

## Macomb Continuum of Care (CoC)

### Board Meeting Minutes

Oakland University

20 South Main St. Mt. Clemens, MI 48043

Anton Frankel Building

**March 6, 2019**

**2:00 p.m.**

**Present:** Dawn Calnen, Jacqueline Theriot-Merchant, Natalie Dean-Wood, Julie Hintz, Connie Lasher, Dawn Revyn, Heather VanDenburg, Deanne Honeycutt; On conference call: Mark Henderson, Gerald Fisher-Curley

**Not Present:** April Fidler, Eric Wallyn, Lori Baumgart, Heather El-Khoury

AGENDA ITEM	DISCUSSION	DECISION/ACTION
<ul style="list-style-type: none"><li>Meeting Called to Order</li><li>Approval of the Minutes from February meeting</li></ul>	<p>2:11 p.m. by Calnen.</p> <p>Merchant requested three corrections to the February minutes.</p> <ul style="list-style-type: none"><li>Under President's Report, Incorporation of CoC, page 4, the decision/action of "Merchant will request technical assistance from HUD to advise the CoC on this issue" will be removed. This action was discussed, but it was decided that Merchant would not be requesting technical assistance from HUD on this issue.</li><li>Under HMIS NOFA page 6-7, under bullet item, "Merchant responded that nothing in the NOFA is incorrect," the item, "Merchant stated that MSHDA would be involved and there may be a possibility to use a current ESG grant to correct," should be changed to state that "Merchant stated that MSHDA would be asked if current funding may be a possibility to use to correct."</li><li>Under HMIS NOFA page 7, under bullet item, "Baumgart asked how the numbers in the reports did not show this</li></ul>	<p>Roll call was conducted. A quorum was present.</p> <p>Corrections requested by Merchant to the February minutes.</p>

<ul style="list-style-type: none"> <li>Approval of the Agenda</li> <li>Introduction of New CoC Lead Agency Coordinator</li> </ul>	<p>problem sooner,” the statement “Merchant indicated that numbers did not plummet from one year to the next,” should be changed to “Merchant indicated the numbers did not show a significant change from one year to the next.”</p> <p>Motion made by Merchant to approve the amended minutes and seconded by Lasher. Motion passed.</p> <p>Calnen requested to add discussion of items for March membership meeting at the end of the meeting agenda.</p> <p>Motion made by Merchant to approve the agenda with the addition of discussion of items for March membership meeting and seconded by Lasher. Motion passed.</p> <p>Calnen introduced and welcomed Deanne Honeycutt, new CoC Lead Agency Coordinator. Honeycutt stated she previously worked at Family Youth Interventions and is looking forward to her new role.</p>	<p>Motion approved.</p> <p>Motion approved.</p>
<ul style="list-style-type: none"> <li>Operations Report from CoC Lead Agency Coordinator</li> </ul>	<p>Merchant presented the report with Honeycutt:</p> <p><b>HUD Updates</b></p> <ul style="list-style-type: none"> <li>HUD FY 2019 Application <ul style="list-style-type: none"> <li>HUD fiscal year 2019 Application process is underway 2-3 months earlier than fiscal year 2018. This indicates FY 2019 HUD CoC Program Competition. The CoC Program Competition Debriefing webinar from HUD is March 7, 2019 and Merchant, Calnen and Honeycutt will participate.</li> <li>Merchant reported about the gaps identified during the FY 2018 Competition that need to be addressed in March and April: <ul style="list-style-type: none"> <li>Our current project review, ranking and selection process.</li> <li>Our current scoring sheets</li> <li>Prioritization of projects in advance of the CoC Competition start date.</li> </ul> </li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ Calnen asked for an explanation from Merchant on the role of the Lead Agency in the CoC Program Competition.</li> <li>○ Merchant stated that the Macomb Homeless Coalition will work with the ranking committee chair, but that the MHC cannot guide the ranking process because they have projects in the CoC Competition. MHC's role is to make sure we are doing what HUD is looking for, take notes, and report out. MHC can find experienced people to help make decisions, but are not the ones doing it directly.</li> <li>○ Calnen asked if MHC planned to hire a consultant. Merchant stated yes.</li> <li>○ Merchant distributed copies of the Continuum of Care Program Competition Debriefing FY 2018, which was sent out from HUD March 5, 2019.</li> <li>○ Calnen stated that Merchant, Honeycutt, and Calnen will be reviewing the scores on a phone call. Calnen stated that it is important for the ranking committee chair/members to be included on this call.</li> <li>○ Discussion regarding consultant Mitch Blum-Alexander followed. Neither Merchant nor Calnen have asked Blum-Alexander about assisting with FY 2019. Merchant stated Blum-Alexander would be considered for the application, but not preliminary work. Merchant stated HAND may be available for assistance in place of the gaps analysis and work prior to the application.</li> <li>○ Discussion followed regarding some of the items on the CoC Program Competition Debriefing.</li> <li>● GAPS Analysis <ul style="list-style-type: none"> <li>○ Merchant reported that the GAPS Analysis needs to be rescheduled because it cannot be completed in time for this year's CoC NOFA Competition.</li> </ul> </li> <li>● PIT Count <ul style="list-style-type: none"> <li>○ Merchant reported that the PIT Count took place on the rescheduled date of February 27. Unsheltered and sheltered numbers are being compiled. An idea to open a</li> </ul> </li> </ul>	<p>Merchant will invite the current ranking committee members and consultant Mitch Blum-Alexander to participate on this call. A final date and time is to be determined for this call.</p>
--	---	---

	<p>temporary warming center that will be open just for the night of the 2020 PIT Count is being discussed.</p> <ul style="list-style-type: none"> <li>• HUD HMIS NOFA <ul style="list-style-type: none"> <li>◦ Merchant reported that we are waiting for notification from HUD.</li> </ul> </li> <li>• Conflict of Interest Statement for Board Members <ul style="list-style-type: none"> <li>◦ Merchant stated that there should be a COI Vetting Committee as a committee of the CoC and that members of this committee should not be recipients of HUD CoC Funding.</li> <li>◦ Discussion followed about having all board members sign a COI statement. There is an existing form, which Merchant stated needs updating.</li> </ul> </li> <li>• CoC Planning Dollars Budget Report <ul style="list-style-type: none"> <li>◦ Merchant distributed copies of the Macomb Homeless Coalition/CoC Planning Project 4B. Funding Request from FY 2017 and FY 2018, but stated that she does not have a budget report at this time.</li> </ul> </li> </ul> <p><b>MSHDA</b></p> <ul style="list-style-type: none"> <li>• Merchant indicated there was nothing to report at this time.</li> </ul> <p><b>Macomb Homeless Coalition Lead Agency Update</b></p> <ul style="list-style-type: none"> <li>• Macomb Homeless Coalition is sending two staff to the Building Michigan Communities Conference, April 29-May 1, 2019.</li> <li>• Macomb Homeless Coalitinon will also have a representative attending the Spring Convening the morning of April 29, 2019 held prior to the BMCC.</li> </ul>	<p>Merchant will reach out to other organizations to obtain samples of COI statements.</p>
<ul style="list-style-type: none"> <li>• HMIS Lead Agency Updates</li> </ul>	<p>Honeycutt reported for Ricky Garcia:</p> <ul style="list-style-type: none"> <li>• ESG CAPER report is submitted at the end of April for January 1-March 31.</li> <li>• In January 2019, MSHDA corrections for 7/1-9/30/18 were completed.</li> <li>• Data monitoring is completed monthly</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Calnen asked about the data submitted and if there are errors, does Garcia inform the agencies and provide guidance.</li> <li>○ Honeycutt indicated Garcia does this monthly with agencies. VanDenburg and Lasher reported this process works well for their data.</li> <li>○ Calnen asked why are reports to HUD not clean when monthly reporting does not show errors. Merchant responded that this is what the HUD HMIS NOFA will address. Calnen stated we need to look at this problem now and can request assistance from MCAH.</li> <li>○ Honeycutt reported she will follow up with Garcia about what he reviews with agencies.</li> <li>○ Merchant stated that MHC is working with HUD currently to see what the issues are that resulted in the high need designation and will keep the board informed.</li> </ul>	<p>Honeycutt will follow up with Garcia about what he reviews monthly with agencies and their data.</p>
<ul style="list-style-type: none"> <li>• President's Update</li> </ul>	<p>Calnen reported:</p> <p><b>Advocacy Updates</b></p> <ul style="list-style-type: none"> <li>• No specific updates. Calnen will bring updates to the Board on advocacy information.</li> </ul> <p><b>Gaps Analsys</b></p> <ul style="list-style-type: none"> <li>• Covered under CoC Lead Agency Coordinator report</li> </ul> <p><b>Committee Descriptions and Participation</b></p> <ul style="list-style-type: none"> <li>• Calnen asked Honeycutt if she would be meeting with the chairs of each committee to have the committee chairs provide a description and goals for each committee. Calnen requested that Honeycutt serve as the liaison between the committees to foster collaboration and connections between committee and recruit more people to participate in the committees.</li> <li>• Honeycutt confirmed that she will be the liaison.</li> </ul> <p><b>Formal Feedback Received from CHN's Program Director and HMIS</b></p>	<p>Honeycutt to meet with chairs of committees to complete committee descriptions and goals.</p>

	<ul style="list-style-type: none"> <li>• Calnen distributed a Memorandum to the Macomb CoC Board of Directors with the subject: Responses to questions asked/statements made at February 12, 2019 Board of Directors meeting and two documents showing screenshots from HMIS. Calnen reviewed these documents and summarized that CHN was entering Macomb PSH data into a Macomb tree, and that it concerning to her that MHC is stating they, as lead agency, cannot access the PSH data. She urged MSH to contact MCAH to assist them with this issue.</li> <li>• Calnen stated CHN talked with MCAH and that MCAH is willing to work on a sharing agreement between Macomb and Oakland CoC's.</li> <li>• In response to the items in the Memorandum, Merchant stated that Garcia cannot see data from CHN, only numbers and that this is a Macomb tree provider area coverage issue. MHC is working with HAND, HUD and MCAH on this.</li> <li>• Calnen asked Merchant why MHC has not talked to MCAH about this. Merchant stated that MHC is working with HUD and that MCAH is aware of the issue.</li> <li>• Hintz asked who is responsible for the administration of HMIS in Michigan. Merchant responded MCAH. Hintz asked are we waiting on HUD to provide a report to MHC. Merchant responded yes, and then MHC will talk to MCAH and agencies.</li> <li>• Calnen reiterated that both MCAH and the Oakland County CoC HMIS System Admin are willing to work with MHC on HMIS issues, especially, as they relate to visibility and sharing.</li> </ul>	
<ul style="list-style-type: none"> <li>• Standing Committee Updates</li> </ul>	<p><b>Point in Time Count Committee</b></p> <ul style="list-style-type: none"> <li>• Reported under CoC Lead Agency report</li> </ul> <p><b>Coordinated Entry Systems Committee</b></p> <ul style="list-style-type: none"> <li>• Calnen reported that this committee met last week and is moving forward on a process. Following the meeting, Honeycutt send information to Lisa Chapman, Facilitator, Coordinated Entry Systems Committee. While the turnout at the meeting was high, we need the shelters to continue to participate. The next meeting</li> </ul>	

	<p>is April 25 at 9 a.m. in Assembly Room A in the VerKuilen Building.</p> <p><b>Grant Ranking Committee</b></p> <ul style="list-style-type: none"> <li>• Merchant indicated she would reach out to schedule the debriefing call and will include the members of the grant ranking committee.</li> </ul> <p><b>Compliance Committee</b></p> <ul style="list-style-type: none"> <li>• Calnen reported this committee hopes to meet soon.</li> </ul> <p><b>HMIS Committee</b> – no report</p> <p><b>Strategic Planning Committee</b></p> <ul style="list-style-type: none"> <li>• Honeycutt indicated she will be reaching out to this committee to get an update. Our current action plan expires in 2019.</li> </ul>	<p>Merchant will include members of this committee on the debriefing call.</p> <p>Honeycutt will be reaching out to the members of this committee.</p>
<ul style="list-style-type: none"> <li>• Items for March CoC Membership Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Honeycutt reported that she is considering having speakers at membership meetings to bring resources and information to the members.</li> <li>• Calnen also stated that speakers have been a positive addition to the membership meetings and would be a great idea going forward.</li> </ul>	
<ul style="list-style-type: none"> <li>• Next Meeting</li> </ul>	March 3, 2019 at 2 p.m.	Agenda will be sent prior to meeting.
<ul style="list-style-type: none"> <li>• Adjournment</li> </ul>	Motion to adjourn made by Lasher, seconded by Revyn at 3:43 p.m. Motion passed.	Motion approved.

Respectfully Submitted by Julie Hintz