

Homeless Continuum of Care of Stark County

Board of Directors Meeting

November 12, 2014

9:30 am at the Sisters of Charity Foundation

MEMBERS PRESENT

John Aller
Lynne Dragomier
Cathy Jennings
Natalie McCleskey
Kelly Perry
Jeff Shultz
Shirene Starn-Tapyrik
Jean Van Ness

EXCUSED

Darren Boyle
Vicki Conley
Maria Heege
Beverly Jordan
Lisa Miller
Beth Pearson

GUESTS

Matt Hudas
Jennifer Keaton
Jennifer McIntosh

SOCF STAFF

Shannon Williams

I. Welcome and Conflict of Interest Reminder

At 9:34am, Board Chair Jean Van Ness called the meeting to order, welcomed all in attendance, and reminded those present about the Conflict of Interest Policy.

II. October Meeting Minutes

Jean noted that she had neglected to attach the previous meeting's minutes to the email she sent to the Board and, thus, could not ask for a vote for approval. All in attendance agreed with Jean's decision to distribute the minutes and conduct a vote via email after today's meeting.

III. HMIS Committee Presentation: Future HMIS Software Recommendation

Jean introduced Matt Hudas to the Board. He, along with Jennifer McIntosh and Jennifer Keaton, presented the HMIS Committee's final two recommendations for HMIS software vendors: Adsystem and BetterBuilt. Adsystem is a large vendor whose software offers a wide range of capabilities; its HMIS function is used by CoCs in major cities like Los Angeles and Seattle. BetterBuilt is the local vendor whose TERA HMIS software HCCSC currently uses. The Committee distributed a packet that described the offers from these two vendors.

Matt described the differences between the two software option in cost, system functionality, length of time needed for implementation, and responsibility for HUD updates. He explained that the representative from BetterBuilt approached the Committee during its decision-making process to revise his proposal, verbally agreeing to host the system and build in reporting as he worked to construct his new HMIS software. The Committee subsequently approached Adsystem to ask if they could provide a better offer. Since HCCSC does not need access to all of Adsystem's system's capabilities, Adsystem offered to allow us

to purchase its HMIS function only, thereby reducing its implementation and maintenance costs. Adsystemtech also adjusted its licensing fee to accommodate our small number of software users; its standard fee includes licenses for 100 users. With these adjustments, the final five-year pricing came to approximately \$130,000 for Adsystemtech (down from its initial quote of \$320,000) and \$276,000 for BetterBuilt (also reduced from its initial quote of \$372,650).

Board members were impressed with Adsystemtech's offer to assume full responsibility for maintaining its software's compatibility with HUD updates; this would allow us to achieve and maintain compliance with HUD's frequently changing standards. They also compared the projected implementation timelines. Adsystemtech guaranteed to implement the software within 90 days of receiving our data; BetterBuilt projected that the development and implementation processes for its software would take 6-8 months.

Jean asked Jennifer and Matt for their individual recommendations. Jennifer recommended AdSystemtech based on its HUD compliance and technical support. Matt also recommended Adsystemtech based on its HUD compliance as well as its lower cost. The Board then asked the Committee a number of questions about the opportunities given to both vendors to adjust their offers as well as questions about the vendor's response times. Jennifer Keaton noted that Adsystemtech's references were very positive on this point but BetterBuilt response time has often been slow in the past.

As per Jean's request, Jennifer M, Jennifer K, and Matt left the room.

Motion: Jean requested a motion. Shirene moved to approve Adsystemtech as HCCSC's HMIS software vendor; the motion was seconded by Jeff.

Discussion: Jean raised for discussion the issue of the long-term viability of the HCCSC . She stated that, if our CoC did not receive support from political subdivisions and foundations, we might be obliged to consider merging with the Balance of the State CoC , in which case investing in new software now would be wasteful. After some discussion, Board members agreed that merging with the Balance of the State CoC should be viewed as a last resort and was a possibility sufficiently remote that it should not prevent investment in new software. However, Jeff advised that, if possible, we should include in our contract with Adsystemtech a "opt out" clause that limited our obligation for annual fees in the event of a merger or other system change.

Vote: Jean requested the final vote, and the adoption of Adsystemtech was approved by all directors present, with the exception of John Aller, who abstained.

Jean reported the Board's decision to Jennifer M, Jennifer K, and Matt, and then dismissed them.

IV. Adoption of HUD System-Wide Performance Measures Policies and Reporting

Natalie reviewed with Board members system-wide performance measures based on performance measures announced by HUD in July and a related policy, both of which the System Performance Committee was recommending for adoption by the Board.

Natalie outlined the performance measures and explained the reporting schedule being recommended for collecting data relating to these measures. HMIS will compile the relevant data and present it to the System Performance Committee by December 1 of each year. That committee will use the data to complete the annual gaps analysis. The Committee will then present this analysis to the full membership at their first meeting of each calendar year.

Discussion followed regarding street outreach efforts, which HUD is now examining closely for all CoCs. The Board reached a general consensus that HCCSC needs to augment its street outreach programs to be competitive on the 2015 CoC application and serve the populations that benefit the most from such efforts. Currently, ICAN is the only agency operating a small street outreach program.

Motion: Jean requested a motion regarding the system-wide performance measures and policies. John moved to adopt the measures and the policy related to them. The motion was seconded by Lynne and approved unanimously.

V. Use of the Remaining OHFA Funding

Cathy Jennings left the room.

The members present affirmed that they had all had a chance to review the Recipient Review and Evaluation Committee's recommendations for the use of the remaining \$500,000 in OHFA funds, which were distributed before the meeting. These funds are the balance of OHFA's \$2,000,000 total award, \$1,500,000 of which was granted to ACF's B-FIRST Permanent Supportive Housing (PSH) project at the September Board meeting.

Jean and Natalie summarized the Committee's recommendations. Because the \$500,000 is not enough to fully fund the requests received from YWCA, Community Services of Stark County, and Coleman Professional Services, the Committee was recommending full funding only for the YWCA and CSSC projects (\$150,000 and \$90,000 respectively). For Coleman, it was recommending \$40,000 less than the \$300,000 it requested. In reaching these recommendations, the Committee was influenced by a number of factors, including its desire to start and finish quickly YWCA's and CSSC's smaller repair projects and its expectation that Coleman's greater resources and fundraising capacity will enable the agency to raise the balance of the funding it needs.

Jean indicated that, of the original applicants for the OHFA funds, ICAN is the only one not receiving funding; however, before a final decision was made, ICAN withdrew its request due to unforeseen restrictions on the properties it had intended to buy. Jean also mentioned Corporation for Supportive

Housing's report on Stark County's need for PSH units and its recommendations for using OHFA funds to obtain these units. However, she noted that those recommendations had come too late to guide the Recipient Evaluation and Review Committee's decisions although it had consulted with Sally Luken during its deliberations.

Motion: Jean requested a motion. Lynne moved to award the \$150,000 of remaining OHFA funding to YWCA, \$90,000 to CSSC, and \$260,000 to Coleman with the caveats that the agencies be required to adhere to specified deadlines in applying for the funds and that Coleman take into consideration CSH's recommendations for geographic distribution of new PSH units in choosing a location for the units it proposes to construct. Jeff seconded the motion and it was approved by all except Kelly Perry, who abstained.

Cathy was welcomed back to the meeting.

VI. Changes to Governance Charter

Jean reviewed that changes she was recommending to Articles I-IX of the Governance Charter that had been distributed before the meeting.

Motion: Jean requested a motion to recommend these changes to HCCSC members for their approval at the November 21 members' meeting. Shirene made the requested motion. The motion was seconded by Cathy and approved unanimously.

VII. New and Returning Board Candidates

Board members had received before the meeting information about four new candidates whom the Executive Committee was recommending for the Board as well as the names of three current Board members being recommended for reelection. At the meeting, Jean distributed a list showing when the terms of all current and proposed directors would be expiring.

Motion: Jean requested a motion to approve Lynne Dragomier, Shirene Starn-Tapyrik, and John Aller's nominations as returning Board members with three-year terms; Tim Corbi and Christina Tracy's nominations as new Board members with three-year terms; and Dave Kaminski's nomination as a new Board member with a one-year term. Cathy so moved; Jeff seconded the motion and it was approved unanimously.

Discussion ensued about the two additional Board seats that would be available if HCCSC members approved the Board's expansion. Jean indicated (1) that Amanda Fletcher had been nominated by several HCCSC members and that her candidacy appeared to enjoy wide support by Homeless Services Collaborative members and (2) that the Executive Committee hoped to be able to identify a candidate from the Department of Job and Family Services.

Motion: Following some discussion, Jean requested a motion, and Lynne moved to approve Amanda Fletcher's nomination for a two-year term on the HCCSC Board. John seconded the motion, and it was approved unanimously.

VIII. Members' Meeting Agenda

Jean reminded the Board about the November 21 members' meeting and invited directors to propose agenda items. Among other things, Jean noted that she intended to emphasize to members the need to work collaboratively to develop the 2-year system-wide plans that will be included in the 2015 CoC application.

IX. Consent Agenda

Jean noted that the items for the Consent Agenda included:

- The veterans housing campaign, which is targeting veterans' organizations and selected service organizations instead of being a broad-based campaign.
- Revisions to the Education-Related Duties policies for providers and HCCSC. The changes were minor, but were made to better conform the policies to current law, actual practice, and modified expectations for the HCCSC members who will be acting on behalf of the HCCSC to fulfill its education-related expectations.

Motion: Jean requested a motion. John moved to approve the Consent Agenda. The motion was seconded by Shirene and approved unanimously.

X. New Business

Jean mentioned that she would outline the important points in CSH's final report for the December Board meeting.

XI. Old Business

Jean reminded the Board that they will need to re-consider the categorization of ICAN's Basic Accommodations program by the end of the year.

Natalie announced that SPDAT training will be held Tuesday, November 18.

The next landlord meeting is scheduled to take place on Alliance Thursday, November 20. The Massillon meeting will be scheduled for the beginning of January.

XII. Adjournment

There being no further business, the meeting was adjourned by Jean at 11:45am.

