**DRAFT MINUTES**

**EXECUTIVE COMMITTEE MEETING**

Friday, August 16, 2019

10:00 AM

Meeting Location:

**Iowa Finance Authority, 1963 Bell Avenue, Suite 200, Des Moines OR**

**Conference Call: (866) 685-1580; code 515-725-4942**

*The Executive Committee has nine voting members: Karin Ford (chair), Ashley Odom (vice-chair), Tim Wilson (secretary), Ben Brustkern, Dennis Lauterbach, Carolyn Cobb, Page Eastin OR Scott Mather, Diane Nichols, Dax Oberreuter. Non-voting members: Crissy Canganelli, David Hagen.*

**Resources** (<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/93>):

1. Introductions of those present
	1. Karin noted that she had recently made some new appointments to the committee, so the committee is back to its full membership of nine.
	2. Voting members present:
		1. Karin Ford (chair)
		2. Ashley Odom (vice-chair)
		3. Tim Wilson (secretary)
		4. Dennis Lauterbach
		5. Page Eastin
		6. Dax Oberreuter
		7. Diane Nichols (phone)
		8. Carolyn Cobb (phone)
		9. Ben Brustkern (phone)
	3. Non-voting members present:
		1. Julie Eberbach, ICA
		2. Gary Wickering, ICA
		3. Nikki Kinkennon-Bettis, CIAC (phone)
		4. Diane McKee, Catholic Charities (phone)
		5. Sapana Sharma, Catholic Charities (phone)
		6. Michelle Moray-Volk, Catholic Charities (phone)
		7. Crissy Canganelli, Shelter House (phone)
		8. Amber Lewis (IFA, staff)
	4. Quorum achieved
2. Approval of Agenda – ***Action Item***
	1. Motion: Dennis
	2. Second: Tim
	3. Unanimously approved
3. Approval of Minutes from 6/21/2019 – ***Action Item***
	1. Motion: Dennis
	2. Tim: Second
	3. Unanimously approved
4. Committee Updates
	1. Coordinated Entry *(Gary Wickering)*
		1. Working on human trafficking, the best diversion tool for this population, and how these policies dictate next steps in Coordinated Entry process. Working with Sioux City partners and other regions on this. Looking at industry standards and best practices, and also whether this connects to HMIS. Some DV agencies serve trafficking victims and some do not.
		2. Ashley suggested reaching out to staff at the Crime Victims Assistance Division.
	2. Research and Analysis
		1. No update; David Hagen was not present.
	3. Public Awareness *(Diane Nichols)*
		1. Was not able to meet this month, but will provide more next month.
	4. Policy and Planning (*Crissy Canganelli*)
		1. Rapid Rehousing Standards: Meeting/call is scheduled with Teri Robertson of HUD for next Tuesday. The initial conversation with ESG and CoC RRH grantees was a helpful start, but lacking in consensus and understanding of what was needed to meet HUD’s requirements. A follow-up committee meeting is scheduled for August 23rd.
	5. Nominating *(Ashley Odom)*
		1. New member Orientation: Ashley sent welcome emails to all new Council members. There is some excitement from new members. Would be a good time to engage new members with committees. Orientation scheduled for September. Waiting to confirm participation from the Research and Analysis Committee, but otherwise is all confirmed for all committees.
		2. Working on a new plan to track attendance.
		3. Tim Wilson reported that Austin Mouw declined his new membership appointment with the Council. There was some discussion of how to reach out to engage possible new members that would represent particular stakeholder groups of the Continuum of Care.
		4. Some new members didn’t receive their appointment letters from the governor’s office; Ashley will follow up with the governor to make sure these are sent out.
	6. Continuum of Care *(Dennis Lauterbach)*
		1. Approve CoC New Project scoring; begin appeals process for new and renewal projects
		2. Dennis provided an overview of available materials from the committee. Dennis asked Gary to go into more detail.
		3. Gary discussed priorities: permanent housing, and performance. Threshold set of 90% for both new and renewal applicants, in order to be in Tier 1. Only one new applicant cleared that threshold; this shifts other projects into Tier 1. Some projects “guaranteed” placement in Tier 1 if they are new from last year. Funding overall depends on scoring of the Consolidated Application, and part of the strategy of the ranking priorities is to meet HUD priorities for the Consolidated Application. HUD has several “buckets” of money. DV Bonus projects all ranked in Tier 2, because this is a separate funding source from HUD. Everything in Tier 2 is ranked by scoring percentage.
		4. At the bottom of the draft ranking are projects that are proposed as not selected for funding. These are lower-scoring renewal projects. The last one on here currently, YWCA of Clinton, didn’t meet threshold due to missing documentation during the renewal competition.
		5. Considerations for the proposed ranking: HUD has made clear that Transitional Housing isn’t their priority; no new TH projects are funded through the program. This proposal eliminates some current TH projects.
		6. Dennis: This was a new application process this year. Gary at ICA created the new application forms online. No suggestions at this point to improving it. Everybody scored their groupings independently. The results came in to Gary; he put them into a master spreadsheet and came up with master scoring. He looked for any major divergences in the scoring. Scorers took their task seriously. The application was updated to be as objective as possible, based largely on performance, and with little narrative.
		7. Julie discussed the appeals policy and criteria. She reviewed the eligible reasons for appeal, according to the policy established earlier by the CoC.
		8. Crissy: Asked a question: Noted that Tier 2 includes a recommended project from Central Iowa Shelter & Services. Crissy asked how they would be providing services outside of Polk County. Committee members responded that the proposal was to open an office and services outside of Polk County.
		9. Tim reminded committee members that the recommended ranking represents a motion from the CoC Committee, which doesn’t require a second. Karin invited further discussion and questions.
		10. A roll-call vote was taken on accepting the ranking thus far (pending any changes due to the results of possible appeals):
			1. Karin: yes
			2. Ashley: yes
			3. Tim: abstain
			4. Dennis: yes
			5. Page: yes
			6. Dax: yes
			7. Diane: yes
			8. Carolyn: yes
			9. Ben: abstain
		11. Motion from committee to accept ranking thus far was approved.
5. Other Reports/Updates
	1. Transition Team *(Karin Ford)*
		1. Karin was not present for the recent meeting/call with HomeBase; Julie and Amber provided an update instead. The focus of the recent meeting was on the role of a CoC Lead Agency. HomeBase agreed to put together some modeling of different structures with different potential lead agencies. These will be reviewed at the next meeting.
	2. HMIS *(Institute for Community Alliances)*
		1. Julie: Beyond the work of ICA on the CoC application NOFA process itself, ICA is also working hard in supporting project application and data issues.
		2. Some recent important activity around the Data Driven Justice Initiative. This is a cooperative effort; initial work will be in Johnson County. Working on a data warehouse to make decisions around service utilization and local costs. Focused on frequent systems users of community resources such as mental health care and criminal justice. This will also be an enhancement to the Coordinated Entry system. ICA is asking for an endorsement of this committee to move forward; would be working mainly with the Policy & Planning Committee.
			1. Motion: Page
			2. Second: Dennis
			3. Unanimously approved
	3. Coordinated Entry Report *(Hawkeye Area Community Action Program)*
		1. HACAP staff were not present. Tim provided an update on some current “balance of counties” regions. South Central West has been functioning but has not yet consolidated into one “pull meeting.”
		2. Committee will meet next Tuesday. Will be discussing results of a recent client survey.
		3. Gary reported that 17 communities completed a summer Point-in-Time Count. ICA will be providing results soon.
	4. 2019 CoC Consolidated Application *(Institute for Community Alliances)*
		1. Gary provided an update. Met on August 8th in Grinnell for the second in-person NOFA work team to work on the Consolidated Application. Were able to mark several sections as completed. Work team members with outstanding items are to submit by August 23rd. Hopefully last needed in-person meeting will be the following week on August 29th. This will be an opportunity to review existing narratives. After that, will copy edit and make sure attachments are all in order. Timing is ahead by a week.
	5. Staff *(Iowa Finance Authority)*
		1. Page asked about the upcoming relocation of the Iowa Economic Development Agency at the offices of IFA. Amber noted that this would occur in the next few months. This will reduce some available conference space, so it will be important to plan ahead as much as possible and communicate any conference space needs.
6. Old Business
	1. Gary asked Amber about the status of this year’s competition for the Emergency Solutions Grant program and Shelter Assistance Fund. Amber provided an update on the competition timing; applications are due today (August 16, 2019); awards will likely be made in early November.
7. New Business
	1. Tim introduced a draft letter to the City of Des Moines related to new proposed zoning rules. Karin asked the Committee to consider if they would approve sending this letter on the Council’s behalf.
		1. Motion to approve and submit letter: Tim
		2. Second: Dennis
		3. Unanimously approved
	2. ICH at HousingIowa Conference *(Karin Ford)*
		1. Karin noted she will be representing the Council in Cedar Rapids at this conference again in early September, and invited all to stop by.
8. Agenda for next Iowa Council on Homelessness meeting: Friday, September 20, 2019
	1. Orientation 9:00 a.m.
9. Public Comment
	1. None
10. Next regularly-scheduled Executive Committee meeting: Friday, October 18, 2019
	1. *Schedule: third Fridays every other month (non-council-months), 10:00 a.m.*
11. Adjourn
	1. Motion: Page
	2. Second: Dax
	3. Adjourned at approximately 11:08 a.m.