**MO Balance of State Continuum of Care**

**Board Minutes: Thursday, August 27, 2020**

Meeting called to order at 11:04 a.m. by Chair Sander

Roll Call conducted at 11:04 by Chair Sander. Present:  Sandy Wilson, Stacey Wiley, Melissa Stickel, Tysa Coleman, Angela Webb, Becky Poitras, Anthony Smith, Mark Kirchhoff, Tammy Dreyer, Alissa Weber, Jessica Yeley, Calvin Garner, Ann Gosnell-Hopkins, Martha Sander, Kelli Kemna, Steve Hollis, Marsha Keene-Frye joined at 11:06 a.m.

Chair Sander asked for a motion to approve the agenda:  Gosnell-Hopkins made the motion. Poitras seconded.  Motion passed unanimously.

Chair Sander asked for a motion to approve July 23 minutes: Poitras made the motion and Kirchhoff made the second.  Motion carried unanimously.

Homebase did a presentation over Survey Monkey Results. They reported that it was one of best response rates to a survey they have ever received.

For the question related to the overall structure of the CoC Board and if it was set up ok is as follows: The majority agree or strongly agree. There were several that disagreed. The concerns were related to the role for regions and where largest membership has input as to decisions made by the board. Some people mentioned it would be helpful to have dedicated CoC staff. There were concerns related to the CoC’s response regarding CoVid. Some members believed the response had shown some breakdown in the CoC.

Results on the question related to the Role of Board members is as follows: I understand my role and have the information necessary to make decisions. Most responses were agreed or strongly agree. When people disagreed, it tended to be new board members. The suggestion was made to increase orientation. There were also suggestions about grooming people to be board members.

Results on the Board Processes questions are as follows: How meetings are run? Are board members provided enough time to make decisions? Most agree. Most said it is improving and better than in the past.

In response to the question of whether the decision-making process was efficient or effective: Most agree or strongly agree. There were some concerns about regional input. Suggestion for improvement were diversity of people on board nomination decision making processes: improving the time commitment of being on the board, and reducing the length of meetings.

Most people responded that they feel comfortable that leadership is valuing peoples’ opinions.

Committees - Many reported that they struggle to keep committees on task, etc.

In regard to the statement of I understand the role of COC committees, most agreed that they did. There was feedback about bringing on people who had expertise in specific areas. There are some committees that are running really well and some that are not.

In regard to the question: Does regional leadership understand their role? The responses reflected that some regions are functioning better than others.

In response to the question about confusion about funding streams, Homebase reported that the responses normal with Cares Act funding coming down.

HUD requirements – Homebase reported that the most confusion comes around these requirements and that is not uncommon.

Dedicated COC staff was a concern. Homebase thinks CPSEMO as the CA will help with that.

There were concerns about board turnover. A suggestion was to try to build in succession planning. Homebase doesn’t think there is as much turnover in Mo BoS CoC as in some.

There was discussion of how we could get more buy in and engagement with the CoC, and how can we get more voices at the decision-making level.

Regarding Conflict of interest, responses indicated that the guidelines are clear about voting and that you recuse yourself if you have any conflicts.

The big concern with strategic planning was having the time to do it.

Alyssa opened up for questions.

Chair Sander told Homebase thank you and that the feedback would give us some direction moving forward. Stickel asked Alyssa how many people took survey? Alyssa said they had twenty responses.

Chair Sander asked for a CE Tools Update. Wilson said they have a paper copy and that it needs to go to the CE committee. They would have a report for the next board meeting. Wilson said how to distribute that form needs to be discussed at the CE committee. Chair Sander said that she doesn’t think it needs to be complicated. She said the we need to get a system where we have the form and know how we are collecting and reporting.

Chair Sander asked for an update on the NOFA Consultant Proposal and turned the discussion over to Wilson. Wilson then turned the discussion over to Stickel. Homebase came back with this proposal: Tasks A) supporting us through the NOFA process – shortened. B) actually preparing us for a full NOFA for next year. C) a tool that Homebase uses that is called Presto. We weren’t prepared to say that was the tool we wanted to go with. CPSEMO is recommending we go with Task A)

Kemna asked if we were going to have a lot of planning grant dollars left over. Wilson said she has spent a lot of hours in the last month and will into next month. Stickel said the reality is we may not spend all of it. Stickel said she would like to table the Presto thing for now because it is expensive, review it, and take it up at the next meeting. Stickel’s concern was that it was an ongoing yearly cost and we don’t know what next year looks like. Chair Sander asked if we opt into presto is it something we have to stay in? Stickel said no but there would be a yearly cost to keep it.

Vice Chair Poitras asked if there was any contingency if we didn’t need services for 2020 process and CA has ability to do the tasks. Stickel said that is why task A is hourly. Poitras asked ICA and CPSEMO if they knew when they would have an estimate of how much money they are going to use? Stickel said we definitely have the money for this.

Chair Sander asked for a motion to approve the HomeBase Budget for Task A and B for a maximum cost of $35,000. Kemna made the motion, Poitras seconded. All members voted in favor. Motion carries.

Board Appointments:

Chair Sander said Region 1

1. Region 1 – Angella Webb welcome. She covers eastern side of 39 counties.

Region 1 has selected, voted on, and approved Angela Webb and to finish out board term

1. Region 2 – Tysa Coleman welcome. Tysa is an advocate at a child center. She is the sole advocate for 10 counties. She has been there since 2014.

Region 2 has selected, voted on, and approved Tyson Coleman.

Sander asked for a motion to appoint Angela Webb and Tysa Coleman to those seats. Poitras the made motion, Gosnell-Hopkins seconded. All members voted in favor. Motion carries.

Chair Sander appointed herself to chair governance work group and Poitras the board development committee. Kirchoff was appointed to co-chair seat for youth subcommittee. Maggie Thomas agreed to co-chair.

Yeley volunteered to serve on the Governance Charter workgroup and the Board Development Workgroup.

Wilson described SLARCH. She said this has been going for a couple of years. It is a St. Louis based regional planning group. Currently the focus is around CoVid services. In the beginning it was focused on data. Kemna attends every other week. Kenma was appointed as the BOS representative to group.

Break at 12:10 t0 12:30.

Secretary Marsha Keene-Frye took roll call at 12:31 p.m. Present were Tysa Coleman, Angela Webb, Becky Poitras, Anthony Smith, Mark Kirchhoff, Tammy Dreyer, Jessica Yeley, Ann Gosnell-Hopkins, Martha Sander, Kelli Kemna, Steve Hollis, Marsha Keene-Frye, Sandy Wilson, Stacey Wiley, Melissa Stickel, Calvin Garner.

Stickel reported that the subcontract with ICA was completed last week. It was supposed to go the Executive committee and sent to the board for today. Wiley does not have it. Stickel will send now. She forgot to send. Chair Sander said we will get it out and get it moving.

CE Committee reported that the Prevention and Diversion start date is proposed to roll out on 10/1. It will coincide with HUDs coordinated entry data standards. They are working with ICA.

Chair Sander asked for a motion to approve the roll out of the prevention and diversion tool for 10/1/2020. Kirchoff made the motion and Smith made the second. All members voted in favor. Motion carries.

The Program to Program Transfer policy was explained. Previously there was no policy related to if someone is in a CoC funded project and needs to move to another CoC funded project. Kemna said we don’t want to put people back into homelessness. The CE Committee created a policy so that a person wouldn’t be penalized if they went through this process. Level four access points will make the referral.

Poitras thinks the policy looks good. She thought we already had a transfer policy. Poitras said level 4 access point will notify of the request. Kelli said she was nervous to leave it up to a case conferencing decision. Garner said he thought we had already visited this. Kemna said we did but we didn’t get board vote. Poitras said we did when programs were closing but not a separate policy for project to project transfers.

Chair Sander asked for a motion to approve project to project transfer as presented. Poitras made the motion and Yeley seconded. All in favor members voted in favor.

Gosnell-Hopkins reported that she didn’t get a PITC committee report in. The last call August 6th. Participants on the call were very concerned about how it would look if we did a point in time count this year. A lot of activities such as project homeless connect warming stations are put on hold or very limited. The PITC committee tabled the conversation and Gosnell-Hopkins told them they would bring it to the board. We did get board approval for January 27th as the PIT count date. Sandy said slight development and HUD said there will be a shelter count in 2021 but a high likely hood that there will not be an unsheltered count this year. Poitras said we should plan for a sheltered count and unsheltered count. Gosnell-Hopkins said we need to keep thinking about how to carry it out. Poitras said local guidance is that most COC and HUD guidance is not to use outside volunteers. Recommendations are to try to use agency staff or established volunteers of your agency.

Kirchoff said from a region 5 standpoint that he chairs the project homeless connect and they are going to try to have one in October. They cancelled for the Summer.

Gosnell-Hopkins asked Hollis if they had things that were going to be cancelled? He said they would try to have event in connection with PIT count but they were trying to plan to do it outside. He was not sure what was really going to happen. Kemna was on MC squared. She said several were cancelled and most were scaled back. Gosnell-Hopkins asked for everyone to let her know if their events were being cancelled.

Stickel gave the CA report. They have been focused on transitioning pieces over during the last month. They have been working with ICA on the subgrantee agreement and MOU draft, and participating weekly on transition calls with ICA and with Homebase on TA proposal and NOFA proposal. Stickel said they are working on bringing on a second person. Wiley has been attending some committee and regional meetings. Please send her dates and times when things are happening so she can attend. Chair Sander said she is eager to get the transition going so that board can be more involved on the performance side. She is anxious to get into a working relationship and she hasn’t seen an MOU and transfer yet. Chair Sander said we need to be out of the transition and on to hands on.

Wilson gave the HMIS lead report for Gray. The Performance committee report was to be submitted by Meyer as the chair. She wanted to talk about our agency partnership agreement. There are a couple of changes. They have questions about whether the board should approve the agency partnership agreement. The language changed in 4 and 6.

Chair Sander asked for feedback from the board. She thinks these are changes that the HMIS lead agency can make but just keep the board up to date. Poitras said she agrees. Wilson asked if anyone had any issues? There were no objections.

Sander asked what our timeline was going to be for the At-Large election process? Sander asked when we were going to have membership meeting? We need direction for Governance Charter. Sander was re-elected to the region 9 seat. Region 1 and 2 have come on to serve through Dec. 31 but she is assuming they will vote them in for three-year terms. Chair Sander told Gosnell-Hopkins that they needed to have their election. Sander said there needs to be a nomination process. Nominations are due by October 1. It was agreed that the membership meeting should happen in December. The date will be set at next months meeting.

Chair Sander asked Smith for a Governor’s committee report. She said I think we lost Anthony on the call. Kemna said they are meeting every other month. Poitras said there is not a lot of movement or action coming out.

Chair Sander asked about the HUD Rural Community of Practice meetings. At one point the CA was attending and a board member was attending. Sander asked if we still are going and participating? The CA is still going. Meyer was attending but we aren’t sure that she still is. Chair Sander asked Stickel if they could check into how they can get on as the new CA? Poitras said it is a HUD TA thing and she would look through old e-mails to figure it out.

Poitras asked about HUD TA with ICF. She wanted to know what it was and how is it different from Homebase? Chair Sander said at some point we requested it and that they are now reaching back out and she doesn’t know if we need both TA’s. Poitras said she would go back to double check. Wilson said it is HUD related and they are instructed to reach out to COC’s in their area to see if they need assistance. They are regional TA providers.

Chair Sander said she is trying to determine if we need the additional TA. She asked Stickel to reach out and see if it duplicates what we are getting from Homebase or are they a different type of TA.

Chair Sander asked for everyone to please get stuff in a week early so an agenda can be drafted, etc. Sander asked Stickel if she could be prepared for the September meeting to look at the Gaps Analysis and what that looks like.

Sander asked Stickel if she wanted to talk about volunteer forms? Stickel said part of the match requirement is met by the volunteer nature of this board. We need in kind forms turned in. The match for the planning grant has to come from board volunteer time.

Chair Sander has asked CA to send out blank forms to each member and for the board to fill them out and send them back into CA.

Wilson asked if it was ok for her and Stickel to reach out to each member and ask how many hours they did in each month and then have them develop a document and have us sign off on it?

Chair Sander said no. Send us the form and let us complete it and then send it back. Then you just have to reach out to people who are doing extra stuff.

Chair Sander said if you send a form and we don’t send it back in three days then let us know.

Yeley asked for a form for new board members to track time. Chair Sander asked Melissa to reach out to new board members and let her know what type of tasks they needed to track.

Chair Sander asked for a motion to adjourn at 2:17 p.m. Kemna made the motion and Gosnell-Hopkins seconded. All members voted in favor. Meeting adjourned at 2:17 p.m.