



**BOARD OF DIRECTORS MEETING MINUTES**

NORTH DAKOTA CONTINUUM OF CARE

Friday, January 27, 2023

10:30-11:30 a.m. CST/9:30-10:30 a.m. MST

Held via [Zoom](#)

**Members Present:**

Matthew Coen-Tuff *	Alyssa Kroshus	Rikki Roehrich
Keylee Engelhard	Keiara Lesmeister	Michael Tonarely
Sarah Hasbargen *	Christina Morris	Mike Weatherly *
Beth Humenyik *	Jenna Richardson *	Shawnel Willer
Heather Ingman *		

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

1. Meeting called to order at 10:35 a.m. by Sarah Hasbargen.
2. Introductions
3. Review and Approval of Agenda  
No quorum, so no action can be taken.
4. Continuum of Care Update
  - Point-in-Time Count
    - Discussed PIT participation in each region.
  - CARES Policies Review and Approvals
    - Access Receipt: no changes
    - Agency Denial Form: no changes
    - Client Denial Form: no changes. This is not required as an attachment in HMIS and is rarely used since the information is documented under the referral in HMIS.
    - Interagency Data Sharing Agreement: no significant changes. This form is still needed for agencies not using HMIS.
    - CARES Policy Manual
      - Updated HUD defined qualities for coordinated entry.
      - Updated the background information
      - Updated definitions
      - Other minor changes
    - Data Sharing Principles Flyer: no significant changes
    - Housing Prioritization Tool Receipt
      - Added eligible types of housing
      - Added description of Other Permanent Housing
      - Other minor changes
    - CARES Governance Board has not reviewed these policies to date, but they will review and approve. West Central MN CoC has reviewed and approved.
  - Secretary position for the board: Jenna Richardson volunteered to be the new secretary.
5. Other Discussion: No further discussion.

6. Meeting was adjourned.

Minutes approved by the board on March 21, 2023 (pending).