**MO Balance of State Continuum of Care**

**Board Minutes Thursday, April 23, 2020**

 **Meeting start time: 11:00 AM**

Meeting called to order at 11:02 a.m. by Chair Martha Sander. Roll call was conducted by secretary Marsha Keene-Frye. At time of roll call Katie Burnham Wilkins, Angella Holt, Amy Hopper, Terry Sanders, and Anthony Smith were absent. Amy Hopper joined the call sometime after roll call.

 Chair Sander asked for a motion to approve the amended agenda. Ann Gosnell made the motion and Natalie Allen seconded the motion. Motion passed unanimously.

 Sander asked for a motion to approve the March 26, 2020 minutes. Stickel made the motion and Poitras seconded. Motion passed unanimously.

 Sander asked for a motion to approve the April 9th special meeting minutes with the last two pages of the minutes being deleted as they were the March 26th minutes. Gosnell made the motion, and Kemna seconded. Motion passed unanimously.

 Chair Sander opened discussion about the resignation of Becky Poitras as Vice Chair. Sander first asked if anyone was interested in the vice chair position. There was no response. Sander asked everyone to please consider and to e-mail her if interested. The plan is to hopefully elect a new vice chair at the May meeting.

 Kemna asked if we should have an application process? Sander said that Poitras has requested to keep the region 4 seat open pending the CA selection. MLM will be serving as the interim. Sander asked if the board wants to keep seat open or proceed with filling seat? Sander asked members to discuss the plus and minus of filling or not. Sander said for her if the vacancy was short term then it might not be bad but if long term then region 4 would go without representation. Kemna said it was not good precedent to set. She stated that it will not allow region 4 have a vote for CA. Poitras stated that she is good either way. Kirchhoff said right now with CoVid 19 and everything that is happening then every region needs to be represented. Poitras said she has a staff member that wants to run for board seat if MLM is selected as the CA. Sander said she thinks that goes against Charter because of the prohibition of more than one vote per agency. Kemna said she thinks that is ripe with conflict. Sander is checking the charter. Allen said that whatever the charter indicates it would be wiser to take the more conservative approach. Poitras said she was happy to withdraw the request but we need to update the charter.

 After discussion Chair Sander said the intent of the board at this point is for the region 4 representative to be outside of MLM. Sander asked for volunteers for a workgroup to review the Charter. Keene-Frye, Allen, Kemna, Sander, and Grey volunteered and for the workgroup. Resignations of Poitras for vice chair and region 4 representative were accepted.

 Chair Sander appointed Natalie Allen as the youth subcommittee chair.

 Sander asked for volunteers for a chair racial inequities subcommittee. – Jayna said she would help co-chair. No one volunteered to chair.

 Sander presented RFP workgroup timeline. Sander went over the appeal process. A slight change to the RFP is proposed to also add if the applicant is planning on applying for COC funds later on then they would also be r required to answer additional questions regarding conflict. Any questions would be answered in the pre-bid webinar recording. Sander pointed out that MLM did not disclose that they were planning on applying for CA when they agreed to be interim. It was proposed that RFP’s and questions will go to the E-mail of the workgroup chair.

 Sander opened up discussion to changes being recommended.

1)Time line, 2) Changes to questions about applying for future CoC funds, 3) E-mail to RFP work group chair person.

 Poitras said if we were sticking to a 30 day timeline then MLM wouldn’t be able to do it because they wouldn’t have a contract. Sander said goal was to get a CA in place before NOFA dropped. Sander and Poitras discussed MLM and rather or not Becky disclosed that MLM had intended to apply as CA when they volunteered to serve as interim. Kemna said the thought with the time line was the concern for a permanent CA and to be done with all of the interim stuff. Kemna said she also remembered discussion about our interim CA running us through the NOFA process.

 Kemna asked if we could we follow the RFP timeline but have new CA not take over until July 1? Poitras said MLM needs at least a 60 period because of the amount of time the transition takes.

 Stickel said she abstained from the vote but her question is if it takes four months to transfer the CA then why would one month matter?

 Wilson with ICA said it didn’t take four months to get contract changed over it just took a while to be able to draw down. Any expenses incurred after the date of transfer are eligible.

 Kemna said we have to agree that in the new MOU with the interim CA (MLM) will get reimbursed for their eligible expenses. Kemna asked if MLM would be amendable to being reimbursed by permanent CA if they were not selected as the permanent CA? Sander asked if everyone understood what we were discussing and if not to please speak up.

 Wilson said if you are having trouble with unmuting then please send a chat.

 Sander asked for a motion to adopt the appeals process. Gosnell made the motion and Hopper seconded. Keene-Frye asked for clarification that it was Hopper that seconded due to roll call showing she was absent. She said yes it was her. Motion carried. Poitras and Stickel abstained.

 Sander asked if there were any recommendations to make amendments to the RFP timeline. Sander asked for a motion to approve timeline. Kirchhoff made the motion, Kemna seconded the motion. All voted in favor with Poitras and Stickel abstaining.

 Discussion ensued about adding language in the RFP that anyone who plans to apply for COC funds at any time needs to answer additional questions by e-mailing the RFP chair.

 Martha said we talked about where e-mail questions needed to go and originally we were just going to use the balance e-mail. Kemna suggested we set up a new e-mail. Sander asked who was going to set it up and manage it? Martha asked Dryer if she could be the second e-mail. Tammy said yes.

 Hollis left the call at 12:04 p.m.

 Sander asked for a motion to approve the new RFP with Dryer as the additional second e-mail. Gosnell made the motion, Kemna seconded. All voted in favor with Poitras and Stickel abstaining. Motion carries.

 According to Poitras, Kansas City has a workgroup that is looking at procedure. Poitras explained that the document she sent in is the first draft of what they have done. Poitras asked do we as a COC want to try to put together a policy for other agencies?

 Sander opened up for discussion. Sander suggested pushing this out to the CE committee. Kemna said she would put it on the CE committee agenda. Passed to CE committee.

 Sander opened the interm CA MOU up to amendments. Discussion ensued that there needs to be a possible adjustment to timeline and language needs to be added that CoC will ensure once there is a new CA then MLM will be reimbursed. ICA reported that they are not spending very much money and have drawn down less than $8,000. Wilson said she will talk to Julie about how they will submit any unrecovered expenses to new CA.

 Sander asked for a motion to accept MOU with MLM with adding additional bullet point to ensure reimbursement of their expenses. Dryer made a motion. Ann seconded. All voted in favor. Motion carried with Poitras and Stickel abstaining.

 Sander asked for a check in regarding CoVid 19 and if there were any regional issues that need brought before the board.

 Jayna reported that the community needs assessment was live Monday. So that information is being recorded in HMIS. Additional Health Assessment Survey to be added for housing providers will go live next week.

 Kaitlyn reported on data requests. ICA received data request yesterday from researcher with University of Pennsylvania. They want to put together a report about vulnerability of homeless populations and CoVid 19. They have asked for 702 report. They want more information on age, gender, and race categories for 2018-2019 and 2019-2020.

 Sander asked if there any reason that we would not release the aggregate data. Sander asked if there was any discussion from the board about not releasing the data and if there were questions for ICA? Being none Sander asked for a motion to approve the data request. Stickle made the motion and Allen seconded. All voted in favor. Motion carries.

 Sander asked if there were any questions about any committee reports that were submitted.

 Break from 12:00 pm – 12:30 pm. Meeting will resume at 12:30 pm with a presentation by Home Base.

 Home Base – CoC Training

 Alyssa Weber TA from homebase provided a CoC training so that all board members understand going forward what our role is.

 Break from 12:25 to 12:35.

 Need in kind documents sent in to ICA.

 Sander asked for a motion to adjourn. Stickel made motion to adjourn and Meyer seconded. All voted in favor. Meeting adjourned at 1:38 p.m.