



**BOARD OF DIRECTORS MEETING MINUTES**

NORTH DAKOTA CONTINUUM OF CARE

Wednesday, January 17, 2024

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

Held via [Zoom](#)

**Members Present:**

Axel Beckett *	Bridget Mattern	Michael Tonarely
Dave Flohr	Cheryl Merck *	Sara Wiederholt
Jayna Gray	Becky Patnaude	Shawnel Willer
Kim Hemphill *	Jenna Richardson *	Amy Winkelman *

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

1. Meeting called to order at 10:05 a.m. by Jenna Richardson.

2. Review and Approval of Agenda

A motion to approve the agenda was made by Cheryl Merck, seconded by Amy Winkelman, with no further discussion. All in favor, motion carried.

3. Review and approval of Meeting Minutes for September, October, and December

A motion to approve the meeting minutes was made by Cheryl Merck, seconded by Amy Winkelman, with no further discussion. All in favor, motion carried.

4. Continuum of Care Update

- Membership/Board Update

- There are 180 members representing 91 agencies.
- The annual membership drive will be held in February.

- Prioritization List/Referrals

- Total on the list: 1,015 up 14 from December.
  - Family type: 171 family households, 18 youth households, 635 single individuals, and 11 unknown
  - Age: 230 ages 0-24, 347 ages 25-39, 271 ages 40-54, and 152 ages 55 and over, 15 unknowns
  - Gender: 482 woman, 500 man, 13 transgender, 10 non-binary, 1 questioning, 1 culturally specific identity, 2 identify as 2 or more genders, and 6 unknowns
  - Race: 231 American Indian/Alaska Native, 128 Black/African American, 397 White, 223 unknown, 32 two or more races, and 4 other
  - Chronic: 298 chronic, 635 not chronic
  - Vulnerability: 69 highest/high, 400 medium-high, 94 medium, 278 low, 164 mainstream
  - Location (based on Primary County): 2 Region 1, 20 Region 2, 6 Region 3, 110 Region 4, 613 Region 5, 27 Region 6, 160 Region 7, 5 Region 8
  - Days on List: 153 under 60, 169 60-119 days, 143 120-179 days, 474 over 180 days; average days on the list is 325
  - Exits
    - ✓ February: 28 total, 1 homeless, 0 institutional, 1 temporary housing, 14 permanent housing, and 12 other

- ✓ March: 81 total, 2 homeless, 5 institutional, 2 temporary housing, 29 permanent housing, and 43 other
- ✓ April: 72 total, 1 homeless, 7 institutional, 3 temporary housing, 27 permanent housing, and 34 other
- ✓ May: 64 total, 3 homeless, 2 institutional, 3 temporary housing, 26 permanent housing, and 30 other
- ✓ June: 62 total, 3 homeless, 3 institutional, 1 temporary housing, 22 permanent housing, and 33 other
- ✓ July: 30 total, 2 homeless, 3 institutional, 2 temporary housing, 9 permanent housing, and 14 other
- ✓ August: 104 total, 1 homeless, 8 institutional, 3 temporary housing, 31 permanent housing, and 61 other
- ✓ September: 44 total, 1 homeless, 2 institutional, 1 temporary housing, 31 permanent housing, and 9 other
- ✓ October: 32 total, 1 homeless, 1 institutional, 0 temporary housing, 14 permanent housing, and 16 other
- ✓ November: 30 total, 1 homeless, 2 institutional, 1 temporary housing, 14 permanent housing, and 12 other
- ✓ December: 24 total, 1 homeless, 0 institutional, 1 temporary housing, 20 permanent housing, and 2 other
- ✓ 676 total through December 2023: 33 homeless, 35 institutional, 19 temporary housing, 275 permanent housing, and 314 other
- Referrals: 1,885 referrals (through December 2023)
  - ✓ February 2023: 55 total, 16 successful, 38 unsuccessful, 1 pending
  - ✓ March 2023: 80 total, 23 successful, 47 unsuccessful, 10 pending
  - ✓ April 2023: 40 total, 9 successful, 28 unsuccessful, 3 pending
  - ✓ May 2023: 40 total, 10 successful, 24 unsuccessful, 6 pending
  - ✓ June 2023: 54 total, 13 successful, 32 unsuccessful, 9 pending
  - ✓ July 2023: 84 total, 13 successful, 45 unsuccessful, 26 pending
  - ✓ August 2023: 67 total, 13 successful, 38 unsuccessful, 16 pending
  - ✓ September 2023: 67 total, 13 successful, 26 unsuccessful, 28 pending
  - ✓ October 2023: 63 total, 12 successful, 29 unsuccessful, 22 pending
  - ✓ November 2023: 33 total, 5 successful, 13 unsuccessful, 15 pending
  - ✓ December 2023: 45 total, 2 successful, 8 unsuccessful, 35 pending
  - ✓ January-December 2023: 140 successful, 377 unsuccessful, 180 pending
- Monitoring Plan
  - The Monitoring Plan has been reviewed and updated. Updates were made to the “Areas and Scopes of Review” section and the Risk Assessment Tool has been deleted. The CoC will complete the risk assessment moving forward.

- Previously agencies were not required to submit their Annual Performance Reports, this will now be a requirement.
- A motion to approve the Monitoring Plan was made by Cheryl Merck, seconded by Amy Winkelman, with no further discussion. All in favor, motion carried.
- Point-in-Time and Housing Inventory Counts (PIT/HIC)
  - The count is scheduled for the night of January 24, 2024.
  - Training has been scheduled
    - Unsheltered: January 16 at 1:30 p.m. and January 18 at 9 a.m.
    - Sheltered: January 19 at 10:30 a.m. and 2 p.m.
  - Regional leads
    - Region 1: Sophie Page
    - Region 2: Tesa Curtiss
    - Region 3: Rob Johnson
    - Region 4: Jenna Richardson
    - Region 5: Corina Bell
    - Region 6: Mike Weatherly
    - Region 7: Renae Moch
    - Region 8: Heather Ingman
- The February membership meeting will highlight the Turtle Mountain Housing Authority, will kick-off the membership drive, request approval of the Monitoring Plan, and will be held virtually.
- Other
  - Learning Management System (Ed App). Shawnel is working on transitioning the trainings to Ed App from Digital Chalk and is hoping to have it ready in early February.
  - 2024 Monthly Training
    - January 31: Mainstream Benefits, ND Department of Health and Human Services
    - February 12: Disability Awareness and Sensitivity, Independence, Inc.
    - March: Sextortion (pending)

## 5. Partner Updates

- NDCHP. No updates.
- ICA
  - The Longitudinal System Analysis is looking great and is nearly finished and uploaded. The deadline was extended to January 24.
  - Staff is preparing for the PIT/HIC.
  - Once the LSA is submitted, staff will start working on the System Performance Measures.

- NDHFA
  - Community input needs hearing is scheduled for January 22, 2024 to provide NDHFA with community needs. There will be an in-person and virtual option for the hearing. The notice will be published on January 3.
  - Bridget Mattern is the new program administrator for ESG and NDHG.
- Department of Commerce: No updates.

## 6. Regional Updates

- Region 1: No updates.
- Region 2
  - Agencies are continuing to work through issues with the closing of Project BEE. The warming house has reopened.
- Region 3: No updates.
  - Seeing individuals experiencing unsheltered homelessness. The Belcourt Shelter space is small and limited.
  - The Turtle Mountain Band of Chippewa Indians signed the letter to participate in the PIT.
  - The new Recovery Center Project may be a new potential source to apply for CoC funding with a tie-in from the Rolla shelter.
- Region 4
  - Northlands Rescue Mission and family shelters are full.
  - There has been a discontinuation of the Harm Reduction Syringe program at the request of the Grand Forks county commission.
  - A day shelter that was run by a former Community Action Agency employee has temporarily closed.
- Region 5
  - There has been an influx of individuals at the warming projects, including the Downton Engagement Center.
  - Shelter beds remain limited and winter warming remains at or over capacity.
- Region 6: No updates.
- Region 7
  - Region 7 is seeing the same thing as other regions in regard to an increase in individuals experiencing homelessness.
  - Housing costs are higher in Bismarck than in Fargo.
  - Ministry on the Margins has been opening their warming center at 5 p.m. and closing at 8 a.m. They are serving approximately 50-60 people a night.
- Region 8: No updates.

## 7. Committee Updates

- CARES: Continue to work on the Access tool and updating the Housing Prioritization Tool. A survey will be sent out to CARES partners to receive feedback on how to improve the CARES system.
- Data Committee: Awaiting PIT count data.
- System Performance: No updates.
- Rating and Ranking: No updates.
- YAB
  - Continue to work on recruitment.
- YHDP Workgroups
  - All workgroups will be looking at the Coordinated Community Plan and assessing how to break down goals into achievable objectives.
  - The Overall Health and Well-being workgroup is working on a toolkit for unaccompanied minors to be able to access healthcare.

## 8. Other Discussion

9. The meeting was adjourned at 11:09 a.m.

Minutes approved by the board on April 18, 2024.