

**Mississippi Balance of State CoC
Governing Council Meeting Minutes**

Thursday June 1, 2017
10:00 a.m.

TIME AND PLACE

The meeting of the Mississippi Balance of State CoC Governing Council was called to order at 10:07 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

Martha Mitternacht, Bobby Capps, Myron Hutson, Louise Meyer, Sara Smith (proxy for Leslie Payne), Reginald Glenn, Florida McKay, Pattie Brantley, Kim Townsend, Jean Spring, Kimberly Moore, Cassie Hicks,

ADDITIONAL NOTE

- GC Members S. Holloway, I. Pulliam & P. Lane were not able to attend due to scheduling conflicts. See Sign-On Sheet from the meeting here:
https://msboscoc.files.wordpress.com/2017/08/gcsigninsheet_060117.pdf
- R. Glenn will email the travel form to all GC members to complete for reimbursement.

REVIEW OF MINUTES

A motion was made by C. Hicks to adopt the minutes for the meeting on Feb 9, 2017. F. McKay 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: **gcmeetings***

ADOPTION / REVIEW OF AGENDA

I. COLLABORATIVE APPLICANT REPORT

a. 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. The recommendation was to accept the updated CA agreement with the following edits to be made:
 - 1. Remove the Job Description of the CoC Coordinator
 - b. A motion was made by B. Capps to approve the 2017-18 Collaborative Applicant Agreement. J. Spring seconded the motion. All in favor by acclamation.
 - c. The Collaborative Applicant Agreement can be viewed here: <https://msboscoc.files.wordpress.com/2017/08/2017-18-coc-collaborative-applicant-agreement-signed.pdf>

II. COMMITTEE REPORTS

a. CoC Governing Council Terms: Status Check

- 1. Martha Mitternacht: Renewed
- 2. Ivie Pulliam: Renewed
- 3. B. Capps: Renewed
- 4. L. Payne: Renewed
- 5. M. Hutson: Renewed
- 6. Patricia Lane: Replaced by Kimberly Moore

b. Executive Committee

1. Approval of the CoC Governance Charter

- a. Minor edits were made to the Charter to reflect the newly gained titles of members in the Collaborative Applicant.
- b. A motion was made by B. Capps to approve the 2017-18 Governance Charter. J. Spring seconded the motion. All in favor by acclamation
- c. The Governance Charter can be viewed here: <https://msboscoc.files.wordpress.com/2017/08/ms-bos-coc-governance-charter-rev-5-2017-appendix.pdf>

c. Ranking Committee

1. FY2017 CoC Competition Debriefing.

- a. Presentation can be viewed here: <https://msboscoc.files.wordpress.com/2015/08/fy2017-coc-competition-preview-060117.pdf>

d. HMIS/Technology Committee

- 1. There was no HMIS Report provided during the meeting a full report will be provided for the 2017 Annual Meeting next week.
 - 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 regarding 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. Modifications

1. Made on 4/4/17

- i. Changed “MSHMIS Coordinator” to “Data Systems Administrator”
- ii. Changed “Program Director” to “Executive Director”

2. Made on 5/18/17

- i. pg. 22: Added HMIS User Code of Ethics
- ii. pg. 25: Added Privacy Notice – Basic
- iii. pg. 26: Added Privacy Notice - Privately Funded
- iv. Modified Table of Contents to reflect noted pages
- v. pg. 27: Added note about the Pricing Summary

c. Approval & Signing of the HMIS Agreement

- 1. A motion was made by M. Mitternacht to approve the 2017-18 HMIS Agreement. F. McKay seconded the motion. All in favor by acclamation
- 2. The HMIS Agreement can be viewed here:
<https://msboscoc.files.wordpress.com/2017/08/2017-18-coc-hmis-agreement-signed.pdf>

e. Resource Development/ Membership/ Awareness

1. We have a total 31 paying members in the Balance of State

2. 2017-18 CoC Membership Dues

- a. Our current membership year will end June 30, 2017. Current member agencies/individuals and potential new members must apply for membership for the period of July 1, 2017 – June 30, 2018
- b. To apply/re-apply for membership, all agencies (current & new members) must complete our online [online CoC Membership Application](#).
- c. Please take the time to update your agency’s contact and other pertinent information using our online Membership Application form. After submitting your membership request, you will receive (via email) an invoice for your membership dues.
- d. Once receiving the invoice, payment for membership can be submitted by cash, check, or money order.

3. Coalition Name Change

- a. During the meeting, R. Glenn suggested that the Central Coalition should change their regional name due to conflict with the name of the Central MS CoC. R. Glenn believed that the name change would not only lower confusion between the coalitions, but also give more clarity to the actual regional location of the Coalition.
- b. A motion was made by L. Payne to change the name of their Coalition for the 'Central Coalition' to 'East Central Coalition'. The motion was seconded by multiple persons. All in favor by acclamation. R. Glenn will check with the CoC Governing Council to see if this move is feasible.

4. Regional Coalition Highlights

- a. Notable Topics
 1. 2017 PIT Count Planning
 2. Coordinated Entry Systems
 3. 2018 Homeless Connect Planning (Central & Delta)
- b. Professional Development
 1. Reactions to Change
 2. Encouraging Growth
 3. Adaptability
 4. Discipline
- c. Meeting Additions
 1. Working the BNL (in Coalition Meetings)
- d. Average Coalition Attendance (Feb. 2017 – May 2017)
 1. Central – 15
 2. Northeast – 12
 3. Delta – 10
 4. Southwest – 7
 5. Pine Belt - 24

f. Quality & Performance Evaluation/Monitoring

1. No report

g. Coordinated Entry Systems

1. CES Highlights

- a. The BNL is currently being updated weekly for each region (excluding the North Central)
- b. Email notification are sent as reminders
- c. Agencies across the BoS and are slowly learning to “work the list”
- d. 2017 PIT Data to added to the BNL once entered in HMIS.

2. Using the By-Name List (BNL)

- a. Check List Clients
- b. Give client ID to CoC/MUTEH via email or HMIS
- c. CoC/MUTEH will respond thru AWARDS w/ contact info and notes.

3. #EndThis Taskforce

a. Meeting every 2 weeks in 30-45-minute call:

1. To work with the Veteran BNL
2. discuss the criterion required to declare an end to Veteran homelessness in the BoS.

4. Ending Veterans Homelessness in the BoS

- a. The community has identified all Veterans experiencing homelessness.
 1. We cannot meet this criterion until access to the VA homeless list.

- b. The community provides shelter immediately to any Veterans experiencing unsheltered homelessness who wants it.
 - 1. We cannot meet this criterion until we gain 24/7 access.
- c. The community provides service-intensive transitional housing only in limited instances.
- d. The community has capacity to assist Veterans to swiftly move into permanent housing.
- e. The community has resources, plans partnerships and systems capacity in place should any Veteran become homeless or be at risk of homelessness in the future.

h. Funding & Strategy

1. Point-In-Time Count: Debriefing

- a. View brief count report here:
<https://msboscoc.files.wordpress.com/2017/08/2017-pit-count-debriefing-060117.pdf>

III. UNFINISHED BUSINESS

- a. **There is no unfinished business to report.**

IV. NEW BUSINESS

- a. **There is no new business to conduct.**

V. ANNOUNCEMENTS

a. Scheduling Meetings For 2017

- 1. In order to better prepare advocates and members for the CoC's 2017 meetings. The MS Balance of State has compiled a meeting calendar of its important information and gatherings. Download the calendar here:
<https://msboscoc.files.wordpress.com/2015/08/msbos-annual-calendar-2017-yearly-calendar-template-vertical-02.pdf>

b. New Social Media Accounts for the BoS

- 1. Facebook: <https://www.facebook.com/msboscoc>
- 2. Twitter: <https://twitter.com/msboscoc>

c. MHC ESG Application Deadline

- 1. Complete your ESG application by June 8th to be eligible for the grant!

d. MS Housing Conference – June 5th-7th

- 1. Gold Strike Casino – Tunica, MS
- 2. We want CoC-Funded Agencies represented!

e. CoC Annual Membership Meeting – Thursday, June 8th, 2017

- 1. Robert E. Lee Building
- 2. Time: 10 AM
- 3. Register here: <https://bosannualmeeting.wordpress.com/>

f. NEXT CoC GOVERNING COUNCIL MEETING: September 14th, 2017

VI. ADJOURNMENT

- a. The meeting adjourned at 12:06 p.m.