

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

Oakland University – Anton Frankel Building
20 South Main St. Mt. Clemens, MI 48043

August 7, 2019

2 p.m.

Present: Heather El-Khoury, Deanne Honeycutt, Ricky Garcia, Connie Lasher, Mark Henderson, Jacquelyn Merchant, Heather VanDenburg, Dawn Calnen, Julie Hintz, Dawn Revyn, Gerald Fisher-Curley

Not Present: April Fidler, Lori Baumgart, Eric Wallyn, Natalie Dean-Wood

AGENDA ITEM	DISCUSSION	DECISION/ACTION
1. Meeting Called to Order	2:03 p.m. by Calnen.	Roll call was conducted. A quorum was present.
2. Approval of the Minutes from July 3, 2019 meeting	Motion made by Lasher to approve the minutes and seconded by Honeycutt. Motion passed.	Motion approved.
3. Approval of the Agenda	Motion made by El-Khoury to approve the agenda and seconded by Lasher. Calnen stated that an amended agenda was provided at the meeting. A motion to approve the agenda as amended with the addition of item 5.a was made by Lasher and seconded by Calnen.	Motions approved.
4. Standing Committee Updates	<p>a.) Grant Ranking Committee</p> <p>5 El-Khoury and Honeycutt reported that they are not able to present their Grant Ranking recommendation to the CoC Board at this meeting. There was a technical issue with the spreadsheet used for the ranking which was identified the morning of August 7. The Grant Ranking Committee is scheduling a meeting to review and approve the updated spreadsheet to correct the error.</p> <p>6 Once the Grant Ranking Committee has approved the updated spreadsheet and made their final Grant Ranking recommendations, the Grant Ranking recommendations will be sent to the CoC Board electronically to discuss and approve. The Grant Ranking information will be presented to the CoC Membership at the August 14 meeting.</p>	

	<p>7 The CoC Board will meet via conference call on Monday, August 12 at 12:15 p.m. Phone conference dial in information will be provided.</p> <p>b.) Compliance Committee</p> <ul style="list-style-type: none"> • Revyn reported: Two agencies to be completed – Amelia Agnes and FYI. Amelia Agnes is scheduled. After those are completed, the reports will be completed and shared. • Revyn stated that more people are needed on the committee. Calnen noted that committee members can be from the general membership and not just board members. <p>c.) Coordinated Entry Systems Committee</p> <p>8 Calnen reported: Committee meetings are on the third Thursday of the month. Weekly CE meetings have good feedback.</p> <p>9 Honeycutt reported: Gaps that are identified can be addressed at the meetings.</p> <p>d.) Point in Time Count Committee</p> <ul style="list-style-type: none"> • Honeycutt – no updates <p>e.) HMIS and Data Quality Committee</p> <ul style="list-style-type: none"> • Garcia reported that MSHDA CAPER reports were sent to Michelle Edwards. Errors are corrected before submission by agencies. MSHDA will provide feedback to Garcia and clarify any issues. • Calnen asked if the MSHDA CAPER is used for the outcome data to determine the MDHSA pay for performance. Garcia stated that some elements in the pay for performance are in the CAPER, but the CAPER report is not used for the pay for performance. Calnen asked what reports can be used to track and analyze these measures, as the CoC did not meet the pay for performance measure thresholds. • Garcia stated he will run the report used for the pay for performance thresholds for the most recent MSHDA ESG application with the dates of October 1, 2018-May 31, 2019 as the reporting period. 	Garcia will run the report that was submitted for the pay for performance and review this report at the next Board meeting.
5 Operations Updates from CoC Lead Agency Coordinator	<p>Honeycutt presented:</p> <p>HUD Updates</p> <ul style="list-style-type: none"> • NOFA was released July 3, 2019. Bonus dollars increased. 	

	<ul style="list-style-type: none"> • QSOBBA: Phase 1 of visibility issue was completed. Phase 2 is being worked on between agencies. • Ranking Committee Sessions were discussed. <p>MSHDA</p> <ul style="list-style-type: none"> • ESG application submitted July 26, 2019. Exhibit 1 is being completed for submission on August 16, 2019. <p>Macomb Homeless Coalition Lead Agency Update</p> <ul style="list-style-type: none"> • Community Connection Day is Tuesday, August 13 at Life Application Ministries Church, 10 a.m.- 2 p.m. There are 15 vendors confirmed. Mammograms will not be offered. Transportation is being offered for MATTS, MCREST, Turning Point, and Vets Returning Home. <p>a.) Development of CoC Application Response Team and Scheduling Orientation</p> <ul style="list-style-type: none"> • There are four sections of the Consolidated Application. Sections 1 and 2 are completed by Macomb Homeless Coalition – Merchant, Honeycutt and Garcia. • Workgroups are needed for Sections 3 CoC System Performance and Section 4 CoC Assessing Mainstream Benefits and Additional Policies. • Members chose sections to provide input on. Section 3: VanDenburg, Hintz, Calnen and Fisher-Curley. Section 4: Lasher, Fisher-Curley, Calnen, Hintz. Copies of draft versions of Sections 3 and 4 were provided and the NOFA Detailed Instructions. • Honeycutt requested Word documents with sections labeled to be emailed to her by August 15. • Workgroup members agreed to stay after the CoC General Membership meeting on August 14 for discussion. • Merchant reviewed the Racial Disparities Assessment in Section 3, which is new for 2019. Merchant requested assistance from five Board members to complete a racial disparities assessment using a HUD-provided tool to review data from last year for our community. Our CoC has not completed a Racial Disparities Assessment. Five Board members (El-Khoury, Calnen, VanDenburg, Fisher-Curley, and Henderson) agreed to complete or delegate to a staff member this assessment. Send name/email address of person who completed documents to Merchant. Assessments need to be completed by August 15. 	<p>Input on Sections 3 and 4 should be sent to Honeycutt by August 15.</p> <p>Workgroup members agreed to stay after the CoC General Membership meeting on August 14 for discussion.</p>
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6 HMIS Lead Agency Updates	<p>Garcia presented:</p> <ul style="list-style-type: none"> Updated data standards for ServicePoint are being released soon. Garcia and Merchant are attending a MCAH meeting August 20 and 21 that includes Privacy and Data Sharing, HMIS workflows, reporting and performance measures, ESG and CAPER. 	
7 President's Update	<p>Calnen reported:</p> <ul style="list-style-type: none"> No legislative updates Lasher mentioned that the HUD all grantee meeting is August 29 Thank you to all active committee members; Honeycutt requested committee descriptions and how often committees meet from committee chairs. VanDenburg reported that MCREST is working on homelessness awareness week initiatives. Hunger and Homelessness Awareness Week is the week starting November 16, 2019. MCREST is hosting "Hot Cocoa for the Homeless." 	Honeycutt requested committee descriptions and how often committees meet from committee chairs.
8 Next Meeting	<p>Board Meeting Call – Grant Ranking Review and Approval, August 12, 12:15 p.m.</p> <p>Regular CoC Board Meeting, Wednesday, September 4 at 2 p.m.</p>	<p>Call in information to be sent to Board.</p> <p>Agenda will be sent prior to meeting.</p>
9 Adjournment	Motion to adjourn made by El-Khoury seconded by Lasher at 2:55 p.m.	Motion approved.

Respectfully submitted by Julie Hintz.