**Continuum of Care Board of Directors**

**Draft Minutes**

June 11, 2014

11:30 a.m.

United Way Board Room

1500 N. Main Street, Ft Worth TX 76164

**Attendees:** Carla Storey, Charlie Parker, James Tapscott, Jason Hall, Kristy Hroch, Linda Saucedo, Randy Clinton, Richard Hutchison, Sean Burton, Ted Blevins, Tia Thomas, Tim McKinney, Toby Owen, Trevin Ware, Walter Taylor

**Staff in Attendance:** Cindy Crain, Rebecca Cox, Carolyn Curry, Connie Nieswiadomy, Mario Puga

**Opening Remarks:**  Randy Clinton meeting called to order; Randy stated public comment will be open prior to each agenda item to be voted on.

**Approval of Minutes:** Call to approve minutes, Sean Burton moved to motion, James Tapscott seconded the motion. Minutes Approved.

**Proposed FY2014 CoC Renewal Project Scorecard:** Randy asked for Board comments on the Score Card.

Sean: Is the new format our own template or from another entity

Cindy Crain: Yes it is our format, explained the creation process, public comment opportunities

James: Format looks good, aligns well with Strategic Plan

Public Comment

Selearstean Mitchell: It is difficult to get a high score on exits with employment when clients have a disability.

No additional public comments

James: Motioned to approve with minor spelling corrections

Tim McKinney seconded the motion

Score card approved

**Draft CoC Policies & Procedures for CoC Governance Documents:**

Randy: Requested comments related to the CoC Governance Documents

Cindy: We are incrementally developing policy and procedure manual as required for regional coordination plan from TDCHA. TCHC run by charter as primary governance document. 1.2 and 1.3 regards naming collaborative applicant and HMIS and need to pass resolution to name and / or call a request for qualifications for a collaborative applicant or HMIS administrator. This would require current collaborative applicant by 2/3 majority to reapply for collaborative applicant or HMIS lead agency.

Randy: call for questions and public comment

Patricia Ward: Asked why 2/3 majority requirement

Randy: It was a large decision and 50% was not enough to warrant a change

Patricia: Asked who was on the board and requested a list

Jason: asked if current MOA is dated

Cindy: Stated that the MOA is to be reevaluated annually. Will be reviewed next April.

Randy: Call for motion to approve

James: Motion to approve

Jason: Seconded the motion

Governance portion of policy and procedure manual approved

**Draft COC Policies & Procedures for Provision of CoC Assistance:**

Randy: Agenda Item 4 - Provision for CoC assistance pulled from agenda due to new guidance by HUD

Cindy: Will update and send to partners and board. Board will vote electronically prior to end of month.

**Draft Outline for the Request for Proposal for TDHCA ESG:**

Randy opened comment for TDHCA request for proposal

Cindy: The state does not have grant agreement with HUD yet. Final RFP will not be released to TCHC until State agreement complete.

Randy: Reminded group that we are trial run for new ESG process for the state but the new process will be for all CoCs in the state moving forward.

Cindy: Outline is result of meeting with TDHCA and other CoCs at the Texas Homeless Housing Summit. TDHCA ensured that we didn’t have 15 grantees but rather a minimum amount. Goal is inclusion of CoC priorities and coordination with other ESG providers. Reviewed timeline for RFP process. TCHC will follow TDHCA process inclusive of 5 minute presentation from applicants. Projects would start October 1st. Further explanation on requirements was given.

James: Do we have access to federal regulations:

Cindy: Links were available on the web

Richard Hutchinson: Is request for future applicants based on less funding?

Cindy: No, it was required on administrative capacity to manage multiple funds. TCHC expectations are to administrate the grants including reimbursements, RFP process, etc. We expect 5 or 6 applicants.

Randy: Request current ESG recipients

Safe Haven joint grant with PNS, Catholic Charities, Grace; Salvation Army

Jason Hall: requested a walkthrough a reimbursement process

Cindy: We would get line of credit for TCHC and grant agreement would be in place with agency stating on the 15th, you request check, we cut check within 10 days and then TCHC would get reimbursed.

Jason: Reimbursement funded without much issue.

Cindy: 45 day cash flow particularly at the first month. TCHC will have in contract for ineligible expenses that those expenses will fall on the agency.

Ted Blevins: Time frame depends on the state agency you are working with and their ability to pay on time

Open for public comment

Otis Thornton: Draft RFP admirable for outputs and asked the question about when outcomes would be added to the expectation on sub recipients.

Cindy: We held a required ESG consultation with County, & Cities to establish basic performance standards, agreed to common metrics, outputs and outcomes.

Tammy McGhee: Reiterated that from ESG meeting, we would standardize metrics across jurisdictions and set benchmarks after one year of data.

Patricia Ward: Suggest put goals in the contract. Asked we put into consideration different population types from Arlington to Fort Worth.

Richard: Is TCHC expecting a low number of applicants?

Cindy: That that is unknown. We are shooting for 6 as the cap.

Patricia: asked about money that TCHC would receive for admin

Cindy: The RFP states 4% goes to TCHC to do all of the admin of reimbursement requests and reviews etc. TCHC has looked at cost and determined we can do it for that amount.

Randy: Entertained motion to accept or to send for review

Sean Burton: motion to approve

Ted Blevins: seconded the motion

RFP for TDHCA approved by Board

**CPRC Member Selection for TDHCA ESG Allocations Decisions:**

Randy: Called for election of CPRC members to review ESG applicants. Flora Brewer and Otis Thornton are off committee due to conflicts but other CPRC members stand.

James Tapscott: motion to approve CPRC committee for ESG

Tim McKinney: seconded the motion

ESG CPRC committee approved

**Election of new CoC Board Member:**

Randy: JR Labbe selected to replace other JPS council member that left the council

Jason: What term JR would have

Randy: She will replace Wendy Burkholder’s term

James Tapscott: motion to approve JR Labbe

Sean Burton: seconded motion

JR Labbe approved as new board member

**CoC Landlord Engagement Committee Report:**

Cindy: The new taskforce was created – there are fewer options for affordable housing, fewer taking vouchers. Meeting to discuss best practice to incentivize private landlords to lessen requirements for housing. Example, placing high risk tenant would be to require a 24 hour contact number and / or extra $500 deposit. In future will work on non-conflict eviction strategies, strategies for no bills paid housing, work with private partners on innovations; Apartment Association involved

Linda Saucedo: Is there a possibility of anyone from the VA join the committee?

Cindy: Interest in Tammy Miller from the VA VASH to join

**Collaborative Applicant Quarterly Report:**

Quarterly report and performance report reviewed by council

Cindy: Reviewed the reports and explained different funding time periods and asked for input on what we should be reviewing. PIT count pulled quarterly which does not include unsheltered numbers. Occupancy rate also will be higher some quarters depending on weather for shelter stays etc.

Linda: How can you be over 100% occupied?

Cindy: Explained HIC versus actual. Also the usage of vouchers.

Randy: Explained how HUD changing the Fair Market Rent causes agencies to go over stated occupancy.

Cindy: Reviewed highlights of progress regarding strategic goals.

Discussion centered on LOS portion.

**HMIS Governance Committee Report:**

HMIS report on UGM. Don, Roddy and Randy meeting with UGM on the 20th.

Cindy: HMIS 2.0 discussion, template to be updated by Social Solutions, Sandbox will launch and users will have week to work with new system with live data; first Monday in August will be 48 hour data migration then new system will go live. TCHC will provide user trainings.

**Discussion of future agenda items & public comment:**

Randy: Three Board members also on FW Task Force on Homelessness, interim report presented by Taskforce to FW City Council, final report to be presented July 22.

Randy: Read Board Related Public Comments

James: Can we get meeting materials further in advance for future meetings

Walter Taylor: Healthy Community Collaborative, $4.3 million to house 150 individuals, effective July 1. Sabrina Conner new hire to manage project; will present overview at July Roundtable.

Randy: Next meeting will be August 13, 2014; meeting adjourned