

**Mississippi Balance of State CoC
Governing Council Meeting Minutes**
Thursday, May 26, 2016
10:00 a.m.

TIME AND PLACE

The meeting of the Mississippi Balance of State CoC Governing Council was called to order at 10:15 a.m. The meeting was held at the E.T. Woolfolk State Building (501 N. West St. West Street, Room 117, Jackson, MS 39201).

ROLL CALL

Elected CoC Governing Council Members, the HMIS Lead Agency, and the CoC Collaborative Applicant

CALL TO ORDER

Reginald Glenn, CoC Coordinator, called the meeting to order.

PRESENT

Myron Hutson, Sara Smith (on behalf of L. Payne), Louise Meyer, Cassie Hicks, Ivie Pulliam, Tamara Stewart, Pam Montgomery, Bethany Latham, Reginald Glenn

ADDITIONAL NOTE

- GC Member Louise Meyer was not able to attend due to unforeseen circumstances, but participate via phone.
- R. Glenn will email the travel form to all GC members to complete for reimbursement.
- **THERE WERE NOT ENOUGH MEMBERS OF THE GC PRESENT TO MAKE A QUORUM.**

REVIEW OF MINUTES

A motion was made by I. Pulliam to adopt the minutes for the meeting on February 11, 2016. S. Smith seconded the motion. All in favor by acclamation.

*To access these minutes, as well as minutes from other GC meetings, visit:
<http://msbos.org/council-minutes/> . Password: **gcm meetings***

ADOPTION / REVIEW OF AGENDA

I. COLLABORATIVE APPLICANT REPORT

a. Renewal of the Collaborative Applicant Agreement

b. Summary

1. **OVERALL: No significant changes in responsibilities.**
2. Maintain books of record and an accounting system that meets GAAP for the MS Balance of State Continuum of Care Governing Council
3. Direct the duties and responsibilities of the Continuum Coordinator according to the identified needs of the Governing Council
4. Keep the Governing Council up to date on relevant changes in HUD rules and regulations
5. Provide a Quarterly Collaborative Applicant report
6. Conduct the HUD CoC Program Grant process
7. Produce a CoC Annual Report

8. Develop in cooperation with committees CoC performance targets appropriate for each population and program type based on HUD performance standards identified in HUD guidance, NOFAs and notices.
9. Conduct performance monitoring, evaluation and reporting of all CoC program and ESG program recipients and sub recipients
10. Serve as HMIS Lead Agency, operating the HMIS compliant with the HUD HMIS Grant Agreement and data collection and reporting standards.
11. Coordinate and facilitate collaboration, training and technical assistance among agencies to ensure successful planning and partnerships in the Continuum of Care geographic area.

c. Approval & Signing of the CA Agreement

1. Due to the lack of quorum, the Governing Council could only make a recommendation. The recommendation was to accept the updated CA agreement as printed. A quorum of the Council must vote on the renewal before the CoC Annual Membership Meeting.

II. COMMITTEE REPORTS

a. Executive Committee

a. Update of the CoC Governance Charter

1. The CoC Coordinator updated the CoC Governance Charter to clearly display the details for the membership of the Governing Council (see pages 5-10 of the Governance Charter)
2. C. Hicks requested that the CoC Governing Council Code of Conduct as a appendix to the Governance Charter.

b. Approval & Signing of the GC Agreement

1. Due to the lack of quorum, the Governing Council could only make a recommendation. The recommendation was to accept the updated GC agreement with updates + appendix. A quorum of the Council must vote on the approval before the CoC Annual Membership Meeting.

b. Ranking Committee

1. Ranking CoC Projects

- a. February 11, 2016: The Executive Committee met with J. Spring of WINGS concerning the threshold review process of the CoC Application Competition.
- b. After meeting, the Executive Comm. made two suggestions:
 1. to review the threshold review process to allow for the possibility of edit before the submission of an application for threshold review.
 2. Take full CoC Applications with Letters of Intent (prior to the NOFA release).

c. Suggested Threshold Editing Elements

1. Governing Council members were asked (based on the Exec. Committee suggestion) to look at the Threshold review and suggest what elements the Collaborative Applicant are allowed to be “curable deficiencies”.
 - i. Project Type (TH, PSH, RRH, etc.)
 - ii. Project Term
 - iii. Percentage of Program Expenses
 - iv. Project Applicant Eligibility Evidence
 - v. Project Applicant Experience

- vi. Project Cost-Effectiveness
 - vii. Agency HMIS Participation
 - viii. Project Coverage Area (in CoC's geographic area)
 - ix. Match and Leveraging
 - 2. The Governing Council must establish a majority vote for each of the elements of the threshold review that will be allowed for editing. Due to the lack of quorum, the Governing Council could only make a recommendation. A quorum of the Council must vote on the approval before the CoC Annual Membership Meeting.
 - 3. The GC recommended that the threshold editing be done specifically for new applicants. After CoC Application submission they will be allowed a 2-week period after the submission to address any application deficiencies.
 - 4. The GC has also suggested that the CoC Funding Competition start earlier than Fall of the year.
2. Preparing For the FY2016 CoC Application Competition
- a. No major changes the CoC Application
 - b. NOFA expected to be released in June 2016
 - c. Competition starts at the Annual Meeting (June 9th).
 - 1. Submission of Applications and Letters of Intent
 - d. Questions?: Contact Louise Meyer (lmeyer@muteh.org)
3. **CoC-Funding Competition: Additional Funding Opportunity**
- a. An additional funding opportunity has come about to obtain funds from the following streams:
 - 1. \$65,000 for a FY2014 PSH project (to be spent by the end of 2016)
 - 2. \$30,000 for a FY2015 PSH project
 - 3. \$35,000 for a FY2015 CoC RRH project
 - i. NOTE: The PSH funding will be awarded to one agency.
 - b. The CoC launched an abbreviated competition for the additional funding competition.
 - c. Applications were due on Friday, May 20, 2016 by 5pm.
 - 1. **3 agencies** submitted a total of **5 applications**.
 - d. **Competition Submission Summaries**
 - 1. FY2014 – PSH (see link for summary)
 - i. AIDS Services Coalition
 - ii. Recovery House
 - 2. FY2015 – PSH (see link for summary)
 - i. AIDS Services Coalition
 - ii. Recovery House
 - 3. FY2015 – RRH (see link for summary)
 - i. USM – Institute for Disability Studies
 - 4. In addition to considering all facets of the competitions, agencies were allowed to make a plea as to the reason they want to receive funding. ASC Exec. Director Kathy Garner and Recovery House Exec. Dir. Stephanie Johnson called in to state their case.
 - e. Due to the lack of quorum, the Governing Council can only make a recommendation. A quorum of the Council must vote on the approval before the CoC Annual Membership Meeting.
 - 1. Competition Recommendations
 - i. FY2014 – PSH – No recommendation. Discussion tabled until quorum available.

- ii. FY2015 – PSH – No recommendation. Discussion tabled until quorum available.
- iii. FY2015 – RRH – Recommendation made to accept USM-IDS as the recipient of the FY2015 RRH funding. C. Hicks was recused from the voting of the funding due to the conflict of interest.

c. HMIS/Technology Committee

1. New Staff

a. Pam Montgomery

- 1. Formerly with CoC Member SAFE Inc.
 - i. Has knowledge with ESG
 - ii. Well-versed in frontline use of AWARDS

2. AWARDS Dashboard

- 1. Total Projects: 138
- 2. Past Quarter Additions: 3 Projects
- 3. Active Users: 105
- 4. Unduplicated Current Count: 6,096
- 5. Unduplicated Year-To-Date Count: 27,153

b. **Point-In-Time Snapshot**

1. **Overall Numbers**

- i. **Sheltered: 479**
- ii. Unsheltered: 306
- iii. Total: 785

2. Supopulation Data

- i. SMI: 101
- ii. Substance Abuse: 114
- iii. HIV/AIDS: 10

3. Training Tuesdays

- 1. Training Topics for the past quarter:
 - i. Using e-Signatures
 - ii. Utilizing the FaceSheet
- 2. Next Training Tuesday:
 - i. June 7th at 10am
 - ii. Topic: AWARDS New Features

4. Quote:

- 1. “We can rehouse record numbers of homeless people, but if the homeless population doesn’t actually drop, we failed. – Rep. of the Los Angeles Homeless System

5. Merger with PTEH Database

- 1. As of May 19th, PTEH is no longer the HMIS-lead agency for the Central MS CoC
- 2. Stewpot Community Services is now collaborative applicant and HMIS-lead
- 3. MUTEH board will discuss any contracts proposed by the Central MS CoC and inform the BoS Governing Council of any changes

6. Announcements

a. Ledger Parker had the opportunity to highlight MS BoS’s HMIS growth & processes on a Nationwide USICH Webinar

- 1. 1 of 4 panelists
 - i. Including:
 - 1. Deputy Asst to the Mayor of Houston

- 2. Director of the Office of Policy and Program Support, DC Dept of Human Services
- 3. Deputy Executive Director, Miami-Dade Homeless Trust
- b. HUD e-SNAPS Issues affecting HMIS 1 APR Submission
- 7. Questions OR Comments? – Bethany Latham. blatham@muteh.org. 601.960.0557.

8. Renewal of the HMIS Lead Agency Agreement

a. Summary: HMIS Lead Agency Responsibilities

1. OVERALL: No significant changes in responsibilities.

- i. Access for questions and concerns with the Software Solution Provider, Foothold Technology
- ii. Assistance with HUD mandated reporting on an agency/CoC level
- iii. AHAR and CoC Grant Application reporting
- iv. Annual and Quarterly CoC reports on basic, aggregate client demographics
- v. Creation, deletion and monitoring of user log-ins and passwords
- vi. Daily helpdesk (work days) for standard helpdesk issues
- vii. Evaluations and strategies for better use of the MSHMIS in regards to HUD reporting
- viii. Monitoring of HUD policy and procedure regarding MSHMIS with regular CoC updates
- ix. Quarterly New User Trainings (in a group setting)
- x. Quarterly Program specific trainings
- xi. Remote access to all in-house trainings upon request
- xii. Regular updates on MSHMIS policy, procedure and the database via a variety of mediums
- xiii. Rapid turn-around for addressing all helpdesk tickets
- xiv. Ongoing CoC level data quality check and follow-up
- b. Approval & Signing of the HMIS Agreement
 - 1. Due to the lack of quorum, the Governing Council can only make a recommendation. A quorum of the Council must vote on the approval before the CoC Annual Membership Meeting.

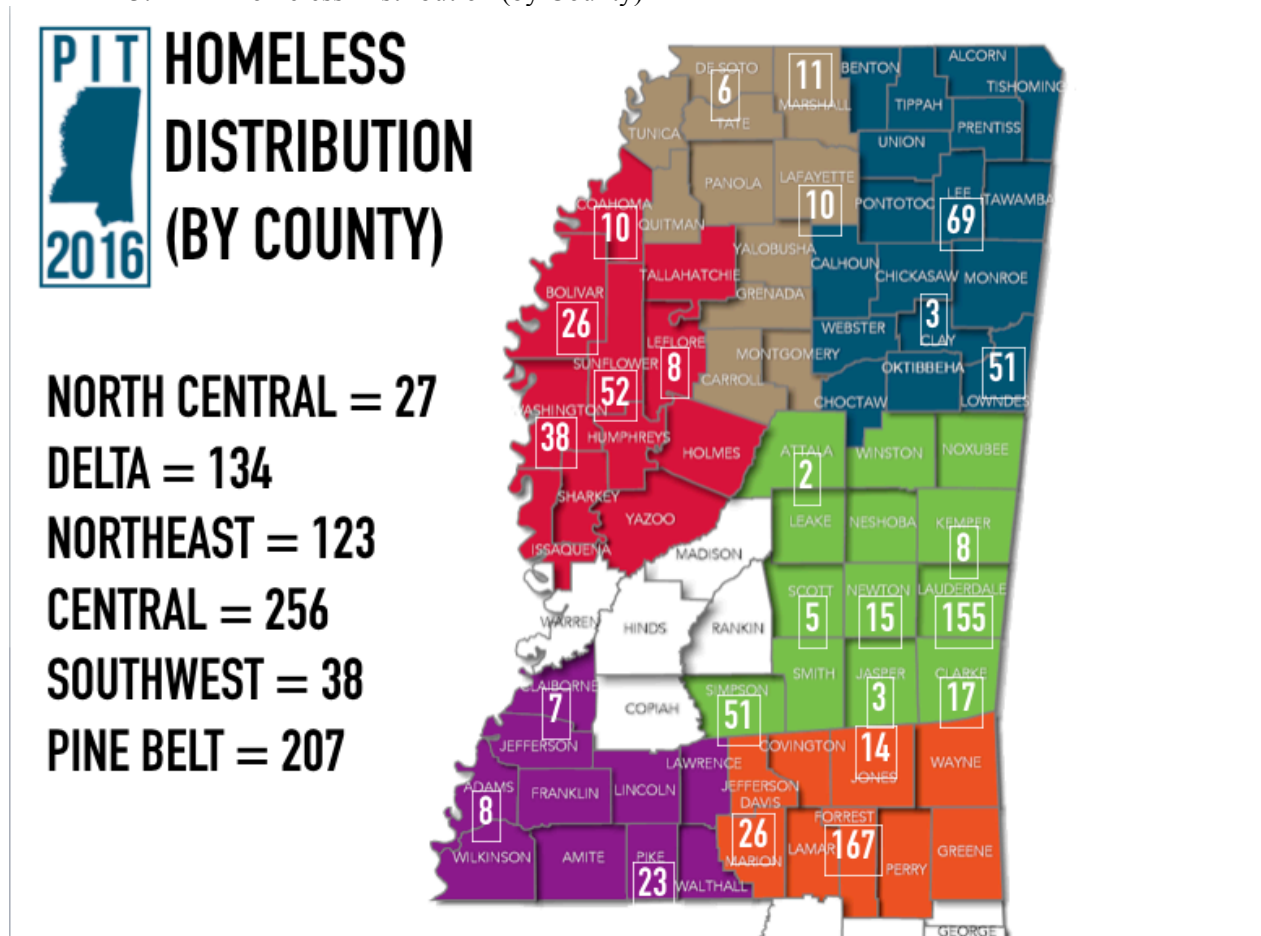
d. Resource Development/ Membership/ Awareness

- 1. We have a total 30 paying members in the Balance of State
 - a. Newest Members:
 - 1. All Saints Episcopal Church
 - 2. New Hope Village
 - 3. Pearl River Valley Opportunity, Inc.
 - 2. Regional Coalitions
 - a. Notable Topics
 - 1. 2016 PIT Count (Feb-May)
 - 2. Coordinated Entry System (2016)
 - 3. Teams vs. Workgroups (March-April)
 - 4. Incentive vs. Coercion (Apr-May)
 - b. Coalitions Initiatives:
 - 1. Agency Reports
 - 2. Agency Hosts (w/refreshments)
 - 3. Video Agency Reports

- c. Coalition Minutes: <http://msbos.org/coalition-minutes/> | Password: *cocminutes*

3. **2016-2017 CoC Membership Dues**
 - a. 2015-16 Membership Dues will expire on June 30, 2016.
 - b. Membership Dues are set at \$10 annually for individual and agency members of the MSBoS. This MINIMAL FEE is set to encourage participation from all subpopulations that have an interest in the work of the CoC. Annual dues for homeless individuals are waived.
 - c. Invoices for the 2016-2017 Membership Year have been EMAILED to the appropriate contacts.
 1. For more information, visit msbos.org/join-our-coc OR email R. Glenn (rglenn@msbos.org).
- e. **Funding & Strategy**
 1. Preparing For the FY2016 CoC Application Competition
 - a. No major changes the CoC Application
 - b. NOFA expected to be released in June 2016
 - c. Competition starts at the Annual Meeting (June 9th).
 1. Submission of Applications and Letters of Intent
 - d. Questions?: Contact Louise Meyer (lmeyer@muteh.org)
- f. **Quality & Performance Evaluation/Monitoring**
 1. Annual CoC Monitoring Site Visits
 - a. As a CoC we must evaluate all of our projects for compliance and performance. This will require a team of CoC representative going to monitor and evaluate every funding project in the CoC.
 1. Team will consist of the Exec. Committee Chair, CoC Coordinator, Exec. Director of the Collaborative Applicant, and a regional coalition chair.
 - b. The CoC will begin site visits with all CoC-funded projects.
 2. Annual CoC Monitoring Site Visits
 - a. Crosswind – FAITH: March 3rd
 - b. Recovery House – Project HOPE TH & PSH: April 21st
 - c. MCCA – STEPS: POSTPONED
 - d. MUTEH Inc. – MPHA I & II, PGV, Planning Grant, HMIS I & II: June 23rd
 - e. ASC – 121 Haven House & 227 Place: July 21st
 - f. USM IDS – Project Recovery I & II: July 22nd
 - g. Catholic Charities Natchez – CoC RRH: August 18th
 - h. BCCAA – CoC RRH: Sept. 15th
 3. Tools for Evaluation
 - a. Continuum of Care Uniform Monitoring Package (UMP)
 1. Thoughts on the UMP?
 2. Is it sufficient for the purpose?
 3. Additions, Corrections?
 - b. Other relevant exhibits and/or tools as prescribed by HUD.
 4. CoC Written Standards
 - a. What are our current written standards?
 - b. What are our future goals?
 - c. A committee must be formed to explore both our current and future goals related to performance and evaluation for all project types.
- g. **Coordinated Entry Systems**
 1. **Summary of CES Meetings (March – May 2016)**
 - a. Northeast Coalition Pilot: Experiences & Lessons
 - b. USICH: Hattiesburg declares end to Veteran homelessness!
 - c. CoC Coordinator involvement in the CES

- d. Formalization of the Functional System (Vision, Mission, Means, Tasks)
 - e. By-Name List: Access & Traversal
 - f. Annual Meeting Preparation
- h. Point-In-Time Count**
1. Highlights
 - a. PIT Count data has been collected, entered in HMIS, and submitted to HUD HDX.
 - b. We are currently running reports to make data presentations for analysis.
 - c. Full PIT Count Report will be presented during the Annual Meeting (June 9th)
 2. Our Final Count
 - a. Last Year's Count: 809
 - b. January 2016: 785
 1. Sheltered = 479
 2. Unsheltered = 306
 3. PIT Homeless Distribution (by County)



III. UNFINISHED BUSINESS

IV. NEW BUSINESS

V. ANNOUNCEMENTS

a. HUD Awards Tier 1 CoC-Funded Projects

1. LINK: <https://msbos.org/2016/03/08/hud-awards-4-7m-for-local-homeless-programs-in-mississippi/>

b. HUD Awards Tier 2 CoC-Funded Projects

1. LINK: <https://msbos.org/2016/05/02/hud-announces-additional-funding-for-homeless-programs-in-mississippi/>
- c. CoC Annual Membership Meeting – Thursday, June 9, 2016**
1. **Time:** 10AM
 2. **Location:** Mississippi Agriculture and Forestry Museum - Ethnic Heritage Center [1150 Lakeland Drive, Jackson, Mississippi 39216]
 3. **Cost:** \$10/person (includes lunch) - Payment can be made via mail or upon attendance with check, money order, or exact cash.
 4. Register at www.msbos.org.
- d. NEXT CoC GOVERNING COUNCIL MEETING: September 8, 2016**

VI. ADJOURNMENT

- a. The meeting adjourned at 12:10 p.m.

VII. ADDITIONAL NOTE

- a. Due to the lack of quorum, the Governing Council could only make recommendations. A quorum of the Council must vote on the approval before the CoC Annual Membership Meeting. R. Glenn with Coordinate a date and submit it to the Council.