

**Recipient Approval & Evaluation Committee of the
Homeless Continuum of Care of Stark County (HCCSC)**

Meeting Minutes: February 1, 2018

Ken Weber Community Campus at Goodwill

Attendees: Shannon McMahon Williams (chair); Renee Biggums, Amy Krebs, Bob Fay, Marcie Bragg, and Melissa Terrell

Guest: Christine Stalder

I. Welcome, Introductions, Approval of Previous Meeting Minutes

Motion: Shannon requested a motion to approve the May 11, 2017 meeting minutes. Amy moved to approve the minutes as presented. Renee seconded the motion. The motion was carried by all members present except for Marcie and Melissa, who abstained. Marcie and Melissa were not committee members during the month of May.

Motion: Shannon requested a motion to approve the November 9, 2017 meeting minutes. Bob moved to approve the minutes as presented. Renee seconded the motion. The motion was carried by all members present except for Marcie, who abstained. Marcie was not a committee member during the month of November.

II. SMHA Wells Project Presentation

Marcie explained that the Stark Metropolitan Housing Authority (SMHA) will not be presenting its Wells Permanent Supportive Housing (PSH) Project Summary during today's meeting. SMHA, Eden House, and Cleveland Housing Network have collectively worked to develop this project. SMHA requested a letter of endorsement from the Continuum of Care (CoC), which would require this committee's approval. The Stark Housing Network (SHN) provided a meeting opportunity for the Coordinated Entry staff and CoC to acquire more detail from SMHA about the project, and today's presentation to the committee should have provided more detail. However, the project is experiencing difficulty with community opposition. There is a meeting scheduled for this Thursday to hear the City Council's views and to discuss the community opposition. If the opposition can be addressed and SMHA decides to move forward with the project, then the committee may be asked to meet again to gather more information and vote on an endorsement.

III. Emergency Solutions Grant (ESG) Applications

a. Review and Discussion of Scoring and Ranking

In the past, the Stark County Regional Planning Commission (SCRPC) administered the Emergency Solutions Grant (ESG) on behalf of the City of Canton. The SCRPC acted as the Collaborative Applicant for the CoC. Beth (former Recipient Approval & Evaluation Committee [RAEC] chair) and Natalie (former CoC Planner) were both employed by SCRPC and were largely responsible for reviewing and/or revising the ESG notice of funding, ESG application, and scoring forms for the RAEC approval, and also reviewing, scoring, and recommending a ranking of ESG project applications for the RAEC approval. The full RAEC would discuss the applications and recommendations and form final recommendations for CoC Board for approval.

Now, SCRPC is no longer involved, the City of Canton will administer the ESG award, and SHN will act as the Collaborative Applicant for the CoC. For the 2018 ESG application process, RAEC members were sent the applications for review. Shannon (committee chair), Marcie and Melissa (SHN staff), and Renee (City of Canton staff) thoroughly reviewed the ESG project applications, scored them using the approved scoring form, and used the scores to develop a ranking recommendation for RAEC review and approval.

The System Performance Committee met in December to recommend project type priorities for ESG funding to the CoC Board for approval. The CoC Board provided the approved recommendations to the City of Canton for the following ESG priorities (in no particular order): HMIS; Homelessness Prevention; Shelter.

Discussion:

- The City of Canton is not yet aware of the amount of funding it will receive for the 2018 ESG competition. In the past, the ESG award has been around \$212,000/\$213,000. The recommendations are tentative until the City has an ESG award amount.
- It is mandatory that HMIS receive 10% of the total award amount.
- The City of Canton will receive approximately 7.5% of the total award for administration costs.

b. Vote on Recommendation to HCCSC Board

The following ranking recommendation, based on scores generated during the review process, was presented to the RAEC for discussion:

- 1) StarkMHAR (mandatory 10% of total award amount)
- 2) DVPI
- 3) CommQuest

(Heartbeats to the City also applied, but did not meet threshold criteria.)

The committee reviewed each individual application and score, discussing its strengths and challenges. Among other things, the committee discussed the following points:

- This is the first year that StarkMHAR (management organization of HMIS) has completed the ESG application for HMIS funding. Many areas of both the ESG application and scoring form are not relevant to HMIS. The committee will discuss how to adjust these forms so that they are applicable to HMIS for 2019. In particular, the committee would like to see activities captured, such as how many calls are received/outgoing or number of diverted calls.
- A few questions about CommQuest's homelessness prevention project arose during the review process, and Renee contacted CommQuest staff to address them. The committee discussed the organization's growth. In addition, Renee shared that CommQuest has extended its ESG grants for the past few years, as they have struggled to draw down the full amount awarded during the normal grant cycle.

Motion: Bob moved to recommend the following 2018 ESG ranking and provisions the Homeless Continuum of Care of Stark County Board:

- 1) StarkMHAR \$21,300 (or mandatory 10% of total award amount)
- 2) DVPI \$69,757
- 3) CommQuest \$112,000

The RAEC is making this recommendation with the following provisions: (1) The City of Canton will receive approximately 7.5% of the total grant award for administration costs, (2) StarkMHAR will receive 10% of the total amount awarded, (3) If the ESG award is higher than the total amount requested by all agencies, the DVPI project will be awarded the remaining balance, (4) If the ESG award is less than the total amount requested by all agencies, the CommQuest project will be deducted the difference.

Amy seconded the motion, and the motion was carried by all members present.

IV. General Announcements

- The committee's ESG recommendation will be forwarded to the CoC Board for approval on February 13th. The CoC Board will forward the approved recommendations to the City of Canton.

- Shannon encouraged the committee to discuss the method used to review and score the ESG project applications this year. The committee agreed that a small group – including the committee chair, SHN staff, and City staff – should continue to score the applications. The full committee can review the applications and proposed scores and ranking and have an opportunity for discussion.
- The committee discussed necessary revisions to the ESG application and scoring forms, including making them more relevant to HMIS, and changing the budget section so that it does not solely focus on comparing one project to another.
- The HCCSC policies and procedures need to be updated to reflect changes in the ESG competition process such as removing the SCRPC from the policies and adding the SHN as the Collaborative Applicant.
- The RAEC will need to meet more frequently in the months of June and July for the local CoC application process.

V. Adjournment

With no further business to be discussed, at 10:22am the meeting adjourned.