

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

Meeting Minutes: February 5, 2020

Ken Weber Community Campus at Goodwill

Attendees: Shannon McMahon Williams, Bob Fernandez, Amy Krebs, Renee Biggums; Marcie Bragg, and Melissa Terrell

I. Welcome, Introductions

At 9:08am, Shannon McMahon Williams, committee chair, called the meeting to order.

II. Discussion and Vote on November 2019 Meeting Minutes

Motion: Shannon requested a motion to approve the November 2019 meeting minutes as presented. Amy Krebs motioned to approve. Bob Fernandez seconded the motion and the motion was carried by a unanimous vote of all members present.

III. Review and Approval of 2020 Continuum of Care (CoC) Documents

a. Local Application

- i. The 2020 CoC Local Application was projected for all members view. There were some minor changes from the previous year's application which included updating dates and checking links. Some of the major changes included:
 - adding language on the first page that speaks to agencies applying for new funding for projects to expand a current US Department of Housing and Urban Development (HUD) CoC funded project;
 - removal of language in the chart, on page 3, due not having the knowledge of what criteria may be set forth in the upcoming HUD Notice of Funding Availability (NOFA);
 - page 9, a question was removed regarding dedicated beds to chronically homeless at turn over since the CoC prioritize chronically homeless;
 - excluding HMIS and Coordinated Entry from responding to the Performance Outcome questions;
 - updating the performance outcome questions to correlate with the changes in the Annual Performance Reports (APR);
 - adding a request for more information in the narrative sections to include domestic violence provider information (when applicable);
 - updating the Statement of Work for HMIS projects to provide a more thorough response on data reporting; and
 - exempting HMIS from responding to the Cost per Person Chart on page 13.

At the time of 9:18am, Renee Biguums entered the meeting.

Discussion: The RAEC members made a recommendation to change the application due date until June 1st. This change was made with committee members present.

b. Scoring Form

- i. The 2020 Scoring Form was projected for all members view. There were minor updates from the previous year which included updating the dates. Some of the major changes included:
 - agencies that submit an application to expand a current CoC funded project will be scored based on the renewal project's performance outcomes;
 - performance outcomes scores will not exclude institutions as the previous year excluded this criteria from being factored in the scoring;
 - the second column, Relevant Factors / Source of Evidence has been updated to reflect changes in the HUD Annual Performance Reports data elements / language;

- the bonus points have been removed as a category and an emphasis has been placed in the Participation with HCCSC & Commitment to Staff Development criteria that in order to receive the full 5 points for this criteria, attendance at the local application workshop is required; and
- adding language on the last page that speaks to agencies applying for new funding for projects to expand a current US Department of Housing and Urban Development (HUD) CoC funded project.

Discussion: The RAEC members had a thorough discussion regarding the scoring form changes and there were no recommendations. The Stark Housing Network, Inc. presented the Victim Service Provider Scoring Form to the RAEC members; the changes made to the scoring form reflected the changes made in the Scoring Form for Rapid Rehousing (RRH), Permanent Supportive Housing (PSH), HMIS, and Coordinated Entry Scoring Form.

Motion: Shannon requested a motion to approve the 2020 Local Application, Scoring Form, and Victim Service Provider Scoring form as presented with the additional changes made by the committee during the meeting. Renee Biggums motioned to approve. Bob Fernandez seconded the motion and it was carried by all members present.

Discussion: The RAEC discussed the timeline for getting applications and financial information out to committee members. The 2020 Local Applications are due back to the SHNI on June 1st, 2020; the goal is to have these applications out to committee members by June 3rd, 2020. Since Bob Fay was not in attendance during the meeting, the RAEC will have to check his availability to review financials.

IV. **FY2020 Competition Timeline**

- a. The SHNI presented the RAEC with tentative dates for the 2020 Local Application Timeline. There are timeframes that the Collaborative Applicant have to adhere to in order to submit, or post to the CoC website, in order for Stark County to be considered for funding.

Motion: Shannon requested a motion to approve the 2020 Local Competition Timeline with the changes discussed by committee members. Bob Fernandez motioned to approve. Amy Krebs seconded the motion and it was carried by all members present.

V. **Discuss and Determine Next Steps for 2020 Emergency Solutions Grant (ESG) Applications**

The RAEC had a thorough discussion regarding the ESG funding priorities. The System Performance Committee (SPC) is responsible for assessing system-wide gaps and needs in the County related to ending and preventing homelessness, developing funding priority recommendations, and developing system performance measures and targets for recommendation to the HCCSC Board. ESG has five eligible component types which include: Homeless Prevention; Rapid Rehousing; Emergency Shelter; Street Outreach; and HMIS. After discussion regarding other funding streams for Rapid Rehousing, and the HCCSC's Strategic Plan emphasis on Homeless Prevention, the SPC decided to prioritize the following projects types: HMIS, Street Outreach, Homeless Prevention and Emergency Shelter (in no particular order). The ESG applications were due to the City of Canton by January 21, 2020; the City received five applications. According to HCCSC policy, a small group from the RAEC can meet to thoroughly review applications and recommend a score/rank to the full RAEC. The small group will meet tomorrow, February 6 from 1-4pm to review, score and rank ESG project applications; this process is open to other RAEC members to join. A conference call will be provided Friday morning to committee members for any additional question or concerns.

Motion: Shannon requested a motion to hold an vote via email and forward to the Homeless Continuum of Care Board the 2020 Emergency Solutions Grant applications and scoring recommendations. Renee Biggums motioned to approve. Amy Krebs seconded the motion and it was carried by all members present.

V. **Annual Review and Approval of Revised HCCSC CoC Funding Policies**

- a. C.3 Procedures for Inviting and Reviewing Applications for CoC Funding
 - i. There were very minimal edits made to this policy; some changes included the "System" rather than the HMIS.

- b. C.4 Procedures for Monitoring and Reviewing CoC Funded Projects.
 - i. The edits made were for grammatical correction
- c. C.5 CoC Quarterly Status Report
 - i. This policy included space to report on challenges or success that each project has. Additionally, the length of time will need a numeric number associated with the status report.

The RAEC reviewed policy *C.1.Policies for Review and Endorsement of New Programs Serving the Homeless*, and did not recommend any revisions.

Motion: Shannon motion to approved *C.1.Policies for Review and Endorsement of New Programs Serving the Homeless, C.3.Procedures for Inviting and Reviewing Applications for CoC Funding, C.4.Procedures for Evaluating CoC-Funded Projects* and *C.5.Status Report Form for CoC-Funded Projects*. Amy Krebs seconded the motioned and it was chaired by all members present.

VI. Updates on Status Reports (Quarterly and Monitoring)

Due to the time, this agenda item will be pushed back to the May meeting.

VII. General Announcements

A. 2020 meetings:

1. February 5th 9am-11am
2. May 6th 9am-11am
3. August 5th 9am-11am
4. November 4th 9am-11am

B. The RAEC discussed the May 6th meeting and requested that the committee meet the following day on Thursday, May 7th, 2020. The SHNI will check Goodwill meeting room availability.

C. RAEC member Alyson Holland will be resigning from the committee.

VIII. Adjournment

With no further business to be discussed, at 11:18am the meeting adjourned.