Mississippi Balance of State CoC
Governing Council Meeting Minutes
Thursday, August 13, 2015
9:00 a.m.

TIME AND PLACE

> The Inaugural meeting of the Mississippi Balance of State CoC Governing Council was called to order at 9:30 a.m. The meeting was held at the E.T. Woolfolk State Building (501 N. West St. West Street, Room 117, Jackson, MS 39201) This meeting serves a training for the Governing Council.

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

> Ivie Pulliam, Bobby Capps, Leslie Payne, Jean Spring (w/Eve Wellons), Patricia Lane, Louise Meyer, Ledger Parker, Bethany Latham, Reginald Glenn

ADOPTION / REVIEW OF AGENDA

> **I. INTRODUCTIONS**
> > a. Governing Council Members were asked to stand before the room and give the following information:
> > > • Name
> > > • Agency Representation
> > > • Position
> > > • What would you like contribute to the Council/CoC?
>
> **II. CONTINUUM OF CARE GOVERNING STRUCTURE**
> > **a. Entities of the CoC**
> > > • **Governing Council**
> > > > **1.** Consists of representation from the following groups, for a total of 15 chartered voting members who will be the primary decision making group of the CoC membership:
> > > > > **a.** Chair of each of the 6 regional coalitions (prefer non-funded agency representation)
> > > > > **b.** Formerly Homeless person
> > > > > **c.** ESG sub-recipient agency representative
> > > > > **d.** Mississippi Municipal League representative
> > > > > **e.** MS Permanent Supportive Housing Council representative
> > > > > **f.** Veteran's Affairs representative
> > > > > **g.** Philanthropic/Foundation representative
> > > > > **h.** MS Department of Mental Health representative
> > > > > **i.** Executive Director of the Collaborative Applicant
> > > > > **j.** At-Large CoC membership representative

- **Collaborative Applicant**
  1. The sole eligible applicant for HUD CoC Planning Grant funds, and shall manage the required HUD process on behalf of the CoC Governing Council
  2. Ensure the maximum amount of funds are received by the CoC jurisdiction and that the CoC is in compliance with all applicable HUD rules and regulations
  3. The MS Balance of State CoC Collaborative Applicant is MUTEH, Inc.

- **HMIS Lead**
  1. Utilizing a coordinated system to count and track homeless trends in the region, the MSHMIS program gives providers the ability to collect data using a universal language accepted by HUD and , increasingly, other State, Federal and Private funders.
  2. The MS Balance of State CoC HMIS Lead is MUTEH, Inc.
- **Membership (25 Paid Members)**
  1. Anyone who attends meetings of the CoC (including Regional Coalition meetings), completes the membership application and pays membership dues.
  2. Participates in subcommittees, task forces, ad hoc workgroups and other network groups associated with the MS Balance of State Continuum of Care as it deems necessary to conduct the work of the CoC.
  3. Individuals and agency representatives that have actively participated in the CoC meetings and are current on their membership dues may vote on matters presented to the CoC membership.

III. **RESPONSIBILITIES:**
  a. **…OF THE CoC GOVERNING COUNCIL**
  - Annually assess needs for housing and homeless services and recommend prioritization of gaps in services to be filled through reallocation of existing resources and/or additional resource development.
  - Directly make policy and funding decisions related to the following CoC resources:
    1. HUD Continuum of Care funds
    2. HUD Emergency Solutions Grant funds
  - Assist in developing and adopt a plan to end homelessness in Mississippi and associated annual updates
  - **Approve all portions of the Consolidated Plan and associated Annual Action Plans** as specifically related to the use of HUD Continuum of Care and Emergency Solutions Grant (ESG) funds.
    1. **Are we writing a consolidated plan as a CoC? L. Meyer: "MDA will continue to write the plan."**
  - **Approve the annual HUD Continuum of Care application**, including associated strategic plan goals and project ranking
  - **Direct the scope of work of the Regional Coalitions**, including working with the Regional Coalitions Chairs to establish Regional Coalitions meeting agendas
  - **Establish any associated CoC committees**, task forces, or ad hoc work groups, define their membership and generally establish and direct their scopes of work.

- **Hire a CoC Coordinator and determine the responsibilities of that position** by developing and updating a Job Description annually
- **R. Glenn distributed the CoC GC Code of Conduct.** The GC agreed that attendance policy should be more strict. As opposed to simply attending 1 meeting to maintain status, the GC set forth that a GC member is only allowed to miss 1 meeting per year. Also, GC members encouraged those who miss to send proxies whom are trusted with the information. J. Spring made a motion to edit the aforementioned Code of Conduct. P. Lane seconded the motion. All in favor by acclamation.
  See the edited Code of Conduct Here:
  https://msboscoc.files.wordpress.com/2015/07/coc-governing-council-code-of-conduct-8-2015.pdf
- **Questions to Consider**
  1. What gaps do you see in the BoS coverage area that need to be addressed?
  2. What goals do you envision for the future of the regional coalitions in the Balance of State?
     a. B. Capps: "Strategize how you can in your region to solve Veterans, Chronically Homeless, & family homelessness—Implement practically."
     b. L. Payne: "We need to get more people to the table."
  3. How would you like to improve the implementation of the Point-In-Time Count for 2016?
     a. P. Lane: "Stand Up & Be Counted (Everyone), Explain to others what being counted can do for you, Having the VA staff contribute more."

b. **…OF THE CoC COORDINATOR**
- Works under the direction of the Executive Director of the Collaborative Applicant (L. Meyer)
- **Essential Functions & Responsibilities:**
  1. **Membership** - meetings upkeep, member recruitment, regional coalitions, & public relations
  2. **Governing Council** - represents the interest and responsibilities of the GC
  3. **PIT/HIC -** works with PIT committee to coordinate strategies and implement the Counts.
- **For a more in-depth look at the CoC Coordinator Job Description see this link:** https://msboscoc.files.wordpress.com/2015/07/job-description-coc-coordinator-w-out-specs-rev-8-2015.pdf

c. **…OF THE HMIS LEAD**
- The MSHMIS will provide an unduplicated count of the number of individuals accessing services from homeless service providers in the region.
- Service tracking and trends: The MSHMIS will identify demographic and service utilization trends.
- Enhanced service delivery: Through tracking client service trends, the MSHMIS will identify service areas in need of enhancement and growth.
- Information for policymaking: Aggregate data will be shared with homeless service advocates, government officials and researchers. This information will

better inform our understanding of homelessness and guide public policy and program development.

- MUTEH will ensure the necessary Federal and State reports are available through the database (ie. AHAR, CoC APR's, CAPER)
- MUTEH will train all CoC members so that they may appropriately utilize the HMIS system and the data it contains - this includes the development of training tools to be used by CoC system users
- MUTEH will provide adequate technical assistance to make certain that CoC member agencies' HMIS problems/concerns are addressed and resolved in a timely manner
- MUTEH will report to the Balance of State HMIS committee on initiatives outlined by HUD and/or the HMIS committee
- MUTEH will establish the required HMIS functionality to facilitate the BoS' Coordinated Entry System
- MUTEH will provide reporting to enable Quality Assurance efforts set forth by the CoC/GC
- MUTEH will attend to and advise on CoC/GC/HMIS Committee on impending HUD regulation changes, and on best practices observed in other communities
- MUTEH will provide aggregate data to guide research and decision-making by the CoC and the GC
- For more information about the HMIS Lead and its responsibilities see our CoC HMIS Agreement: http://storage.cloversites.com/mississippiunitedtoendhomelessness/documents/HMIS_CoC_Agreement.pdf
- Other Notes:
    1. "Our data is to be used for decision-making" – L. Parker
    2. Common Denominator: Mandatory to use HMIS for funding to get everyone together.
    3. Quarterly Report Cards have the ability to customize stays on cutting edge

d. …OF THE COLLABORATIVE APPLICANT

- Maintain books of record and an accounting system that meets GAAP for the MS BoS Governing Council
- Direct the duties are responsibilities of the CoC Coordinator according to the needs of the Council
- Keep the GC up-to-date on relevant changes in HUD rules & regulations
- Provide a Quarterly Collaborative Applicant Report
- Conduct the HUD CoC Program Grant process
- Produce a CoC Annual Report
- Development in cooperation with committees CoC performance targets that are population & program-specific to HUD performance standards.
- Conduct performance monitoring, evaluation, and reporting of all CoC program and ESG programs
- Coordinate and facilitate collaboration, training and technical assistance among agencies to ensure successful planning and partnerships in the CoC geographic area.

- For more information about the responsibilities of the CA, see the Collaborative Applicant Agreement: http://storage.cloversites.com/mississippiunitedtoendhomelessness/documents/Collaborative_Applicant_Agreement_2014_2015.pdf
- REMEMBER: MUTEH employs Reggie on the Governing Council behalf!
- CoC measurements need to be updated
- We need to grow to have site visits-quality assurance committee
- WE NEED A STANDARD OF CARE FOR AGENCIES SEEKING TO SERVE OUR POPULATIONS.

IV. **CoC APPLICATION & RANKING PROCESS**
   a. **THE APPLICATION**
      - **Following questions were answered regarding the CoC Application:**
         1. What determines the structure of the application/fields?
         2. How are new applicants informed of HUD specifications? Threshold requirements?
         3. Is technical assistance offered?
         4. Who can (and cannot) apply?
      - **Notes:**
         1. Email digital copy of the CoC Application to the Council.
         2. CoC Standards: you must 12 months of historical data to put in an application.
         3. Only fund those that HUD has determined relevant
         4. NOFA will tell us what HUD wants to fund.

   b. **THE RANKING**
      - **Following questions were answered regarding the CoC Application Ranking:**
         1. How are projects ranked (who determines)?
         2. What is meant by application "tiers?"
         3. What tools are used in ranking?
         4. Are applicants allowed any narrative or presentation opportunity to explain program dynamics?
         5. What is the appeals process?
         6. What steps are taken for GC/Ranking Committee members whose agencies are being ranked?
      - Should we allow the agencies that are funded to be apart of the Ranking Committee meetings? L. Parker: YES. L. Meyer: NO

V. **TYPICAL MEETING LOGISTICS**
   a. Each Meeting of the Governing Council will consist of the following items:
      - Call to Order
      - Adoption/Review of Today's Agenda
      - Review of Meeting Minutes
      - Collaborative Applicant Report

- Committee Reports
    1. Executive Committee
    2. Ranking
    3. HMIS/Technology
    4. Resource Development/Membership/Awareness – I. Pulliam wants to chair this committee
    5. Funding & Strategy
    6. Quality & Performance Evaluation/ Monitoring
    7. Coordinated Assessment – B. Capps would like to chair this committee
- Agency Report
- Guest Speaker
- Unfinished Business
- New Business
- Announcements
- Adjournment

b. Notes:
- Where would the GC like to meet?

VI. ANNOUNCEMENTS

a. CoC Application Workshop – September 1st
- Location: Woolfolk Building, 501 N. West St., Room 117, Jackson, MS
- Time 10-12noon; Question and Answer Session after workshop.
- This workshop will serve as an opportunity for service organizations in the Balance of State coverage area to understand the logistics and ideal project types that the US Department of Housing and Urban Development is willing to fund. Anyone interested in submitting an application for HUD CoC funds should attend this event.

b. MS CoC Start-Up Workshop – September 16th
- **Locations:**
    1. McCoy Federal Building – Jackson
    2. CREATE Foundation – Tupelo (Remote)
    3. Knight Non-Profit Center – Gulfport (Remote)
- **Time:** 9am – 4pm
- **Description:** This meeting will serve as an opportunity for HUD/Continuum of Care-funded projects to receive guidance, tools, and advice on how to implement and administer their programs. Topics covered will include, but are not limited to:
    1. Project Tracking & Measurement
    2. Grant Setup & Accounting
    3. Environmental Reviews
    4. Eligible Activities
    5. Homelessness Categories
- **For information, contact rglenn@muteh.org**

c. IN PROGRESS: New MS BoS Website
- Visit https://msboscoc.wordpress.com/ for preview of the site!

d. NEXT CoC GOVERNING COUNCIL MEETING: OCTOBER 2015

- **To possibly 10/15/15.**

VII.   ADJOURNMENT
    a. The meeting adjourned at 1:30 p.m.