

Homeless Continuum of Care of Stark County

Board of Directors Meeting

October 13, 2015

9:30 am at the Sisters of Charity Foundation

MEMBERS PRESENT

Mike Cody
Vicki Conley
Lynne Dragomier
Amanda Fletcher
Beverly Jordan
Beth Pearson
Kelly Perry
Nedra Petro
Crystal Sandor

Jeff Shultz
Shirene Starn-Tapyrik
Jean Van Ness

EXCUSED

John Aller
Maria Heege
Cathy Jennings
Dave Kaminski
Lisa Miller

CoC PLANNER

Natalie McCleskey

SOCF STAFF

Shannon McMahon Williams

GUEST

Matt Hudas

I. Welcome/Conflict of Interest Reminder/Approval of August Minutes

At 9:35 a.m., Jean called the meeting to order, welcomed everyone, reminded everyone of the Conflict of Interest Policy, and introduced guest Matt Hudas, HMIS Committee Chair.

Motion: Jean requested a motion to approve the August Board meeting minutes, which had been distributed to the Board via email prior to the meeting. Lynne moved to approve the minutes. Shirene seconded the motion and it was approved by all except Mike, who abstained.

II. Updates on Revised HMIS Policies and HMIS Software Implementation

Although several revised HMIS policy documents were distributed to the Board for its review prior to the meeting, Jean has requested that these documents undergo further refinement for the sake of clarification and consistency. They will be revised again by the HMIS Committee and be submitted to the Board for approval at its November meeting. Jean welcomed Board members to voice their revision suggestions; they voiced none.

Matt provided the following updates about the new HMIS software:

- The new HMIS software went live the day before the meeting, and HMIS users at the participating agencies are now inputting information.
- Some general data conversion issues persist, but, as of the meeting, Jennifer Keaton had resolved all acute issues that agencies had identified.
- HCCSC will be able to report this accomplishment on the 2015 CoC Grant application, which was its goal, and use data from the new system, as needed, to answer application questions.
- HMIS staff is in the process of entering the one week's worth of data backlog into the system.

Beverly Jordan arrived at the meeting at this point.

Several Board members shared their excitement about the advantages that the new system offers to agencies. Jean thanked Matt for his guidance and participation in the selection and implementation processes.

III. Vote on New Committee Members

Prior to the meeting, the Board received HCCSC Committee Member Questionnaires from Professor Michelle Bemiller and Jackie Pollard outlining their interest in serving on the HMIS Committee and Recipient Approval and Evaluation Committee, respectively. The Executive Committee recommended that the Board approve these appointments.

Motion: Jean, acting on behalf of the Executive Committee, moved to approve Professor Michelle Bemiller to serve on the HMIS Committee. Jeff seconded the motion and it passed unanimously.

Motion: Jean, acting on behalf of the Executive Committee, moved to approve Jackie Pollard to serve on the Recipient Approval and Evaluation Committee. Beth seconded the motion and it passed unanimously.

IV. Discussion of the 2015 CoC Application

The Notice of Funding Availability (NOFA) for the 2015 CoC grant competition was released on September 18. At the meeting, Natalie distributed HCCSC's schedule for writing, reviewing, and submitting the application (titled "CoC Application Process"). In addition, she presented the following information to the Board regarding HCCSC's strengths and weaknesses relative to the application:

- HCCSC will report the following strengths: we (1) have increased and are in the process of increasing our number of permanent supportive housing (PSH) units and funding allocated to rapid rehousing (RRH), (2) have decreased homelessness among veterans, (3) have composed policies and procedures that we will continue to update annually, and (4) are developing strong, wide community partnerships.
- On the other hand, HCCSC's application may be weak in the areas that focus on:
 - Human trafficking and ending youth homelessness (which, along with ending family homelessness, is the federal goal for 2020). We can report that we are currently working toward the federal goal by developing important partnerships with youth and trafficking providers.
 - The openness of our CoC application process. While Natalie regularly posts on HCCSC's website and sends emails to HCCSC membership regarding the application process, she suggested that HCCSC could explore additional strategies to operate its application process in an even more publicized, visible fashion.

The Board also discussed:

- The likelihood that HUD will favor HCCSC’s reallocation of funding from transitional housing (TH) to PSH for this competition, given the references to HUD’s increasing disfavor for TH.
- The ranking system, including (1) the criteria that Stark County Regional Planning Commission (serving as the Collaborative Applicant) will use to rank the projects applying in Tier 1 and Tier 2, (2) the amount of funding available to the two tiers, and (3) the new process that HUD will follow in awarding funding to projects based on the tiers.
- The system performance measures, which are the focus of a substantial section of the 2015 CoC application. This year, the questions on these measures ask for narrative answers about strategies and plans. However, HUD has indicated that it may ask communities to set their own baseline targets and report increases or decreases in future CoC grant applications.

V. Vote on Procedures to Score and Endorse Applications for CoC Bonus Funds

Just over \$348,000 of Bonus Funding is available for Stark County through the 2015 CoC grant competition for PSH projects for chronically homeless individuals and families and RRH projects for individuals and families. Natalie noted that the funding appears much more attainable in this competition than it did in the 2014 competition. Two agencies are currently completing their applications for these funds.

Natalie distributed to the Board revised procedures for Bonus Funding applications (Section V. of “Procedures for Inviting and Reviewing Applications for CoC Funding,” see Attachment A). Due to time constraints, Stark County Regional Planning Commission (Collaborative Applicant) developed the procedures, Jean vetted them, and the Executive Committee reviewed and approved them. The Executive Committee recommended that the Board officially approve the revisions. The Board reviewed the document.

Motion: On behalf of the Executive Committee, Beth moved to approve the revised Bonus Funding procedures (see Attachment A). Nedra seconded the motion, and it passed with abstentions from Shirene and Amanda.

The Recipient Approval and Evaluation Committee will develop recommendations at its next meeting (during the week following this meeting) as to which projects seeking Bonus Funding should be included in the CoC application, and will require the Board’s approval of those recommendations prior to the next Board meeting.

Motion: Vicki moved to permit an email vote by the Board before the next Board meeting to approve the applications for Bonus Funds that are recommended by the Recipient Approval and Evaluation Committee. Lynne seconded the motion and it passed with abstentions from Shirene and Amanda.

VI. Follow-Up on the Homeless Summit: Plans Going Forward

Since the Community Summit on Homelessness in September, Jean has received no responses from community leaders who are either for or against establishing a new 501(c)(3) to manage HCCSC. She requested the blessing of the Board to begin the process to establish that nonprofit. Specifically, she first wants to (1) finalize an Executive Director job description, post job availability online, hire an Executive Director to be employed

temporarily by CommQuest until the 501(c)(3) is established; and (2) file the articles of incorporation and Form 1023. Throughout the ensuing discussion, the following points were raised:

- Most likely, we will have to allow at least six month for the IRS to approve HCCSC's application for 501(c)(3) status after it is submitted. Jean aims to submit the application in time to receive the approval halfway through 2016.
- Although the Board approves of forming a new 501(c)(3) in general, some members would like more details, including a timeline, outline of strategies, and a list of the Board's responsibilities. Jean suggested forming a committee that would lead the effort to establish the 501(c)(3) and requested volunteers. Lynne, Vicki, and Jeff offered their assistance.
- In lieu of forming a new 501(c)(3), HCCSC may be able to utilize the 501(c)(3) status of a now defunct nonprofit with a similar mission: the Stark County Housing Trust Fund. Jean indicated that she would research this option.
- Hiring an Executive Director before the 501(c)(3)'s formation offers several advantages, namely, additional manpower to do the CoC's work, assistance with developing the nonprofit, and support to the new Board chair in 2016.
- Placing the Executive Director at a CoC-funded agency, even temporarily, could present a perceived conflict of interest. Jean explained that the Sisters of Charity Foundation has partnered with Community Services of Stark County (now CommQuest) to hire SPARK parent partners previously, and that not all agencies would be willing to hire someone in this way. The Board suggested and Jean agreed to explore other options of non-CoC-funded agencies willing to hire the Executive Director for the short-term.

Lynne commended Jean for the success of Summit, including the selection of the speakers, who complemented each other well and kept the audience engaged.

VII. Agenda for Last Members' Meeting of the Year

The meeting will be postponed until December 14, 2 p.m. to 4 p.m., so as not to interfere with the CoC application deadline. The Board discussed the following proposed agenda items:

- **Electing Board members.** Jean encouraged those members whose terms are expiring this year to notify her if they would like to be nominated for another term. No nominations for new members have been received so far. Future members should be aware that their attendance at meetings is crucial, as HUD is requesting attendance records on the 2015 CoC application.
- **Bringing the strategic plan up to date with more details about our local plans to end homelessness.** Jean requested the Board's input regarding a timeline for updating the plan.
- **Reviewing the governance charter.** Jean encouraged Board members to read through the charter and propose any amendments to her in advance of the meeting.

VIII. Report on October 9 Meeting with Housing Developers

On October 9, several housing developers (including Board members Mike, Amanda, Beverly, and Jean, as well as Natalie) met to network and discuss current properties and future plans. Mike shared with Jean several months ago that he had participated in such a group in Lake County and suggested one form in Stark. Going forward, the goals of the group will be to (1) keep the attending developers abreast of new plans, (2) form partnerships, and (3) avoid redundancy. All Board members who attended agreed that the meeting was productive and convening the group regularly would be valuable.

In addition, the meeting was Jean's first opportunity to announce an opportunity to be involved in affordable housing development in conjunction with the City's comprehensive plan. During a meeting with her and John Aller, Fonda Williams shared that several local banks are willing to expend their Community Reinvestment Act funding – which they have had a hard time spending – in the area of affordable housing to make a significant local impact. Mr. Williams has demonstrated an active interest in addressing the affordable housing problem, and was excited to share that there may be enough funding available to solve the problem in Stark County.

After some discussion, the Board agreed that this could be a great challenge and opportunity, and suggested that the group consider (1) inviting to future meetings any agencies with capacity who may have an interest in assuming a leadership role, (2) gathering information on uses for the funds, and (3) exploring the need for advocacy for the affordable housing issue.

IX. Old Business

The Board had no old business to discuss.

X. New Business

A. Hotline Funding

The City of Canton has confirmed that it will use \$50,000 of its unallocated ESG funding to support the Homeless Hotline. The City had allocated CDBG funds for this purpose, but rescinded them after recognizing that CDBG funds had been overcommitted. As per the Board's request, the City is targeting the remaining \$39,000 ESG funding to RRH, and is making it available now. The Prevention/RRH Quality Assurance Workgroup recommended that the funding be used for RRH for veterans. ICAN has been notified of the recommendation and will reply to Natalie.

B. P.A.L. Mission Youth Shelter

Although the Board did not provide a letter of support for its application, P.A.L. Mission received a grant from the United States Department of Health and Human Services to open a youth shelter.

XI. Adjournment

There being no further business, the meeting was adjourned at 11:20 a.m.

V. Bonus Funding

Upon HUD's release of any CoC NOFA that includes an opportunity for local projects to apply for Bonus Funding, the Collaborative Applicant will review NOFA instructions and restrictions pertaining to this funding and follow the procedures below in inviting, scoring, and ranking applications for this funding:

A. Public Notice of Funding Availability. If time permits, the Collaborative Applicant will place a boxed ad in each newspaper of general circulation in Stark County. The ad will describe the type(s) of new project(s) the HCCSC Board will be considering for available Bonus Funding based upon eligibility criteria established in the NOFA and any Board-approved preferences already established. The ad will also include:

1. Directions on how to access additional information about requirements for the Bonus Funding; and
2. A deadline by which agencies that wish to apply for the Bonus Funding must notify the CoC Planner as specified in Section V.B. below.

If there is insufficient time to place a boxed ad in newspapers, at a minimum, a notice will be placed on the HCCSC's website and the Stark County Regional Planning Commission's website, and an email will be sent to the members of the HCCSC.

B. Local Requirements for Bonus Funding. To apply for Bonus Funding, an agency must meet all of the threshold criteria outlined in the NOFA. In addition, even if not specified in the NOFA, applicants for Bonus Funding must have experience as a recipient of federal funding, be in good standing with HUD, and have the capacity to administer a federal grant.

C. Bonus Application Process. By the deadline specified in the local public notice of funding availability, eligible agencies must notify the CoC Planner by e-mail of their intent to apply for the available Bonus Funding and include in that email:

1. The name of the applicant agency;
2. The type of project for which it is seeking funding; and
3. The amount of funding it intends to request.

Upon receipt of their notices, the CoC Planner will notify eligible agencies of the local deadline for their applications and authorize them to complete their applications in esnaps.

D. Bonus Application Review. Once a timely application is submitted in esnaps, it will be reviewed and scored in accordance with the procedures outlined in Section II.C, above.

E. Bonus Application Ranking. Applications for Bonus Funding will be ranked and submitted to the Board for a final decision on endorsement in accordance with Sections IV.D and IV.E, above.

F. Notice of Board Decisions on Applications. The CoC Planner will notify all applicants for Bonus Funding in writing of the Board's final ruling on their applications. If the Board declines to endorse an application for Bonus Funding, the notice they receive will include the reasons for the Board's decision.