**TX601 Continuum of Care Board of Directors Meeting  
Wednesday, December 10, 2014  
11:30 am – 1:00 pm**

United Way of Tarrant County Board Room, 1500 N. Main St, Fort Worth, TX

**Minutes**

***Board Attendees:*** Jason Hall, Kristy Hroch, Richard Hutchison Trevin Ware, Fritz Ritsch, Carla Storey, Naomi Byrne, Sean Burton, James Tapscott, Randy Clinton, Judge Brent Carr

***Staff:*** Cindy Crain, Carolyn Curry, Mario Puga

Randy Clinton called the meeting to order at 11:45 and proceeded to agenda item number 4 since there was not yet quorum.

***TCHC Collaborative Applicant Report:***

Cindy Crain: Reviewed quarterly performance report, and highlighted accomplishments of past year. Coordinated Assessment first grant year complete 11/30/14, reviews stats of prioritization performance. December 15, new Prioritization system launching, will conduct webinar for new process. Reviewed Homeless Helpline stats for prior year performanace. Discussed the Ending Veteran Homelessness Campaign; Boot Camp, Mission Possible, Family Endeavors, Veteran Staffing Meeting. Chronic Homeless Staffing group will be developed after the current 100 day campaign for veterans concludes. Reviewed the Hospital Discharge Plan; stated that relevant hospitals have adopted the plan, would like to vote into CoC policy at the next meeting. Announced Amazing Race will be held in January for Health Care employees to better understand homeless system.

Jason Hall: Is there gap in hospital plan?

Cindy: Yes, respite care needs funding.

Kristy Hroch: JPS is starting to find respite options to fill gap.

Cindy: We’ve also paid for hotels and nurse visits.

Sean Burton: A big issue is time of day a patient is released, if it’s too late, no beds are available in the shelters. Now hospital knows to discharge earlier, if after hours look for respite.

Cindy: JPS has hired Joel Hunt, a physician assistant who will be working with outreach; we have informed him of our processes. The Outreach Committee is developing Standard Operating Procedures for next year.

James Tapscott: Announced that in January a special Back to Basics session will be help for homeless at the First Methodist Mission.

Cindy: Announced employment and training opportunities for homeless population. Stated she talked to workforce commission regarding opportunities and classes for January. Workforce is considering job specific needs, how to overcome background barriers.

Cindy: Reviewed quarterly data, overall numbers are down. Stated that the prioritization process is helping the chronic homeless & number of homeless families decrease. Announced that the Annual Needs Assessment Survey for agencies open now; Homeless Count scheduled for 1/22/15, State of the Homeless is 2/11/15. In March board will need to approve strategic plan so it can be submitted to City of Arlington, Tarrant County and City of Ft Worth for their annual plans.

Randy: Encouraged the board to attend the annual meeting and to be introduced so general membership will know who is on the board.

James: Encouraged all to come to the Homeless Memorial Service on December 19th

Randy: Quorum has been reached, presented minutes, asked for motion to accept October minutes.

Sean Burton moved for approval, James Tapscott 2ndthe motion, all approved.

***Nominating Committee Report***

Randy: Called for report from nominating committee.

Sean: Stated there are several end of term slots open. Sean Burton, Judge Carr and Tim McKinney were the committee. They reviewed suggested nominations for vacant slots. There were 4 member slots, and 1 vacant slot; 4 current members returning for 2nd term. Requested the group move to nominate 5 members for board slots – Carla Storey, Walter Taylor, Trevin Ware, Sean Burton to return to current slots and Robyn Michalove from First Presbyterian Church to fill the vacancy.

Randy: According to the charter, members can serve two consecutive three year terms.

Sean: Robin will fill the slot vacated by Carl Travis, made a motion to accept all 5 returning and new members.

Naomi Byrne 2nd the motion, all approved. Board approved returning and new board members.

Sean: There are three officer slots to fill: Secretary (previously unfilled), Chair (vacating), and Vice-Chair. Nominated for Chair – Jason Hall, Vice Chair - Roy Brooks, Secretary – James Tapscott. Made motion to accept.

Trevin Ware 2nd the motion, all approved. Board approved new officers.

Sean: Announced the Nomination committee report complete.

***HMIS Governance Committee Report:***

Roddy Youree: Discuss proposed 2015 user fees. Slight increase from last year that will help meet match. Fees are recommendation from HMIS committee.

Randy: Unless an agency has taken on more clients, the flat fee of $700 per reporting program won’t increase.

Sean: How do our rates compare to other CoCs?

Cindy: Depends, some are based on number of user licenses, varying range of price. We are on par with others.

Roddy: We adopted this procedure three years ago, organizations are getting into the groove and understand our system.

Jason: How many agencies do we have?

Cindy: 26 agencies, 91 programs.

Sean: Any feedback or concern from participating agencies?

Roddy: No, they understand it’s the cost of doing business.

Randy: All in favor of HMIS fees?

All approved. HMIS fees approved

Roddy: The new HMIS data standards are in place. We have been working with social solutions to get everything in place, training coming in future months to discuss new standards. Lanesha Linzy has volunteered to chair HMIS committee starting in January. The HMIS Governance committee recommends Lanesha as chair and I will remain on committee.

Randy: Will take a motion, all in favor of Lanesha as chair?

All approved. Board approved new HMIS Governance Committee chair.

Randy: Thanked Roddy for his service as chair

***CPRC Review:***

Randy: On October 17, we sent the final vote for the CPRC/COC grant process. We need to read the final vote into the meeting minutes. Of the 20 eligible voters, 19 responded, 9 voted yes, 1 voted no, 9 abstained. Vote passed 9 to 1 to accept the CPRC recommendation. Vote completed by electronic vote.

***T FareAid Program Update:***

Cindy: TCHC recently hosted a transportation summit at The Salvation Army, was well attended with over 100 participants. We were looking for more input and have compiled the comments from the meeting. We are working on an evaluation of implications from the program elimination. Next steps, I will compile and create a simple white paper to present to City Council (The T say they are moving at the direction of City Council). Will present findings at the January 6 City Council meeting. We must have a dialogue before the program is gone on 10/1/15.

Fritz Ritsch: The TCHC board wants to motivate the council to do the right thing.

Sean: Important that also we need to think of our contingency plan. MedStar will see an increase of 911 utilization.

Cindy: I am looking at grants for transportation, there are a few available but all are Dallas based. Looking at the funding gap if program goes away, $300,000 gap conservatively at a minimum. 200 transports a day will need to be replaced.

Randy: Any other FareAid comments?

James: I think it needs to be one of our top priorities for next year.

Jason: A group from the FW Advisory Commission met with a T subcommittee to try and state their case. No real take away from the conversation.

***Future Agenda Items:***

Randy: According to the current schedule, next board meeting will be 2/11/15 right after State of Homeless address then a shorter board meeting. The next would be April.

Cindy: We would then need a special meeting in March to pass the Strategic Plan.

Randy: We can put the currently scheduled months on the calendar and at February meeting determine how to meet in March.

Sean: Good idea, new officers and members will be in place.

Randy: All ok?

Fritz: If we want a consult on the plan, we should officially meet in March and not February, this is too important for e-vote, would rather meet in person.

James: February meeting is important, all information from State of Homeless Address will be fresh on our mind.

Cindy: Most CoC boards actually meet monthly, but this works good if we stay every other month, strong committee work could happen in off months.

Jason: February meeting could be to set schedule for rest of year and plan to have a March meeting to vote on strategic plan.

Randy: Plan for February, April, June, August, October; 2nd Tuesday of the month, then adjust to that. Entertain a motion for those 6 meetings and will look at full structure and March / Committees in February.

Fritz: If we have meeting on odd month, have same date as regular meetings.

Randy: 2nd Wednesday in March, set that date too.

Cindy: March 11.

Jason: That is spring break.

Fritz: What about 3/18?

Randy: Let’s tentatively set March for 3/18

Jason: Let’s approve March meeting, date TBD based on spring break.

Randy: Entertain a motion for next year meetings?

Naomi Byrne made motion, Sean 2nd, all approved. Board approved future meeting schedule.

Randy: Conflict of Interest & Committal forms to be complete in February.

Judge Carr: Is the meeting time always at 11:30?

Randy: Yes, we want to be done by 1:00, we can decide something different in February.

Cindy: Last year, Randy and Fritz (as TCHC Chair) did an MOU for the collaborative applicant, the new chairs need to meet and approve MOU for next year.

***Final Comment:***

Randy: Final comments, thank all for help with first year. Difficult year, hard to cut own program. Evote is difficult, need to look at policy & procedure too see if that’s how we really want it to be going forward. We started with quarterly meetings, found that was not enough. Other COC’s meet monthly, would have been good in beginning. Lot of learning curve for many. Going forward need to look at policy and procedure, will be glad to sit on committee to review and ask that others look at them too. Should establish a committee in February. We had 3 votes and there was controversy in all of them. If we’re going to be on the board, we need to be engaged. If you don’t want to be engaged, don’t continue to serve on board. Need to be involved. This is an important group that affects a lot of people in the community.

Jason: Is UGM HMIS, still an issue?

Randy: Roddy and I met with UGM to try and work through it, set up conference call with ETO & Client Track to look for bridge. Systems talked and unable to create bridge. UGM accepted that. Other procedures put in place to offset problem. UGM biggest fear is people they serve would not have full availability of services if not in ETO; but they do. Other agencies will put the client history in ETO if they are served at a participating agency.

Jason: Is that satisfactory to all parties?

Randy: Yes, I believe so.

Cindy: Policy and procedure in regards to CPRC, something we want to act on soon, the State ESG will have an earlier RFP process that could come out in February with applications due in May, might have to have competition in March or April.

Randy: Duly noted. Motion to adjourn? Judge 2nd the motion. Board approved.

Meeting adjourned at 12:57.

Next meeting February 11, 2015.