**MO Balance of State Continuum of Care**

**Board Minutes**

**Thursday September 24, 2020**

Chair Martha Sander called the Mo BoS CoC Board of Directors to order at 11:04 am by conference call. Absent: Tysa Coleman, Angela Holt joined later.

Sander presented the meeting agenda for approval. Becky Poitras made a motion to approve the agenda, Tammy Dreyer seconded. Motion passed unanimously.

Sander reported that August Minutes need to be tabled for next meeting.

Old Business:

Collaborative Applicant Mo BoS CoC board MOU. Kelly Kemna made a motion to approve and amend the MOU to add that CA will take on some of the secretarial duties for the board. Sander added that CA will be responsible for notifications, board meeting minutes, keeping all records for CoC. Poitras seconded. Motion passed unanimously. MOU was updated with new duties, sent to Melissa Stickel to start new signatures.

PIT count updates. Sander asked Stickel and Ann Gosnell-Hopkins about any updates on the 2021 PIT count. Stickel informed she had not received any additional information besides the already shared, PIT counts cannot use outside volunteers, only staff will be allowed to assist with the count. Gosnell-Hopkins agreed with that information. The PIT count is currently scheduled for January 27th 2021.

Sander informed that all the Regional Board seats are now full. Martha Sander will continue as region 9 board member; Ann Gosnell-Hopkins will take over for Rhonda Meyer January 2021 for region 10.

Kemna presented on the Coordinated Entry Committee, she informed that she needed board approval on the prescreening tool for a new Housing History Inventory. Explanation was given by Kemna, that board has already approved the Prevention and Diversion tool, the housing history inventory is a part of that. Kemna informed that the need to revise LITMOS training and develop training for the tool. A motion was made by Gosnell-Hoskins to approve the housing history inventory piece of the prescreening tool, Angela Webb seconded, Motion passed unanimously.

She informed that the Coordinated Entry Committee had a deadline of Oct 1, 2020 for push out but this deadline has been moved to November 1, 2020. Kemna informed that she will push this out through regional leads. Trainings will be completed in the next month. Poitras made a motion to push out deadline for prescreening tool as presented. Jessica Yeley seconded. Motion passed unanimously.

Collaborative Applicant report was presented by Stacey Wiley and Melissa Stickel, LSA information access in the HDX 2.0 system has been requested from the Technical Assistance ICF, ICF is working with the CoC on gathering COVID-19 data. Sander asked if ICF will receive the COVID question data, Jayna Gray informed that she had sent ICF the COVID-19 questions and would be able to give them any data requested. The executive committee will have monthly meetings with ICF. Poitras made a motion to approve TA ICF have access to COVID Information in HDX 2.0. Marsha Keene-Frye seconded. Motion passed unanimously. Jayna will send ICF access information.

Stickel spoke on the GAPS Analysis for 2020. She explained that CA was looking for board guidance on which of the 10 recommendations from 2019 GAPS Analysis. She explained all 10 recommendations in detail. Board decided that GAPS Analysis will consist of these 3 questions.

1.Conduct additional analysis to understand changes in homeless populations within regions using HMIS data, stakeholder interviews, and other sources.

2. Conduct additional data analysis by race and ethnicity utilizing coordinated entry system (CES) and system performance measure (SPM) data.

3. Engage in qualitative data collection through surveys, focus groups, and interviews, particularly with communities of color.

Gray informed that HMIS has data for the diversity questions. Yeley requested that GAPS Analysis be added every as a sitting tem to the monthly board agendas. This was agreed upon by the majority of board members.

Stickel then discussed the Annual NOFA mandated training opportunities. This training was to be done in at Junes Full CoC meeting. There will be training on Diversity and Inclusion. This will be a 2-hour webinar that will be offered at 5 different times for members to have a choice in when to participate. CA will proceed and send out training dates and registration for the dates that will be in mid-October 2020.

Break at 12:07pm.

Keene-Frye took role at 12:32pm, Absent was Coleman

Continued Collaborative Applicant report. Wiley discussed that CA will start collecting in kind information through basecamp. Asked if all members can access basecamp, no issues. Moving forward, members can send their hours weekly or monthly as long as no CoC grant funds are already paying for their time. Wiley explained that Sandy Wilson will assist with gathering past months In kind hours. Forms will be sent out to all members individually to make sure all hours are captured for 2020. New In kind forms have been posted to base camp with new DOL volunteer amount on them.

Gray presented on HMIS report. She had updated numbers for several sections. This is the 1st month that race was pulled, she is excited to see changes from August to September next month. Poitras made a motion to approve that HMIS be able to share information to Primaris Foundation, who is writing a grant for a helpline for regions 5, 9 and 10. Gosnell-Hopkins seconded. Motion passed unanimously.

Gray did a report on the Performance Committee. She informed that last year she was able to pull all housing projects not just CoC projects, HMIS built a report that showed average housing types. These reports will be sent out to all Executive Directors.

Sander reported on Governance Committee. Working on updating the charter, have met 5 times and plan to be done and able to present new charter at October 22 board meeting. Charter must be out to all members 30 days before full membership meeting in December. Sanders explained that governance committee would like the new CA to take over the At Large member organization and facilitation. Gosnell-Hopkins made the motion that CA take on those responsibilities, Tammy Dreyer seconded, motion passed unanimously.

Sander explained that a diversity matrix needs to be completed for the board. Board Information forms will be sent to all members to fill out. The CA will keep those records. The diversity matrix will assist with recruitment of At Large Members.

Sander tabled youth Committee update, informed she would reach out to Mark Kirchhoff to determine his issues.

Sander started conversation regarding Full CoC meeting date. December 1. 2020 from 10:00am-12:00pm will be the Full CoC meeting followed by the November/December board meeting from 12:30pm-2:30pm.

Sander asked Stickel to check with MHDC regarding sign in sheets for the Annual trainings. Stickel agreed.

Sander discussed the Technical Assistance through ICF. How the questions that were asked of the CoC were more difficult to answer region by region than expected. Sander requested that to help TA provider with more information that the Check in questions be sent out to Regional leads to be answered in regional meetings. It is important to know what is happening in every county in the regions. Sander called each regional lead on the call, all leads expressed the ability to answer questions. CA will send out first batch of questions to be answered.

Anthony Smith informed on the Governors committee. Smith reported that the PIT count is still on for 2021, with the same restrictions Stickel and Gosnell-Hopkins had mentioned earlier, no external volunteers only staff helping with the count. There will be a 2nd round of Cares Funds coming soon. Gosnell-Hopkins invited Smith to her PIT committee meeting next week, she will send out calendar invite.

Sanders asked if anyone was still participating in the Rural Community of Practice meetings. Dreyer informed that she has had scheduling conflicts and has not been able to attend recently. Stickel asked if Dreyer could send her the information for the CA to be able to attend the meetings. Dreyer informed she will send information to Stickel.

Sander brought up that members had asked her about starting to meet in person again. Sander asked Steve Hollis about the ordinance about in person meetings. Hollis informed he would look into the Columbia ordinance but did not recommend in person meetings at this time.

Sander Thanked everyone for all their hard work, explained that a onboarding training will happen when all new members are on early 2021.

Sander made a friendly plea to all board members to look into a committee to serve on, all members should be active on at least one committee.

Hollis made a motion to adjourn at 1:45 pm. Poitras seconded. Motion passed unanimously.

Minutes recorded and submitted by Stacey Wiley, CA