

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

Meeting Minutes: May 1, 2019

Ken Weber Community Campus at Goodwill

Attendees: Bob Fay, Amy Krebs, Marcie Bragg, and Melissa Terrell

I. Welcome, Introductions

At 9:08am, Marcie Bragg, committee member, called the meeting to order.

Marcie addressed committee members regarding Shannon McMahon Williams return on May 15th, 2019.

II. Discussion and Vote on July and November Meeting Minutes

Motion: Marcie requested a motion to approve the February meeting minutes as presented. Amy motioned to approve. Bob Fay seconded the motion and the motion was carried by a unanimous vote of all members present.

III. Discussion of FY2019 Continuum of Care (CoC) Competition

a. HCCSC Board Requested Scoring Form Changes

- i. During the HCCSC Board meeting March 12, 2019, board members reviewed the FY2019 Continuum of Care competition documents. There was discussion around concerns with the FY2019 CoC Scoring Form that were identified by an HCCSC member at the March 11th, 2019 meeting. The HCCSC Board members discussed pulling information from the Annual Performance Report in the SAGE HMIS Reporting Repository system for the Length of Stay criteria that could result in loss of points awarded for reasons out of the agency/project's control. Providers that attended the HCCSC Board meeting on March 12, 2019 identified the following project exits that could result in a loss of points during the CoC Application Competition: 1) exit for those that have deceased; 2) exits into permanent destinations before the 366 days; 3) exits to institutions; and 4) exits due to hospitalization. An additional concern was raised with the FY2019 CoC for the Compliance criteria. The criteria did not have a maximum point value that could be deducted from projects for non-compliance with local, state, or federal regulations. On March 19, 2019 the FY2019 CoC Scoring Form was presented to the System Performance Committee to discuss additional project exits that could result in a loss of points in the Length of Stay criteria for the FY2019 CoC Application Competition. The System Performance Committee reviewed exit destinations from a SAGE HMIS Reporting Repository report to determine an additional exits that should be excluded from the scoring criteria; The System Performance Committee did have any additional recommendations for exclusions. The FY2019 CoC Scoring Form was revised for following criteria: 1) Promoting Housing Stability and Length of Stay – exclusions have been added to the scoring form for a) exits to positive destinations, b) exits for deceased, c) exits into institutions, and d) exits for hospitalization. 2) Compliance with local, state, and federal regulations – a maximum deduction point value has been added. There was an additional concern raised by the HCCSC Member regarding the FY2019 Scoring Form that was scheduled to be approved at the HCCSC Board meeting the following day; the HCCSC Board took into consideration the Members concerns and the FY2019 Scoring Form was not approved during the meeting. The FY2019 Scoring Form was approved via email vote by HCCSC Board Members on April 2nd, 2019.

b. Preliminary Scoring based on Annual Performance Reports (APRs)

- i. Marcie discussed the FY2019 scoring spreadsheet that is utilized for the local application scoring competition. The scoring spreadsheet was displayed for RAEC member's review. There are several scoring criteria that utilizes data extracted from the Annual Performance

Reports (APR) submitted in the SAGE HMIS Reporting Repository to produce a score. Those projects that submitted an APR, that are not required to submit another APR until after the local competition, were reviewed and the data extracted from these APRs were entered into the spreadsheet. The RAEC reviewed the preliminary data entered into the scoring spreadsheet.

c. FY2019 Local Application Workshop

- i. The FY2019 local application workshop was held yesterday, April 30th, 2019. There were representatives from all the annual renewal projects present during the workshop. Additionally, a representative from Colman joined the workshop. Last year, the Notice of Funding Availability (NOFA) would not allow for an already existing project to receive funding through the competition that wasn't for expansion. Marcie offered to hold a meeting with applicants once the NOFA is released to discuss any questions that providers may have.

d. Upcoming Application Review Schedule

- i. The FY2019 local applications are due to the Stark Housing Network, Inc. (SHNI) by May 31st, 2019. There will be one week between the application submission deadline and the RAEC's project presentation review. There have been some preliminary scores already extracted from the APR's and the SHNI anticipates to have additional information extracted from the HMIS by mid-May entered into the scoring spreadsheet.
- ii. Marcie suggested that the RAEC utilizes June 10th to discuss the scoring and identify any questions that the committee members have for providers during the presentations. Tuesday, June 11th can be utilized for half-hour project presentations.
 1. Marcie will prepare a project presentation schedule for providers.

IV. Discussion of Emergency Solutions Grant

a. FY2019 Allocation

- i. Marcie provided the RAEC with a summary of the FY2019 ESG funding allocation recommendation that was sent to the HCCSC Board to forward to the City of Canton. Marcie wanted to provide an update since the recommendation was forwarded in February.

b. Monitoring

- i. The SHNI conducted monitoring of the ESG funded agencies: Domestic Violence Project Inc. (DVPI) Emergency Shelter; StarkMHAR HMIS; and CommQuest – Homeless Prevention. There were no findings or major concerns throughout the monitoring. Each agency is required to submit information to the SHNI for action items within 30days of the post-site visit letter sent to each agency.

V. General Announcements

- a. 2019 meetings will meet from 9am -11am on the following days:
 1. Wednesday, August 7
 2. Wednesday, November 6
- b. Additional Meetings –June 10th and 11th (tentative based on NOFA release)
 1. There may be additional meetings or conference calls when Shannon returns May 15th.

VI. Adjournment

With no further business to be discussed, at 10:02am the meeting adjourned.