

**Mississippi Balance of State CoC
Governing Council Meeting Minutes**
Thursday, June 2, 2016
1:30 pm

TIME AND PLACE

The meeting of the Mississippi Balance of State CoC Governing Council was called to order at 1:30 pm. The meeting was WebEx online conferencing software.

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

Martha Mitternacht, Ivie Pulliam, Bobby Capps, Leslie Payne, Jean Spring, Myron Hutson, Patricia Lane, Louise Meyer, Cassie Hicks, Bethany Latham, Reginald Glenn

ADDITIONAL NOTE

- **THIS MEETING HAS BEEN CALLED BECAUSE THERE WERE NOT ENOUGH MEMBERS OF THE GC PRESENT TO MAKE A QUORUM FOR DECISIONS DURING THE MAY 26 MEETING.**

ADOPTION / REVIEW OF AGENDA

1. UPDATE OF THE COC GOVERNANCE CHARTER

1. Summary

- a. 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. Approval & Signing of the GC Agreement

- a. 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. A quorum of the Council must vote on the approval before the CoC Annual Membership Meeting.

2. RENEWAL OF THE COLLABORATIVE APPLICANT AGREEMENT

1. Summary

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

- h. 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.
- i. Conduct performance monitoring, evaluation and reporting of all CoC program and ESG program recipients and sub recipients
- j. Serve as HMIS Lead Agency, operating the HMIS compliant with the HUD HMIS Grant Agreement and data collection and reporting standards.
- k. Coordinate and facilitate collaboration, training and technical assistance among agencies to ensure successful planning and partnerships in the Continuum of Care geographic area.

2. Approval & Signing of the CA Agreement

- a. 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.

3. RENEWAL OF THE HMIS LEAD AGENCY AGREEMENT

1. Summary: HMIS Lead Agency Responsibilities

a. OVERALL: No significant changes in responsibilities.

- a. Access for questions and concerns with the Software Solution Provider, Foothold Technology
- b. Assistance with HUD mandated reporting on an agency/CoC level
- c. AHAR and CoC Grant Application reporting
- d. Annual and Quarterly CoC reports on basic, aggregate client demographics
- e. Creation, deletion and monitoring of user log-ins and passwords
- f. Daily helpdesk (work days) for standard helpdesk issues
- g. Evaluations and strategies for better use of the MSHMIS in regards to HUD reporting
- h. Monitoring of HUD policy and procedure regarding MSHMIS with regular CoC updates
- i. Quarterly New User Trainings (in a group setting)
- j. Quarterly Program specific trainings
- k. Remote access to all in-house trainings upon request
- l. Regular updates on MSHMIS policy, procedure and the database via a variety of mediums
- m. Rapid turn-around for addressing all helpdesk tickets
- n. Ongoing CoC level data quality check and follow-up

2. Approval & Signing of the HMIS Agreement

- a. 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.

4. REVIEWING THE THRESHOLD REVIEW PROCESS

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

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. Suggestions must be completed 1 week before the threshold review takes place.
5. Suggested Threshold Editing Elements
 - a. 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”.
 - a. Project Type (TH, PSH, RRH, etc.)
 - b. Project Term
 - c. Percentage of Program Expenses
 - d. Project Applicant Eligibility Evidence
 - e. Project Applicant Experience
 - f. Project Cost-Effectiveness
 - g. Agency HMIS Participation
 - h. Project Coverage Area (in CoC’s geographic area)
 - i. Match and Leveraging
6. 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.

5. COC-FUNDING COMPETITION: ADDITIONAL FUNDING OPPORTUNITY

1. An additional funding opportunity has come about to obtain funds from the following streams:
 - a. \$65,000 for a FY2014 PSH project (to be spent by the end of 2016)
 - b. \$30,000 for a FY2015 PSH project
 - c. \$35,000 for a FY2015 CoC RRH project
 - a. NOTE: The PSH funding will be awarded to one agency.
2. The CoC launched an abbreviated competition for the additional funding competition.
3. Applications were due on Friday, May 20, 2016 by 5pm.
 - a. **3 agencies** submitted a total of **5 applications**.
4. **Competition Submission Summaries**
 - a. FY2014 – PSH (see link for summary)
 - a. AIDS Services Coalition
 - b. Recovery House
 - b. FY2015 – PSH (see link for summary)
 - a. AIDS Services Coalition
 - b. Recovery House
 - c. FY2015 – RRH (see link for summary)
 - a. USM – Institute for Disability Studies
 - d. 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.
5. 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.
 - a. Competition Recommendations
 - a. FY2014 – PSH – No recommendation. Discussion tabled until quorum available.

- b. FY2015 – PSH – No recommendation. Discussion tabled until quorum available.
- c. 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.

6. VOTING PROCEDURES

- 1. All items of discussion will be put to a vote via digital Google Form. (**LINK: <http://goo.gl/forms/MF51OJ8KpWhNpQNI2>**)
- 2. Be sure to complete each section of the ballot (Identification + 4 items of discussion).
- 3. You are required to answer each question which will be considered a final decision in each matter.
- 4. Ballots are expected to be completed by 12 Noon, Friday June 3rd.

7. ANNOUNCEMENTS

- 1. **CoC Annual Membership Meeting – Thursday, June 9, 2016**
 - a. **Time:** 10AM
 - b. **Location:** Mississippi Agriculture and Forestry Museum - Ethnic Heritage Center [1150 Lakeland Drive, Jackson, Mississippi 39216]
 - c. **Cost:** \$10/person (includes lunch) - Payment can be made via mail or upon attendance with check, money order, or exact cash.
 - d. Register at www.msbos.org.
- 2. **NEXT CoC GOVERNING COUNCIL MEETING: September 8, 2016**

8. ADJOURNMENT

- 1. The meeting adjourned at 2:30 p.m.

9. ADDITIONAL NOTE

- 1. 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.

10. RESULTS OF DIGITAL VOTING

- 1. **CoC Governance Charter** – The Council Voted YES, TO ACCEPT the Governance Charter (with the Governing Council Code of Conduct) as recommended.
- 2. **CoC Collaborative Applicant Agreement** – The Council voted TO ACCEPT the Collaborative Applicant Agreement as recommended.
- 3. **HMIS Lead Agency Agreement** – The Council voted TO ACCEPT the Collaborative Applicant Agreement.
- 4. **The Threshold Review Process** – The Council voted to ALLOW for new CoC Applicants to receive feedback pre-threshold review.
 - a. **In addition, the Council voted that the following elements will be considered as valid to for feedback:**
 - a. Project Type (TH, PSH, RRH, etc.)
 - b. Project Term
 - c. Percentage of Program Expenses
 - d. Project Applicant Eligibility Evidence
 - e. Project Applicant Experience
 - f. Project Cost-Effectiveness
 - g. Agency HMIS Participation

