147
		TH	31	43	61
		SH	0	0	1
		PH	7	16	34
		Total	**144**	**200**	**267**
3.	**Number of Homeless Persons:** Decrease the total number of people homeless	2,029 persons in HMIS in report period			
4.	**Employment and Income Growth for Homeless Persons in CoC Program-funded Projects:** Increase the earned and unearned income of adults in homeless programs. *Reported here for those exiting programs.	Total Leavers Increased Earned Income: 7 Total Leavers Increased Non-employment Cash Income: 20 Total Leavers Increased Total Income: 24			
5.	**Number of Persons who Become Homeless for the First Time:** Decrease the number of first time homeless	1,250 persons in ES/SH/TH 1,481 persons in ES/SH/TH/PH			
6.	Homeless Prevention & Housing Placement of Persons Defined by Category 3 of HUD's Homeless Definition in CoC Program-funded Projects	N/A in FY19 and FY20			

7.	**Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing:** Increase the number of people who exit a homeless program to permanent and stable housing	47 persons exited SO to temporary or permanent destinations 725 persons exited ES/TH/SH/PH-RRH to permanent housing 338 person exited PH to permanent destination or remained in PH for 6+ mo.

4. Longitudinal System Analysis (reporting period October 1, 2019-September 30, 2020)
   a. 2,284 households and 2,547 people served
   b. 61 average days homeless
   c. 28% exits to permanent destinations
   d. 17% returns to homelessness
   e. Demographics
      - 78% male
      - 64% age 25-54
      - 47% White, 16% Black/African American, 21% American Indian or Alaska Native
      - 97% of households were one person
      - 90% non-veterans
      - 68% not a DV survivor
      - 25% chronically homeless, 31% less than 270 days with a disabling condition, and 59% less than 270 days with no disabling condition
      - 61% were first time homeless in the system
      - 97% served in the city
      - Prior living situation: 34% permanent housing, 22% homeless street, and 17% homeless sheltered
5. HMIS Budget
   a. There was no competition in 2020, so the CoC was not able to try and recapture any funding for HMIS. We will try to recapture some funds in the 2021 NOFO but the funds won't be available until 2022.
   b. Regular ESG is an estimate and depends on what is awarded in the FY21 grant cycle.
   c. ESG-CV guaranteed a 2 percent set aside for HMIS that totaled $102,851.
   d. Commerce's line item was left in the budget for the new biennium.
   e. NDHG was awarded at $22,500, which is $7,500 less than last year.
   f. The user license fee is based on 99 users at $290/license. This cost goes directly to WellSky and does not cover any of the system administration fees.
   g. ICA is charging time to the Capacity Building Grant, but it is very restrictive.
   h. Expenses cover salaries for ICA and costs to WellSky for user licenses.
   i. We have $9,964 in additional funds for FY2021.
6. Prioritization List/Referrals
   a. There are 331 households on the prioritization list as of August 2, 369 clients, 10 families with children, 399 exited households, and 438 exited clients

b. There have been 133 referrals through August 2, 21 successful, 45 unsuccessful, and 67 pending

7. CoC Spending Report (through June 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 except the Capacity Building Grant have expired; $42,257 will be returned to HUD.

   d. 2019: 9 grants have expired and approximately $260,000 will be returned to HUD

   e. 2020: All grants from 2019 were renewed.

8. Other

   a. VI-SPDAT/Prioritization Policy: A committee is working on a new tool to replace the VI-SPDAT collaborating with WC MN CoC. A survey was sent out to the membership two weeks ago.

   b. HMIS Data Collection: An additional field was added for CE referrals to help better understand the data around unsuccessful referrals that was rejected by the client.

   c. Notice of Funding Opportunity: The Grant Inventory Worksheet was submitted to HUD with one change request and it was denied.

   d. Emergency Housing Vouchers: Four housing authorities received vouchers in ND. An MOU was signed by the housing authorities and the CoC as mandated by HUD. All referrals for the vouchers must come through the coordinated entry system.

   e. Youth Homelessness Demonstration Program: A committee was formed to write the grant and it was submitted to HUD on July 27.

   f. November Membership Meeting: The plan is to hold the meeting in person with a virtual option (dependent on COVID). A location will be determined by the Board and Shawnel.

D. Policies & Procedures Review and Approval

1. HMIS Memorandum of Understanding

   a. Removed agency "user group" and assigned to the Data Committee for implementation of policies, procedures, data standards, etc.

   b. Change site visit timeline from December 30, 2021 to annually

   c. Added a budget for ICA

2. Ranking and Review Policy: This is a new policy.

3. Reallocation Policy: This is a new policy.

4. Privacy Plan: The reference to Use and Disclosure of Information was removed.

5. Data Quality Management Plan

   a. A Data Quality Improvement Plan will be added to goals for the next year to get developed.

   b. Data quality will be added as an agenda item at future membership meetings.

   c. Data timeliness reports will be implemented in the upcoming year. Timeliness of entries was updated for each project.

   d. Bed coverage and utilization was updated to quarterly rather than monthly.

   e. Added the HMIS monitoring tool to the appendix

   f. Updated the HMIS Participating Agency Agreement in the appendix

6. Security Policy: No major changes.

7. HMIS Consumer Notice: The following language was added:
    a. Agencies participating in HMIS share information with local agencies partnered in HMIS unless they serve a protected population, in compliance with applicable federal and state law. The list of HMIS Partner Agencies is available to consumers at intake upon request. Sharing information among agencies allows those agencies to work in a cooperative manner to provide you with better services.
    b. You have the right to refuse certain data answers to be entered into the HMIS database. As such, we request every consumer whom we service to sign a "Consent Form and Release of Information". Although you will receive services if you refuse to provider data answers, your eligibility to receive some specialized services may be impacted by not participating in HMIS.
8. A motion was made by Cody Schuler to approve the above listed policies and procedures, second by Angela Daly. Motion carried.

E. Election of Board Members
1. Region 3: Brenda Bergsrud to replace Beth Sayler. Brenda is the director of the Lake Region Shelter in Devils Lake.
2. Region 6: Mike Weatherly to replace Monica Moore. Mike is the PATH case manager at South Central Human Service Center in Jamestown.
3. A motion was made by Katie Jo Armbrust to add Brenda and Mike to the CoC Board, second by Candace Crow Ghost. Motion carried.
4. A survey was sent to the membership regarding board representation. Moving forward, an at-large position will be held for an LGBTQ+.

F. Committee Updates
5. CARES: A pilot date for the new housing assessment tool will be set after the holidays.
6. Data Committee: Continue to work with ICA and partnering agencies on their data quality.
7. System Performance: Continue to look at metric to decrease length of time and using of services for homelessness.
8. Ranking Rating: No update as we wait for HUD regarding the NOFA.

G. ROI and Data Elements Update - ICA
1. ICA started site visits in June and the FOI has been troublesome. ICA gave an overview of the ROI for HMIS and the difference between the CARES and HMIS ROIs.
2. Service Point is rebranding, but there is nothing difference for consumers.
3. FY22 HMIS data standard changes are coming from HUD.

H. Partner Updates
1. ND Coalition for Homeless People
    a. Posters sponsored by the PAY grant are available and a PDF will be sent to the membership.
    b. Looking at new membership to include consumers on the executive board.
2. Institute for Community Alliances
    a. Kari and Jayna are trying to think outside the box for implementation since Kari is the only staff for HMIS for the state.
    b. ICA has started using Help Scout to assist Kari.

    c. HMIS user licenses were sent out. If you have not completed, please do so ASAP. If they are not signed, access to HMIS will be suspended.

3. ND Department of Commerce
   a. ESG scoring and ranking has been completed and funds from HUD were received yesterday.
   b. ESG-CV questions were asked and Commerce is working through them to make sure they have accurate information. Request for funds should be turned in by August 10 and they cannot be extended for this grant.

4. ND Housing Finance Agency:
   a. NDHFA is waiting on guidance from HUD on HOME-ARP.
   b. CDC eviction moratorium in high or substantial rises in COVID-19 cases (https://covid.cec.gov/covid-data-tracker/#county-view).

I. Other Discussion

1. None.

J. Adjourn: Motion to adjourn by Candace Crow Ghost, second by Katie Jo Armbrust. Meeting adjourned.

68 members were present during the meeting.

Minutes were approved at the membership meeting on November 10, 2021.