**MO Balance of State Continuum of Care**

**Board Minutes: Thursday, July 23, 2020**

Chair Martha Sander called the meeting to order at 11:01 a.m. Roll call was conducted by Secretary Marsha Keene-Frye. Members not present: Jessica Yeley.

Chair Sander asked for a motion to approve the agenda. Stickel made the motion and Poitras seconded. All members voted in favor. Motion passed unanimously.

Chair Sander asked if there were any additions or corrections to May minutes. None suggested.

Chair Sander asked if there were any additions or corrections to June minutes. Kemna said she had not reviewed them. Kirchhoff said they looked fine. Chair Sander asked if there was anyone else who didn’t get to look at the minutes. Chair Sander asked for a motion to approve both months as submitted. Kirchhoff made the motion and Poitras seconded. Kemna abstained from the vote. All other members voted in favor. Motion carries.

Chair Sander opened up discussion about the CoC Membership Meeting, proposing the time and date of Friday July 31st from 10 am – 12:00 pm. Discussion ensued about the number of agencies that are closed on Fridays. It was determined that the date of August 13th from 1:00-3:00 pm worked better for everyone. Chair Sander explained that the Board is made up of regional representatives. Regional Representatives must send out to regions that there will be a meeting on August 13th from 1:00-3:00 pm so membership would see the notice. Chair Sander said to remind agencies that they need to open Mo Balance e-mails and that they are not junk or spam. Terry Sanders asked if Chair Sander could send out a sample e-mail with information for Regional Representatives to send out to the regions. Wilson scheduled the meeting and will be sending the meeting notice out. Go to webinar will track the attendance. The Executive Committee decided to do a survey monkey to vote after the meeting. Wilson they would send the survey monkey out to the e-mail of those who attended. They will need to sort out the voting members versus everyone who registered. Chair Sander asked for a motion for date for the All CoC Meeting to be set for August 13th, 2020 from 1 p.m.-3 p.m. with Survey Monkey as the voting tool. Kemna made the motion and it was seconded by Stickel. All members voted in favor. Motion passed unanimously.

Chair Sander asked the CE Committee for an update on the tools. Kemna said they have been working with ICA. Krystal Searcy was on the call and gave a presentation about the workflow and how it looks in HMIS. Chair Sander asked for clarification on the process. Chair Sander asked if there were any questions about the Prevention and Diversion Tool. Kemna said she wanted to praise ICA for how quickly they were able to assist with this project. Krystal and Jayna have been helpful to make sure we are not duplicating information asked by HUD in different places. Chair Sander asked where we were on the timeline for a paper form. Kemna said probably within the next week. The next step would be a LITMOS specific training and for ICA to develop a training for those entering into HMIS. Chair Sander said we would need to have a board motion and vote for a start date on the new tool. Kemna suggested we vote in August after ICA has had a chance to look at their process for completion. Chair Sander said she would put it on August agenda.

Sander requested clarification on the COVID assessment and how it was being collected for non HMIS assessments. Kemna said the paper form could be sent out to non HMIS users. Gray asked how we were going to use the data after we got it? It was agreed that we needed more discussion.

Kemna said the board wanted a synopsis for why we wanted to change the CE assessment tool away from the Vi-SPDAT. A paper will be written and sent out with the new tools to each region through the regional lead so that it can be discussed in each region. The CE leads will be prepped with that and will have a sample e-mail to send out after the August CE meeting. Chair Sander said one thing that was brought up at the CE committee was confusion on whether this was to go out to the full membership or to the regions. Chair Sander thought it was to go out to regions. Sander talked to Secretary Keene-Frye and asked her to look at what the minutes reflected. Keene-Frye verified that the minutes reflected that it was to go out to the regions. Chair Sander asked for discussion about how the tool is vetted: through the regional process or through the entire membership? Gray said we have always pushed things out through the regions and if you push it out to the whole membership you will have people looking at It that do not do coordinated entry and it will cause confusion. Sander asked the regions for their input region by region. Region 1 agrees that it needs to go through the regions, region 2 was without representation, region 3 agrees that it will cause confusion if it goes to the full membership, region 4 thought that we needed better buy in so feedback from membership would be good, region 5 said they mirror what Poitras said about buy in but that it can cause too much confusion. Kemna said she wondered if we could find happy medium? Can we push it out regionally where people who aren’t doing CE could ask questions and have input but not send it out to full membership? Region 6 stated to go with the regional process, region 7 agrees with Gray in that having regions involved would be beneficial, region 8 said go with the regional process, region 9 said the regional process is best. Region 9 thinks any person who is involved in the regional process will see it. Gosnell-Hopkins from region 10 said they have a new lead and is still confused about the tool. Chair Sander said we will continue through the regional process and then suggested maybe take it to membership in more of a powerpoint educational session rather than feedback.

Katie Burnham Wilkins resigned her At-Large board seat effective June 30, 2020. Natalie Allen resigned her At-Large board seat effective last Friday, July 17, 2020 due to a job loss as a result of state budget cuts. Stickel said with the change in her role with CA, her board seat as Region 1 Representative will be resigned effective July 31, 2020.

Wilson presented the Homebase proposal for NOFA consulting. Wilson asked for a several options. Homebase gave a full proposal, as if the NOFA was competitive, and then gave a reduced version, as if the NOFA is modified or renewed. ICA requested Homebase consider in their proposal the authorship of the NOFA and process but continue working with the board to review and edit the content, also ensuring the proposals are technically correct as well. If the NOFA process is fully competitive, the quote was Alternative a) $72,000. If it does not require a full process and the Rank and Review process would not be needed, then the price reduces to $57,000. Homebase has a good reputation as a NOFA consultant. Chair Sander asked if everyone had a chance to look at the proposal. She then asked if anyone did not have a chance to look at the proposal or not understand what they were looking at? Wilson said ICA had billed out $11,006.53. The estimated costs for ICA through December are about $16,000. Chair Sander said we currently have $142,155 left after what has been drawn down and what is anticipated to be drawn down. Stickel said their estimate for the rest of the year for salary is about $30,000 and about $35,000 total. Sander said PIT count materials have to be figured in. Sander asked if gaps analysis was required every year. Poitras said it has to be done annually but it could be a review and update.

Chair Sander opened up discussion about what we want to do with the proposal. Kemna asked if we solicited any other proposals from any other agencies. Wilson said Eberbach with ICA had talked to a couple of other agencies but decided to ask for the full proposal from Homebase. Wilson said ICA is subcontracting so procurement wasn’t an issue.

Poitras said she worked with Homebase with the St. Joe CoC and they do a very good job. She thinks the proposal covers all of the duties. She said it seems really high but she doesn’t have anything to compare it too. Stickel said it seemed really high. Wilson said unlike most consultant that actually consult but you still have to do all of the work, they are going to consult but also do all of the work of putting it all together. Gosnell-Hopkins said coming from a non profit is there anything we can compare it too? Gosnell-Hopkins asked if the hesitation of the board was the price? Kemna said I wish we could see another proposal, scope of work, price, etc. Kemna contacted the Built for Zero lead and she gave Kelli the name of a couple of other NOFA consultants. Keene-Frye said her concern was the time frame that we have to get other proposals, and who will do the work if we don’t get someone. Dreyer said she is uncomfortable since we don’t have anything to compare it to. Sander asked if Steve Hollis was on the call. He said he echoed the dilemma of time vs. having more than one proposal. Poitras said the purpose of getting this quote was we weren’t sure how quickly CPSEMO would get up and running. Would it be prudent to use CPSEMO as our CA to run the competition since they have no conflict? Sander asked Stickel if they would be able to run the competition if the NOFA dropped tomorrow? Stickel said yes especially with some consulting advice. Sander said so are we saying we are leaning more toward plan b? Poitras said yes basically. CPSEMO has the capacity to do a lot so actually it would be project performance and maybe analyze the 2019 application and project level performance because everything else CPSEMO should have the capacity to do. Chair Sander asked so if we pair this down to a smaller version who is going to plan what we want to send back to Homebase for a revised estimate? How do you all want to proceed. Stickel said it would be advantageous for CPSEMO to talk to Homebase about what they would be able to provide and try to get a new estimate. Sander asked if we should have Stickel work with Wilson and Homebase to come up with a new proposal. Kemna said have them go through our tools and review them before submission. Kemna said getting this TA now could help us for the future. Sander said her concern is that the longer it goes, the more likely there will be renewals. Sander wonders if it can be done before the August board meeting? Because of the time frame the NOFA could drop quickly. Sander said If this drags on, we could be left doing the NOFA ourselves. Gosnell-Hopkins asked if it was a renewal was it just signing a contract, or is there other work involved. Sander said it is not as much work but it is not simple. Wilson said the concern is around timing. Sander said we may have to have a special board meeting to resolve this issue and to send it back to ICA and CPSEMO for something in the middle.

Gosnell-Hopkins and Dreyer agreed to join the Executive Committee on the CA transition team. Sander said we had a meeting with ICA and CPSEMO. After that meeting it was agreed that there wasn’t a need for a CA transition team until more toward the end of the year. Sander asked for information from Wilson and Stickel. Wilson had a meeting with Eberbach yesterday. She is working on the subgrantee side and contracts. Wilson is about ¾ of the way through crafting the MOU. Wilson took the draft MOU from MHDC and took some of that language. She talked about the role of ICA, CPSEMO and the board. It has to be a three-way MOU. Wilson was going to take out board responsibilities that are listed in Charter. The board would probably have to start looking around October about what things would look like after the first of the year. Wilson plans to give it to the transition team and CPSEMO. Chair Sander said she is not sure that we need to remove board responsibilities because it is a HUD requirement. She said it sounds like transition team may have additional work to do at this time. Sander asked Poitras if she agreed that we couldn’t remove board responsibility just because there is a sub grantee. Poitras agreed.

Chair Sander explained that there is going to be a Board Development Workgroup that will look at developing board policies that we need to have to govern the board. She asked if the board wanted the board development work group to take over the 501c3 development duties or do we want a separate workgroup? Kemna asked if there would be a lot of overlap in those two? Sander said she thinks they are the same. Poitras said she sees them as different. She said one is writing the 501c3 application and the other is policy development. Poitras said she sees 501c3 coming after board development. Sander said there will be overlap and if you are on board development committee you will also be on the 501 c3 committee. Stickel said she thinks it will be appropriate for CPSEMO to be involved. Sander agreed. Gray said the HIMS lead would need to be involved and Sander agreed. Poitras said she would serve on the board development work group. Sander asked Kemna if she was still interested? She said yes. Gosnell-Hopkins said she would serve on board development.

Sander said the Racial and Gender Inequities workgroup will be meeting in August. Smith, Gosnell-Hopkins, Dreyer, and Sander have agreed to serve.

Sander asked if anyone would serve on the Governance Charter workgroup. Kemna and Poitras both said they would serve as well as Sander.

Break at 12:11 p.m. will come back at 12:30 p.m. for HUD TA.

Roll taken by Secretary Marsha Keene-Frye at 12:35 p.m. Angella Holt, Mark Kirchhoff, and Jessica Yeley were absent at roll call. Gosnell-Hopkins and Dreyer were late but joined.

Alyssa Weber from Homebase gave a presentation on strategic planning. At the request of the Executive Committee, she will also be conducting a Survey Monkey with board members about board roles, understanding of the CoC, and needed areas for improvement with training and development.

Gray gave the CA/HMIS Lead Report and updates. Gray said clients sign the Release of Information (ROI) and staff are supposed to go over it with them to make sure they know what they are signing. When ICA does a site review, they make sure that there is an ROI in the file or it is scanned in HMIS, and the notice is available. With COVID, they want to make sure that the privacy policy is with the ROI when it is signed. ICA is suggesting they go together. The Board has approved the ROI and the Privacy Notice. Gray said they want to put the Privacy Notice on the back of the ROI to ensure compliance and asked if that needed board approval. Sander said that she doesn’t work in HMIS but if it is required in HMIS and both pieces have already been approved then it wouldn’t require a vote. It’s just changing how the information is moved around. Poitras said so it’s just putting it on the back of the ROI in addition to just having a notice in the agency. Poitras thinks that falls under ICA being able to approve internally. Sander told Gray that she appreciated that Gray was bringing the information to the attention of the board. Gray said the LSA report was submitted last year and that they had not heard anything from HUD during the pandemic. They have now heard and Kaitlyn Poepsel, ICA, is now working on data analysis. The HMIS plan will be done in August or September. Annually HMIS users have to sign a user responsibility document and they have to go through training. They are working on forms now. A Partner Agreement gets signed by Executive Directors of agencies prior to being an HMIS user.

Chair Sander gave an update on the weekly meetings of the Executive Committee and CA with the Missouri Foundation for Health. A concept paper has been submitted to fund a housing hotline for regions 5, 9, and 10. Meetings are every Friday.

Kemna gave an update about regional CE MOU’s. She said regional CE leads should have sent out an e-mail with a new MOU and those are due back by August 3rd. Kemna said if we haven’t received a request for a new MOU, to contact her. She reminded regional leads that Chair Sander requested MOU’s in one email, rather than each one individually. Additionally, the CE committee reported being very busy with development of the new tools.

Gray gave an update on the Performance Committee. They met and ICA has created some performance reports for the performance committee to review. The reports are looking at performance within the CoC and housing providers. Kemna said the performance committee decided this report would be useful to all of the different projects for how they are doing compared to others. It will allow them to make adjustments and improvements. Sander said that is exciting and in the DV field we do this all of the time. It is a way to reach out to others to ask for help with something or how they are doing something.

Sander is going to keep the Youth Subcommittee going. Co-Chairs are needed.

She is also going to reach out to the Veteran community to try to keep that one going too.

Regions 1, 2, 9, and 10, are up for re-election for three-year terms. Region 9 is Martha Sander, and Rhonda Meyer is 10. Regions 1 and 2 have open seats. All of these need to have an election and report results by October 1.

We have seven at large seats up for re-election. Sander asked if we should stagger them or should we keep them with three-year terms? If all are filled then we risk all of them expiring at the same time. The Transition Team originally staggered all the board seats, by a random drawing system, so all seats would have rotations of equal years of service. Sander also asked if we wanted to count the staggered one-year and two-year terms as a first term or not for Transition Team members?

Chair Sander opened discussion about the at-large seats. Should they stay staggered or all start as three-year terms? Stickel stated that if we do not stagger, all seats will be up at one time as 7 seats are open. Kemna said there needs to be discussion for who fills at large seats. For instance, we have a big void for veterans now. If we aren’t going to be strategic, then we need to stagger. Sander said that the problem is we can set parameters and anyone can run and membership votes. We have 80 plus people voting who may not understand the intent of at-large seats. Poitras said the biggest question is there were two at large seats that are open and were not filled. Those are three-year seats. Since they were not filled, are they still three-year or are they two-year? Kemna said two years. Stickel said two years. Dreyer said they need to remain staggered. Keene-Frye said she agrees with the two remaining years.

Sander said what about the Transition Team year from 2018. Keene-Frye said 2018 term should not count. We should start with first three-year term. Sander said does anyone who is serving a partial term then have that term not count or does it count? It matters most with transition team because so many of them had partial terms. Sander said whatever is decided today would be put in the Governance Charter and then ratified at membership meeting in the Fall. Kemna said the first three-year term should start the two-term limit for consecutive board service. Stickel agreed. Gosnell-Hopkins agreed. Terry Sanders agreed. Steve Hollis agreed. Chair Sander asked if there was anyone that disagreed with starting at your first three-year term? No one disagreed. Sander said the Governance Charter workgroup will come back with language.

Chair Sander said for Regions 1,2 9, 10 to get ready for their elections. We need regional application that all regions can use. Sander said maybe the board development committee could come up with an application so there can be some consistency. Stickel said they have had a region 1 meeting already and we have discussed a board replacement. She asked if they should be wait. Sander said I’m not going to tell you to wait but there needs to be a call for nomination and then it needs to be voted on and reflected in minutes that are sent to me.

Chair Sander told everyone to please note on MO Balance they sent out an e-mail yesterday about the Governors nonprofit relief grant. Poitras said Mo. Dept of Economic development is doing it in lieu of NAP. Kim from NAP really wants agencies that are doing increased services. Hollis said he has been wondering if united way could apply? Poitras said they love collaborative projects. Poitras wanted to share that region 4 is administering Care Act $ as of last week for Clay county residents. She said it covers expenses like rent, utilities, etc. dating back to April 1 of 2020. It has to be expended by November. Hollis said they have given out 1. 2 million and have had 2.5 million in requests. They are trying to fill the gaps until Federal dollars come through. They are working on having a local homelessness project coordinator, and are making progress on that.

Chair Sander asked for a motion for adjournment at 2:25 p.m. Stickel made the motion and Dreyer seconded. All members voted in favor. Motion carries.