



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

February 13, 2020

2:30-4:00

Facilitator:	Casey Gordon		
Meeting Attendees:	Casey Gordon, Cathy LaPorte, Erin Banchoff, Karen Tjapkes, Lauren VanKeulen (phone), Courtney Myers-Keaton, Wende Randall, Brianne Czyzio Robach		
Time Convened:	2:38	Time Adjourned:	4:21

Approval of Agenda		February 13, 2020	
Motion by:	Cathy	Support from:	Lauren
Discussion			
Amendments	Add Day One and CoC (MSHDA and MDHHS meeting) (#8) Add CoC Program Monitoring as 3a Add 2-year terms as 13f. Move Staffing Discussion to #15		
Conclusion	All in favor by acclamation with no dissent		
Approval of Minutes		January 9, 2020	
Motion by:	Karen	Support from:	Lauren
Discussion			
Amendments			
Conclusion	All in favor by acclamation with no dissent		
Coordinated Entry Grant Discussion			
Discussion			
<p>Courtney overviewed the timeline that her and Pilar (Salvation Army) developed. Two separate coordinated entry grants were awarded consolidation based on the execution of a grant agreement. However, the grant agreement was not executed until spring 2019. At this point, the funds became available in eLOCCS, but Salvation Army seemed unaware. Funds were not drawn down. If there had been drawdown, funds would have been eligible for renewal. There was conversation around why Salvation Army was unaware of funds in eLOCCS and how to prevent this from happening in the future.</p> <p>HUD guidance is that if Salvation Army waits to expend funds until 02/01/2020, they will be eligible for renewal. This is stated in an email but grant agreement would still need to be amended. In addition, communication from HUD has not been clear on whether the FY 2020 ARD will be affected.</p> <p>Outstanding questions/concerns include:</p> <ul style="list-style-type: none"> - Uncertainty on HUD's position - Need for a process to ensure this type of error does not occur again - Concerns with Salvation Army's grant and accounting oversight. <p>Next steps: Courtney sees an opportunity for future conversations with HUD if done soon. Suggestion to summarize the issue to HUD and ask outstanding questions prior to the release of the NOFA. Next step is to request a conference call with Ellen and Nicole from HUD. Follow up with something in writing prior to and/or following the call to ensure clear understanding of any decisions and next steps.</p>			



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

February 13, 2020

2:30-4:00

Conversation around the CoC's procedure and process for oversight on drawdowns. In the past staff have relied on the Funding Review process to provide oversight annually. CoC staff cannot see funds in eLOCCS. Screenshots of each project's most recent year are requested as part of Funding Review process. However, this is on an annual basis and screenshots are not currently requested for infrastructure grants. This conversation ties into the program monitoring conversation.

CoC Program Monitoring

Courtney shared that she has started reviewing Program Monitoring for CoCs across the country. She indicated that the CoC would need something short-term while establishing a monitoring process. Suggestion that in the short-term agencies send the APR to CoC staff on a quarterly basis as well as portfolio to ensure that grants are on track with spenddown. Courtney recently received a spreadsheet from HUD that shows grant amount and drawdown. Any abnormal irregularities will be brought to Executive.

Courtney suggested developing a workgroup to research monitoring processes across the country and develop program monitoring guidelines. Agreement among members to bring Steering an ask for an ad-hoc group to develop program monitoring guidelines. Currently, there are ESG guidelines in place which may be a helpful starting point.

Action Items	Person Responsible	Deadline
Request a conference call with Ellen and Nicole from HUD	CoC staff	
Ask Steering to create an ad-hoc to research and create CoC program monitoring guidelines	Executive	

Committee Leadership Guidelines

Discussion

The current policy asks each committee to elect a chair, vice chair, secretary. Feedback from some committees is that this process is not ideal. In the past, the guidelines were developed to ensure accountability and to allow for leadership development. The conversation at Steering was that the broader format of which workgroups/committees are included in the charter will be discussed in strategic planning. In the meantime, there is a need for leadership at the committee and work group level to ensure clear communication with CoC staff. Leadership can be the same as the previous year if this is what the committee chooses. Executive does not recommend any changes to the guidelines at the current time.

Action Items	Person Responsible	Deadline

Lead Agency Selection Process

Discussion

The lead agency selection process flowchart was updated based on Steering Council conversation. Erin brought suggested edits and clarifications to the updated process. Members agreed with proposed changes. Conversation around whether the process should include the language around writing and submitting a proposal. There was agreement that the process should end with the



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

February 13, 2020

2:30-4:00

<p>selection of a lead agency. In the future, a process for grant writing and submission can be developed if necessary. CoC staff will make edits and bring to Steering Council for approval in February.</p>		
Action Items	Person Responsible	Deadline
Edit proposed Lead Agency Selection process based on conversation, bring to Steering Council for approval.	CoC Staff	February 28
Non-LIHTC Letters of Support Process		
Discussion		
<p>Comments and suggested changes from Steering were incorporated to the draft process. Discussion around the request to define objectives with an upcoming strategic planning process. To prevent the need for a re-write each time a strategic plan is developed, the process will ask organizations to refer to objectives as outlined in the CoC's current strategic plan at the time the requested is submitted.</p> <p>Members agreed that the process should include: an ask for a link to the funding opportunity to ensure that the applicant's request is in alignment with the application's requirements; whether the project is new or continuing; and a list of partners. Remove the last sentence regarding letter of support requests denied if the proposed project does not meet the objectives of the CoC as duplicative.</p> <p>There has been varied historic precedent for how letter of support requests are approved. Agreement that CoC chairperson will review and sign Letters of Support. All requests will be included with the Executive Committee report. Any out of the ordinary requests will be sent to Executive to review.</p> <p>CoC staff will edit the process and bring to Steering Council for approval.</p>		
Action Items	Person Responsible	Deadline
Edit proposed non-LIHTC Letter of Support process based on conversation, bring to Steering Council for approval.	CoC staff	
Stella Use Guidance		
Discussion		
<p>Steering Council asked staff to review Data Request Process to determine if there is overlap. This process is specific to HMIS and is very project-based so there is little overlap. Guidance can be brought back to Steering. After guidance is approved by Steering Council, membership will be notified of the ability to access Stella.</p>		
Action Items	Person Responsible	Deadline
Day One Fund and CoC Alignment		
Discussion		
<p>Over the past few months, there have been a few meetings that originated as a request from MDHHS to discuss family homelessness in the community. The most recent meeting included a presentation from Community Rebuilders and conversation on how their Day One Fund fits into the system. Members agreed on the need for more conversation with Community Rebuilders to determine how their system aligns with the CoC system and how this will look for the community.</p>		



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

February 13, 2020

2:30-4:00

<u>Next Steps:</u>			
Continued conversation with Community Rebuilders will help clarify system flow as well as data collection and assessment methods. CoC staff will convene a planning group to answer questions and develop a plan that may be brought to the Coordinated Entry Committee.			
The group can suggest a Community Rebuilders presentation at a Steering Council meeting to provide clarity.			
Action Items		Person Responsible	Deadline
Continued conversation with CR staff			
Convene planning group		Courtney	
Draft 2021 Budget Scenarios			
Discussion			
Due to time, this topic will be discussed at next month's meeting. The United Way budget goes to their board in March but can be modified later in the year if funding sources/amounts change.			
Action Items		Person Responsible	Deadline
Daniel Visit			
Discussion			
Courtney noted that she feels it would be helpful for Daniel to provide an overview of HMIS and data as well as conversations around the state-wide HMIS evaluation. Members agreed that it would be helpful to hear from his perspective at a Steering Council meeting. In addition, it would be ideal to for an additional session outside of Steering.			
Action Items		Person Responsible	Deadline
Other Topics			
Discussion			
Casey noted previous conversation with ENTFF regarding roles and strategic planning processes. ENTFF would like CoC representation. Courtney will provide staff perspective. Erin will serve as the representative from Executive Committee.			
Action Items		Person Responsible	Deadline
Adjourn			
Motion by: Karen		Support from:	Cathy