

**HOMELESS CONTINUUM OF CARE OF STARK COUNTY (HCCSC)**

**Board Meeting**

**Tuesday, February 13, 2018**

**9:30 a.m. at Goodwill Campus**

**Members Present**

JoAnn Breedlove  
Marty Chumney  
Amanda Fletcher  
Kimberly Kroh  
Beverly Lewis  
Cathy Jennings  
Cheli Curran  
Lynne Dragomier  
Shirene Starn-Tapyrik  
John Aller  
Danelle Lightner

**SNH Staff**

Marcie Bragg  
Melissa Terrell

**Excused**

Maria Heege  
Jean Van Ness

**I. Welcome/Approval of Minutes**

At 9:36 a.m., Marcie Bragg, Board Chair, called the meeting to order and welcomed everyone.

**Motion:** Marcie requested a motion to approve the Homeless continuum of Care Board meeting minutes as presented. Cheli made a motion to approve. Lynne seconded the motion and it was passed by a unanimous vote of all members present.

Marcie welcomed Danelle Lightner to the Board. Danelle is the Human Services Program Administrator for Stark County Jobs and Family Services. Danelle was approved by the Executive Committee as Nedra Petro's successor on the Homeless Continuum of Care Board.

**II. Conflict of Interest Presentation (See Appendix 1)**

Marcie distributed the Homeless Continuum of Care of Stark County (HCCSC) Governance Charter (found on the starkcountyhomeless.org website) and directed the Board to review pages 13 and 14 regarding the conflict of interest policy.

Marcie welcomed Karen Soehnlén McQueen from Krugliak, Wilkins, Griffiths & Dougherty Co., L.P.A., who will present the Conflict of Interest Presentation. Karen practices in public law, business law, corporate law, labor & employment law and litigation.

Karen conveyed that she works with many non-profits in the areas named above. Karen has reviewed the HCCSC organizational structure of the Board and the policies regarding conflict of interest. She mentioned that the composition of the Board will create a conflict of interest depending on the topic being discussed. Karen created a presentation based on laws associated with conflict of interest and the policies within the HCCSC Governance Charter.

Karen moved to the power point presentation.

Shannon entered the meeting at the time of 9:58 am.

### III. Approval of ESG Project Ranking

Karen left the meeting at the time of 10:08 am.

John and Cheli recused themselves from the meeting before Shannon discussed the Emergency Solutions Grant (ESG) scoring and ranking recommendations. Both John and Cheli have projects that could receive funding from ESG competition.

Marcie reminded the Board of last month's meeting where the Board approved the following ESG priorities (in no particular order): HMIS; Homelessness Prevention; Shelter. The Board approved priorities were forwarded to and accepted by the City of Canton. Marcie introduced Shannon as the chair of the Recipient Approval and Evaluation Committee (RAEC) and described Shannon's efforts in organizing the RAEC with regard to the ESG competition and forming recommendations for Board approval.

Shannon introduced herself as the Program Officer of the Sisters of Charity Foundation of Stark County and chair of the RAEC. Shannon presented the ESG recommendations to the Board and discussed the changes to the ESG competition process.

In past years, Beth Pearson from the Stark Regional Planning Commission (SRPC) was the RAEC chair and the SRPC acted as the Collaborative Applicant for the Continuum of Care (CoC). Since Beth's retirement, Shannon has taken the role of the RAEC chair, the Stark Housing Network (SHN) will act as the collaborative applicant for the CoC and the City of Canton will administer the ESG awards.

The 2018 ESG competition had a limited time frame, ESG applications were due to the City on January 26<sup>th</sup> followed by the RAEC ESG application review on February 1<sup>st</sup>. To fully prepare for the RAEC meeting on Feb. 1<sup>st</sup>, a small group from the RAEC (including the City of Canton and the CoC) met to review and discuss the project applications. The goal of the small group was to thoroughly review all applications and to provide ranking recommendations to the RAEC members. The RAEC received the project applications prior to the RAEC meeting and all additional documents were provided to members upon request. The committee thoroughly discussed the applications and formed final recommendations for the HCCSC Board approval. The committee also discussed the need to update the HCCSC policies and procedures; there is a draft of policy amendments that will be given to the HCCSC Board for approval in the upcoming months.

The City of Canton expects to receive approximately \$213,000 for the 2018 Emergency Solutions Grant award and the recommendations are based on this amount. The Recipient Approval and Evaluation Committee is recommending to the Homeless Continuum of Care Board the following project application requests for the 2018 Emergency Solutions Grant award:

- 1) StarkMHAR's HMIS project will receive the full award of \$21,300 (or mandatory 10% of total award amount)
- 2) Domestic Violence Project Inc. will receive the full award of \$69,757 scoring 77 out of 95 points
- 3) CommQuest Services is requesting \$112,000 and scored 68 out of 95 points

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) HMIS will receive a mandatory 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 difference will be deducted from the CommQuest project.

**Motion:** Marcie requested a motion to approve the 2018 Emergency Solutions Grant award recommendations and provisions. Beverly moved to approve the recommendations and provisions. Shirene seconded the motion, and the motion was carried by all members present.

Shannon exited the meeting at the time of 10:19am.

Jon and Cheli re-entered the meeting at the time of 10:19am.

#### **IV. Review Coordinated Entry System Discussion**

Marcie referred to the recent conversation with the HCCSC's Department of Housing and Urban Development (HUD) representative Anthony Forte in regard to the Coordinated Entry (CE) policies and procedures. There were several participants on the conference call proceeding the last Board meeting, which included Jean as the past chair of the CE committee, CE committee co-chairs Natalie McCleskey and Scott Schnyders, Jennifer Keaton and Teresa Ponchak from Homeless Navigation, and Marcie and Melissa from the Stark Housing Network. The conference call was to ensure that there were no other concerns with the CE of Stark County. Some of the topics that were addressed pertained to CE not providing direct referrals to housing projects. Anthony shared the ideal situation of CE providing direct referrals to housing projects. Anthony recognized that Stark County does not have the resources available like other larger CoC's, but encouraged the Coc to move towards a direct referral process. In the 2017 HUD competition, funds were reallocated from supportive services to CE. The reallocation of funds to CE will allow for additional monitoring of the prioritization list and the HCCSC should assess moving towards the ideal CE process as stated by Anthony. Marcie will follow-up with Anthony.

The HCCSC has a Quality Assurance (QA) committee meeting once a month for all housing providers. This committee meeting offers providers the opportunity to address any issues with CE prioritizing applicants. At the last committee meeting, housing providers were encouraged to discuss any concerns/questions during the QA committee meetings. Marcie would like the QA committee members to have open conversations around what is happening with all housing providers; this will allow for issues to be addressed and resolved as a system. Marcie encouraged open and honest conversation within this committee to build additional trust within our system.

#### **V. Update on Point in Time (PIT)**

Natalie McCleskey from ICAN led the 2018 PIT count. Natalie was extremely organized with pulling volunteers together, creating PIT committees and gathering locations to administer PIT surveys. Natalie was able to gather 95 volunteers for the 2018 PIT count. Volunteers were a combination of students from Mt. Union, Walsh, Malone and community members with interest in ending homelessness. There were three main areas of focus for the count which included a street count, service based count and youth count. Natalie provided five volunteer trainings at various organizations in our community and at Walsh University. There are two interns from Malone working across the CoC (StarkMHAR, ICAN and Stark Housing Network) that assisted Natalie with the PIT count and will work with Jennifer at Homeless Navigation to enter data into a database. Natalie will be contacting volunteers for feedback on the 2018 PIT count to benefit next year's count.

#### **VI. Old Business**

Cathy, Executive Director YWCA, addressed the members of the Board regarding a complaint filed approximately one year ago with Fair Housing, the Civil Rights Commission and the City of Canton against the YWCA. Cathy has received verification that the complaint resolved with no findings.

#### **VII. New Business**

Jon mentioned the Stark Housing Network (SHN) Board meeting had taken place one week prior to the HCCSC Board meeting. Jon expressed that the SHN Board, as well as other members within our system, are impressed with Marcie's performance. Marcie has offered valuable feedback to the SHN Board and this feedback is important when determining funding for the SHN.

Shirene updated the Board on the recent government budget decreases for the following grants: Ohio Housing Choice Vouchers; Public Housing; HOME Fund; CDBG. Beverly commended the YWCA for maintaining poise during the complaint process.

#### **VIII. Adjournment** With no further business to be discussed, at 10:35am the meeting adjourned.



# Homeless Continuum of Care of Stark County

## *Conflict of Interest*

**Karen Soehnlen McQueen, Esq.**

Krugliak, Wilkins, Griffiths & Dougherty Co., L.P.A.

February 13, 2018

330.497.0700

kmcqueen@kwgd.com



**KRUGLIAK, WILKINS, GRIFFITHS  
& DOUGHERTY CO., L.P.A.** attorneys at law

# Conflict of Interest

- Public Dollars
- Serious Issue



**KRUGLIAK, WILKINS, GRIFFITHS  
& DOUGHERTY CO., L.P.A.** attorneys at law

# Addressed in Federal Regulations

- 24 CFR 84.42
- 24 CFR 578.95



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# Addressed in Governance Charter

- III L Minutes must contain disclosure of conflicts of interest & name of anyone abstaining from vote
- IV C Potential for conflict must be considered in appointing committees
- V (A) (2) Executive Committee: evaluate directors in compliance with conflict of interest
- VIII Conflict of Interest Section



# Conflicts of Interest

- Organizational Conflicts
- Personal Conflicts



# Immediate Family: Same as You

- Parents/Parent-in-law/Stepparent
- Spouse/Partner
- Child/Stepchild/Child-in-law
- Siblings/Stepsibling/Sibling-in-law
- Grandchild(?)



# When in Doubt

- **Disclose**



**KRUGLIAK, WILKINS, GRIFFITHS  
& DOUGHERTY CO., L.P.A.** attorneys at law

# Board Member, Committee Member, HCCSC Employees

- **May not:**
  - Participate in discussions
  - Influence discussion
  - Influence decisions



# Regarding Awards of Grant or Financial Benefit to:

- Any organization that they or immediate family member represents
- Any organization that they or immediate family member derives income or anything of value
  - Employed
  - Vendor
  - Contractor
  - Receives gifts (tickets to events, meals, travel, items of more than nominal value)



# Regarding Awards of Grant or Financial Benefit to:

- Disclose at beginning of each meeting any conflicts that may occur based on agenda
  - Must disclose nature of conflict
  - Withdraw from discussing, lobbying & voting on them
- Must be noted in minutes
- If discover conflict during discussion, disclose immediately!





**If in doubt - disclose potential  
conflict**



**KRUGLIAK, WILKINS, GRIFFITHS  
& DOUGHERTY CO., L.P.A.** attorneys at law

# Disclose Conflicts at Beginning of any Committee Meeting

## Withdraw from:

- Discussing
- Lobbying
- Voting



# Board Member May Not

- Participate in discussions
- Influence decisions (lobbying)
- Influence voting

If there is a conflict

- ✓ Not limited to meetings, also applies:
  - Before meetings
  - During meetings
  - After meetings



# Violation

- Lose Board Position
- Jeopardize Funding / Return Funding

