

Macomb Continuum of Care (CoC)**Board Meeting Minutes**

VerKuilen Building, Assembly Room A

21885 Dunham Road, Suite 10

Clinton Township MI 48036

May 6, 2019**11 a.m.**

Present: Dawn Calnen, Gerald Fisher-Fisher-Curley, Jacquelyn Theriot-Merchant, Deanne Honeycutt, Ricky Garcia, Dawn Revyn, Lori Baumgart, Julie Hintz, Heather El-Khoury (on phone)

Not Present: April Fidler, Eric Wallyn, Natalie Dean-Wood, Mark Henderson, Connie Lasher, Heather VanDenburg

AGENDA ITEM	DISCUSSION	DECISION/ACTION
<ul style="list-style-type: none">• Meeting Called to Order	11:06 a.m. by Calnen.	Roll call was conducted. A quorum was present.
<ul style="list-style-type: none">• Approval of the Minutes from March meeting	Motion made by Fisher-Curley to approve the minutes and seconded by Revyn. Motion passed.	Motion approved.
<ul style="list-style-type: none">• Approval of the Agenda	Calnen requested that the 6.e. item "Letter of Support" is moved under the Operations Updates from the CoC Lead Agency. Motion made by Merchant to approve the agenda as amended and seconded by Fisher-Curley.	Motion approved.
<ul style="list-style-type: none">• Operations Report from CoC Lead Agency Coordinator	<p>Honeycutt presented:</p> <p>HUD Updates</p> <ul style="list-style-type: none">• HUD NOFA consultant: Received scope of work from Mitch Blum-Alexander which is being reviewed and will respond to him next week.<ul style="list-style-type: none">○ Calnen asked when agreement with Mitch will start and what will he be doing. Merchant responded that they have the full scope of work from Mitch and are working on having a contract in place by the end of the week. Merchant will send the scope of work to the Board if the Board is interested. Mitch will be working with Honeycutt and Merchant on the step-by-step process for the consolidated application and reviewing things to add to the application.	

	<ul style="list-style-type: none"> ○ Calnen asked if he was being paid from the CoC Planning Grant and what is the budget. Merchant responded yes, and the amount is approximately \$8,000. • Youth Homelessness Demonstration Program NOFA: Collecting data from partner agencies and letters of support. • HMIS Capacity Building NOFA: We were not selected for Phase 2 of the HMIS Capacity Building NOFA. However, MSHDA has agreed that ESG funding can be used for technical assistance to address issues. <ul style="list-style-type: none"> ○ A new QSOBAA is in process to ensure that all partner agencies are using the same provider page. ○ Calnen requested more details on what the MSHDA funding will be used for and the QSOBAA. Merchant stated she had been working with MSHDA to discuss using ESG funds for HMIS technical assistance. The new QSOBAA work has started to make sure all HMIS projects are entered into the same location so information can be gathered properly. Two organizations are involved in working on HMIS – MCAH and Center for Innovation/MDHHS. ○ Baumgart asked if the new QSOBAA will improve the accuracy of data. Merchant responded yes, all providers will be using the same page. Baumgart asked why agencies were not before. Merchant stated she did not know and agencies should have been. This relates to the issue brought up and discussed at length in previous Board meetings. ○ Calnen asked what data was missing. Merchant stated they were unable to see data from Community Housing Network, Abigayle Ministries, the Warming Center, and Volunteers of America VASH project. New QSOBAA will address this. ○ Calnen asked what the issue was with Community Housing Network. Merchant indicated that they could not see the data, it was not in the Macomb County HARA screening page. Calnen asked if MHC could see CHN's PSH data. Merchant responded no; Garcia stated at one time they could not, but can now. Calnen clarified that for the PSH program data entered into the Macomb side that are submitted to HUD for reporting, could MHC see this data. Garcia indicated that they could not at one point. Merchant stated that all agencies that receive any funding in Macomb County have to put 	
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	<p>their data into the Macomb County HARA Screening Page for it to be counted and accepted by MSHDA and HUD.</p> <ul style="list-style-type: none"> ○ Calnen stated that there is an impasse between CHN and MHC on the HMIS issues, but that the issues must be understood and solved, because they relate to a bigger picture. Calnen requested that MCAH is brought to a CoC Board Meeting to accomplish this. MCAH, Centers for Innovation/DHHS-PATH, and MSHDA need to be involved as well. Calnen stated that there are two issues here: the HARA Screening page/referrals/coordinated entry and data entered by agencies that are submitted in reports to HUD. Discussion followed. ○ Garcia indicated he could see CNH data for HIC and PIT reports. Merchant indicated that his level of authority allows this. Fisher-Curley asked what happened with the HIC and PIT that made seeing this data possible. Garcia indicated he has worked with MCAH to gain access to this data now; he stated he only gained this access recently. ○ Baumgart asked Garcia if he can see everything he needs to now to complete reports without going through MCAH. Garcia stated he feels confident this can be done; he can see CNH's data. ○ Baumgart requested from Merchant a date when the HMIS issues would be resolved. After discussion, Merchant stated a tentative date of September 30, 2019 to start working on resolving the significant HMIS issues. ○ Baumgart asked for a date when the QSOBAA will be completed. Merchant responded that in the next two weeks (approximately May 30, 2019) it will be completed. ○ Calnen requested clarification from Merchant on if technical assistance is needed and who would be providing TA. Merchant responded that there is a need for TA and her choice is Corporation for Supportive Housing. ● Presentation from HAND to CoC Board and Ranking Committee: Do not have a date yet. <ul style="list-style-type: none"> ○ Merchant indicated she had recommendations that the Board could put into place now related to the Ranking Committee. Hope to have these recommendations reviewed, posted, and available to the membership in advance of the NOFA. These recommendations include suggestions for setting priorities. 	<p>Merchant indicated that QSOBAA will be completed within the next two weeks.</p>
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	<ul style="list-style-type: none"> ○ El-Khoury asked if Merchant had met with HAND about Ranking. El-Khoury stated she had requested to be at those meetings with Merchant. Merchant stated that her meetings with HAND were CoC Executive Director to CoC Executive Director and not just about Ranking. El-Khoury stated she may have had questions to ask about the process. El-Khoury requested to be a part of the actual meeting or parts of the meeting that have to do with Ranking. Merchant stated that it is done now; she will make sure El-Khoury is a part of it if something comes up and will ask for input in advance. El-Khoury feels it is beneficial and not just hear about these things after the fact. ○ Calnen expressed concern regarding timelines and asked what will happen if the NOFA comes out while we are working with HAND. Merchant stated that once the NOFA is released, we will have to stop working with them. ○ There was discussion about the work of HAND. Merchant reported that HAND is a collaborative partner, not providing technical assistance and they will present to the Board on the Ranking process. The Board has concerns about the timing and capacity of their assistance due to the NOFA potentially being released. <ul style="list-style-type: none"> • Ranking Committee: Jazmyn Thomas, Associate Planner, Macomb Community Action has agreed to be on the Grant Ranking Committee. Honeycutt will forward her information to El-Khoury. • HMIS Training/Refresher taking place May 29, 2019 at 9 a.m. • Macomb Veteran By Name List Work Group: Going well. Committee size has increased to 12 members, including Hintz. Meets weekly and once a month at MCFRC. • May General Membership Meeting: Janet Smith, Coordinated Entry Specialist at the VA Medical Center is presenting. <p>MSHDA</p> <ul style="list-style-type: none"> • Nothing to report. <p>Merchant presented:</p> <p>Macomb Homeless Coalition Lead Agency Update</p> <ul style="list-style-type: none"> • Merchant provided to the Board members a packet of policies to review. The policies are: Priorities, Ranking, Reallocation, Renewal & New Applications. 	<p>El-Khoury requested to be a part of the actual meetings with HAND that are discussing Ranking to represent the Ranking Committee.</p>
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	<p>Letter of Support</p> <ul style="list-style-type: none"> Letter of Support Policy: Merchant noted to the Board that the Macomb County CoC Letter of Support Policy was not followed when a letter of support was requested on April 19, 2019. Merchant stated that the policy states that letters of support should be sent to the CoC Coordinator (Deanne Honeycutt) first in accordance with the policy. <p>Quarterly Report</p> <ul style="list-style-type: none"> Honeycutt provided a draft report created to show data to the Board and Membership on trends and work as a community. Numbers served and positive destinations are included on the report. The Board reviewed the report and provided feedback. The report will not be presented to the membership this month, but will be edited and presented in the future. <p>CoC Planning Dollars Budget Report</p> <ul style="list-style-type: none"> Honeycutt stated that Merchant is working on developing a report for the CoC Planning Budget. No budget reports have been submitted to the Board. <p>Gaps Analysis</p> <ul style="list-style-type: none"> Fisher-Curley reported on his meeting with Merchant related to the Gaps Analysis. Fisher-Curley's recommendation is for Merchant to present to the Board in a special session so the Board has a full understanding of the Gaps Analysis. The Board needs to understand what is required in a Gaps Analysis and what data will be used to make conclusions. 	<p>Calnen requested a date we can expect this report to be completed and provided to the Board each month. This is per the MOU and CoC Charter.</p> <p>Deanne will provide an explanation of what the meeting is about and will sent that to Kim at CHN who can send out a Doodle poll.</p>
<ul style="list-style-type: none"> President's Update 	<p>Calnen reported:</p> <p>Advocacy Updates</p> <ul style="list-style-type: none"> Informational sheets were provided from Michigan Homelessness Advocacy Day. <p>Michigan Community Resources Consultation Update</p> <ul style="list-style-type: none"> On April 17, Calnen and Revyn met with Michigan Community Resources for TA to the Board to discuss advantages/drawbacks/opportunities/challenges with current board structure and pros and cons of incorporating. The overall goal is to analyze purpose of Board, look at CoC regulatory requirements and for the consultant to make recommendations to the CoC Board. At the initial 	<p>Calnen will complete an Application for Technical Assistance and present to the CoC for review.</p>

	<p>meeting, they met with the staff attorney at MCR and also a grant writer. MCR was looking for general information and background of the CoC. We are a good fit for the next step to have MCR facilitate getting pro bono assistance from an attorney. Calnen is working on an Application for this now.</p> <p>Lead Agency MOU Discussion</p> <ul style="list-style-type: none"> Moved to report under Compliance Committee report <p>Strategic Planning</p> <ul style="list-style-type: none"> No report 	
<ul style="list-style-type: none"> Standing Committee Updates 	<p>Point in Time Count Committee</p> <ul style="list-style-type: none"> Garcia reported that the PIC and HIC were submitted last week. Total persons counted was 265 people. Garcia will provide 2018 and 2019 PIT information to membership and email these reports to the Board. <p>Coordinated Entry Systems Committee</p> <ul style="list-style-type: none"> Honeycutt reported that the meetings are going well with good participation. Lots of exchange of ideas/discussion. Have reviewed flow chart of entry to permanent housing Completed a face-to-face conferencing meeting Honeycutt will add Janet Smith from the VA to the Coordinated Entry email list and call information for future calls/meetings. <p>Grant Ranking Committee</p> <ul style="list-style-type: none"> No report <p>Compliance Committee</p> <ul style="list-style-type: none"> Revyn recommended extending the Lead Agency MOU with Macomb Homeless Coalition by 90 days. The current Lead Agency MOU expires May 8, 2019. This will allow time for the Compliance Committee to complete a site review. Revyn made a motion to extend the MOU with the Macomb Homeless Coalition an additional 90 days and seconded by Fisher-Curley. Revyn reported that site visits have been scheduled with Macomb County CMH, Macomb Homeless Coalition, and CHN scheduled. Waiting on project information from Ameila Agnes and will get FYI scheduled. 	<p>Motion passed. Garcia and Honeycutt abstained.</p>

	HMIS and Data Quality Committee <ul style="list-style-type: none"> Garcia reported that there is an HMIS user meeting/training May 29 at MCFRC, Training Room. 	
<ul style="list-style-type: none"> Next Meeting 	Wednesday, June 5 at 2 p.m.	Agenda will be sent prior to meeting.
<ul style="list-style-type: none"> Adjournment 	Motion to adjourn made by Fisher-Curley, seconded by Honeycutt at 1:05 p.m. Motion passed.	Motion approved.

Respectfully submitted by Julie Hintz.