

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

Meeting Minutes: November 1, 2018

Ken Weber Community Campus at Goodwill

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

I. Welcome, Introductions

At 9:17am, Shannon, committee chair, called the meeting to order.

II. Discussion and Vote on June and July Meeting Minutes

Committee members discussed the June Recipient Approval & Evaluation Committee (RAEC) meeting minutes and requested for the minutes to reflect the Homeless Continuum of Care of Stark County (HCCSC) Board member Lynne Dragomier's attendance as a guest during the June meeting.

Motion: Shannon requested a motion to approve the June and July 2018 Recipient Approval & Evaluation Committee meeting minutes with the recommended amendment to the June minutes. Bob moved to approve. Marcie seconded the motion and it was passed by a unanimous vote of all members present.

III. Discussion of Ohio Development Services Agency Homeless Crisis Response Program Conditional Awards (See Attachment 1)

The Homeless Crisis Response Program (HCRP) - Regional Rapid Rehousing summary was distributed to committee members via email prior to the meeting. The Ohio Development Service Agency (ODSA) provides funding for agencies in Stark County for HCRP-Emergency Shelter and HCRP-Regional Rapid Rehousing projects. For the HCRP-Emergency Shelter competition, the role of the RAEC is to review summaries/requests for funding and provide an endorsement to ODSA for projects meeting the threshold criteria that are applying. For the HCRP-Regional competition, the Stark Housing Network Inc. (SHNI) completes a consolidated application that contains two components:

- 1) Allocation of previously awarded funds; and
- 2) Bonus funding available during the competition.

The amount of HCRP-Regional funding allocation is the total amount of funding awarded to each agency that received an award from ODSA in the previous competition; since this amount was known by the CoC, the RAEC agreed upon the funding allocation being dispersed in a similar percentage as it was in years past. This total allocation amount is \$260,000.

During the 2018 HCRP-Regional competition, ODSA also offered bonus funding for rapid rehousing projects with a focus of serving the transitional-aged youth or single adult population. An analysis of the HCCSC's rapid rehousing prioritization list showed that there is a community need for housing projects that serve the single population. During the 2018 competition, the SHNI received three requests for HCRP-Regional bonus funding to serve the single population. The SHNI submitted a request for the total, cumulative amount of funding requested from all three agencies, which came to over \$400,000. However, Stark County received an HCRP-Regional conditional award for bonus funding from ODSA for \$200,000. Previously, the RAEC approved the cumulative total of funding requested; the RAEC did not approve the dollar amount that each agency would receive. Since the conditional award is less than the funds requested, Marcie has reached out to the applicants for a meeting to determine how funds will

be allocated for the HCRP-Regional bonus funding award; there are areas of consideration such as the agency's capacity to serve and project eligibility criteria. The meeting between the CoC and providers will take place Thursday, November 8. If the group does not come to a consensus of how funding should be allocated to projects, then a competitive process will be held; the RAEC will be informed of the next steps for allocating the funding award.

At 9:28am, Renee entered the meeting.

IV. 2019 Emergency Solutions Grant (ESG) Competition

a. Discussion of Timeline, Application Process

SHNI works collaboratively with the RAEC and the City of Canton for the Emergency Solutions Grant (ESG) annual funding competition. A small group from the RAEC met to discuss revisions to the ESG forms, scoring and evaluation methods, funding priorities, and the HCCSC policies to determine if ESG processes are being met. After receiving the requested approval from the RAEC, the ESG forms will be provided to the HCCSC Board for final approval and recommendation to the City of Canton for the 2019 ESG competition. The City of Canton will set the deadlines for the 2019 competition and information for a possible ESG workshop (only if needed); the committee will be informed once the dates and times have been determined. Representatives from the City of Canton will also be discussing the ESG competition during the HCCSC Members Meeting on November 19, 2018.

b. Review and Approval of Updated Competition Documents (See Attachment 2-4)

RAEC chair, Shannon, addressed the RAEC members regarding the revisions and updates made to the ESG competition documents through the small group process. The revisions to the competition forms were distributed to the RAEC members prior to the meeting via email. Many revisions to the documents were minor to reflect current information and/or terminology (please see the attachments to review all revisions to the documents).

Motion: Shannon requested a motion to approve the 2019 Emergency Solutions Grant Application, 2019 Emergency Solutions Grant Scoring Form, and 2019 Emergency Solutions Grant Guidance as revised. Bob moved to approve. Renee seconded the motion and it was passed by a unanimous vote of all members present.

Discussion: Committee members discussed the upcoming 2019 ESG funding competition and the need to review financial documentation for agencies that will be applying. Bob Fay, certified public accountant and RAEC member, has agreed to review financial documents for agencies at the end of January 2019.

V. Discussion of Revisions Needed on CoC Monthly Status Report (See Attachment 5)

The SHNI will be reviewing/updating the project status report required to be completed for all Continuum of Care (CoC-funded projects and is seeking RAEC recommendations for revision. The HCCSC policies require these reports to be submitted on a quarterly basis and include a cumulative HMIS-generated quarterly Annual Performance Report (APR). Currently, agencies have practiced submitting a monthly project status report, with no APR attached, to the SHNI for review. The SHNI is recommending that the agencies practice submitting quarterly status reports and quarterly APRs as indicated in current HCCSC policy. It is anticipated that quarterly status reports that include a cumulative APR will assist with data quality for the system as a whole and for each agency.

Additionally, the SHNI is seeking recommendations for the type of information that RAEC members would deem valuable for review during quarterly reporting to the RAEC of CoC-funded projects' status. The revised project status reports will be provided to the RAEC for review and approval during the next meeting in February 2019.

Discussion: The SHNI also reviews monthly status reports for the City of Canton for ESG recipients and there may be an opportunity to review the status reports for both the CoC and ESG for comparison. The City of Canton requires the monthly status reports for projects to draw down funding and will continue to maintain a monthly reporting schedule for ESG-funded projects; the City of Canton has agreed to provide the reports quarterly to the SHNI.

SHNI staff reviewed recent reports submitted by some CoC-funded agencies.

VI. Update: Feedback from Member re: CoC Scoring Form and CoC Response (See Attachment 6)

A Continuum member submitted written concerns about HCCSC's CoC Scoring Form during the July 2018 members' meeting. A response letter from Stark Housing Network Inc. was sent to the member on September 10. The committee reviewed both the written concerns and the Network's response. After much discussion, the committee agreed that it would consider updating the CoC Scoring Form in 2019 based on the member's comments about "Criterion 19: Statement of Work," but, at this time, would not consider updating other areas of the form mentioned in the written concerns that pertain to HUD's System Performance Measures.

VII. Monitoring Status Reports

During the beginning of 2018, the SHNI conducted annual site visits and/or monitorings of the ESG-funded projects for the Domestic Violence Project Inc. emergency shelter and the CommQuest Homeless Prevention project. As required by HCCSC policy, the collaborative applicant will review any annual site visit and/or monitoring of projects with the RAEC, and with the City of Canton for ESG funded projects. The SHNI provided an overview of each agency's project and informed the RAEC members of any areas for project improvement.

VIII. General Announcement

a. 2019 Quarterly Meeting Schedule

- i. The committee agreed to change its quarterly meeting schedule to the first Wednesday of February, May, August, and November. The February meeting time will be held from 2-4pm to accommodate a member's scheduling conflict. All remaining meetings will be 9-11am.

Next meeting:

Wednesday, February 6, 2019, 2-4pm

Other quarterly meetings:

Wednesday, May 1, 9-11am

Wednesday, August 7, 9-11am

Wednesday, November 6, 9-11am

IX. Adjournment

With no further business to be discussed, at 11:26am, the meeting adjourned.