**DRAFT MINUTES**

**EXECUTIVE COMMITTEE MEETING**

Friday, October 16, 2019

10:00 AM – 12:00 PM

Meeting Location:

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

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

*Notes: This is an open, public meeting and may be recorded for minute taking purposes.*

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

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

1. Introductions
   1. Voting members:
      1. Karin Ford (chair)
      2. Dennis Lauterbach
      3. Scott Mather
      4. Dax Oberreuter
      5. Tim Wilson
      6. Ben Brustkern (phone)
      7. Diane Nichols (phone)
      8. Ashley Odom (phone)
   2. Non-voting members:
      1. Crissy Canganelli (phone)
      2. Julie Eberbach
      3. Gary Wickering
      4. David Hagen (joined late; phone)
      5. Amber Lewis (IFA staff)
      6. Deanna Bahr (IFA staff)
2. Approval of Agenda – ***Action Item***
   1. Motion: Dennis
   2. Second: Tim
   3. Unanimously approved
3. Approval of Minutes from 8/23/2019, 9/3/2019, & 9/6/2019 – ***Action Item*** 
   1. Motion: Dax
   2. Second: Dennis
   3. Unanimously approved
4. Committee Updates
   1. Coordinated Entry *(Gary Wickering)*
      1. The committee met this last Tuesday. Getting closer to coming up with an assessment tool for victims of human trafficking.
      2. Amber joined the call to discuss the CoC Coordinated Services Regions planning grant. She let grantees know that with the CoC governance restructuring happening right now, plans for 2020 are uncertain, and additional funds for 2020 may be done on a quarterly basis, extending current contracts. She also discussed that of about $150,000 granted in the current year for 2019, only about $25,000 has been drawn down so far. Also, last year, IFA had to return $40k to HUD for unspent funds through this program.
      3. Additional updates: The committee is working on a provider survey for Coordinated Entry. Also extending the client survey to cover an entire month upcoming in January. Updating policies and procedures to include training and the Point in Time Count. Coming up with some better ways to track Diversion, and also to connect with the Rapid Resolution diversion initiative through Veterans Affairs.
      4. Karin suggested connecting with the Iowa League of Cities.
   2. Research and Analysis (*David Hagen)*
      1. David was not present initially on the call but provided an update after Public Awareness. The committee has not met regularly recently.
      2. Interested in looking into where this committee fits after the presumed governance restructuring.
      3. David also discussed whether the committee might play a role in looking into different Rapid Rehousing models. Crissy asked for more information. David discussed differences between programs with shorter and longer terms of assistance. Crissy shared the challenge that more and more programs are using the language of Rapid Rehousing, without following the same kind of model as that funded by HUD. This is confusing matters locally, and making it difficult to talk together locally about the impact of various programs. The same thing may be happening with Permanent Supportive Housing; projects using this same language but not actually serving persons experiencing homelessness.
      4. Ben pointed out the need to educate funders on these issues, including United Ways, community foundations, etc.
   3. Public Awareness *(Diane Nichols)*
      1. The committee met this past Monday. The committee has put together a list of homelessness awareness events, working with Ashley Jared at IFA to get these posted on social media. Also working with Ashley on a press release for Hunger and Homelessness Awareness Week coming up in November. Interested in connecting with the Policy and Planning Committee to coordinate the message for the upcoming Day on the Hill.
      2. Request from committee to clarify purpose, as there are multiple versions on the website, and it’s unclear which is the priority.
         1. From Governance Charter:
            1. *The public awareness committee shall be responsible for increasing the public’s awareness about homelessness in Iowa.*
            2. *The Committee will coordinate with state and local organizations to promote homeless awareness events and campaigns.*
            3. *The Committee will promote and encourage the use of relevant CoC planning documents and the most recent data to develop press releases, web-based information, printed materials and presentations.*
         2. From Membership Guide (paraphrased):
            1. *To help organize Day on the Hill. Also help formulate annual recommendations to the Governor regarding homelessness.*
         3. Tim shared a concern that this committee may not be in best position to actually formulate policies for recommendations for the Day on the Hill.
         4. Diane recommended: If we just follow the recommendations in the Governance Charter, this makes the most sense.
         5. Diane will work with Amber to update the Membership Guide to match with the Governance Charter.
   4. Policy and Planning (*Crissy Canganelli*)
      1. The committee has not met recently. Crissy will get a meeting scheduled, and this will include follow-up with Diane related to the Letter to the Governor. The goal will be to present an initial draft (or at least bulleted points) at the upcoming November 15th Council meeting.
   5. Nominating *(Ashley Odom)*
      1. Recent meeting had to be rescheduled.
   6. Continuum of Care *(Dennis Lauterbach)*
      1. Dennis wasn’t present at recent meeting. Julie provided an update instead. ICA provided a report to the committee with a number of proposed action steps to prepare for next year’s competition. One recommendation is to host a mid-year “CoC 101” type training for potential applicants. Goal will be to move to the CoC process and planning to truly be a year-round activity, with training, awareness, etc.
5. Other Reports/Updates
   1. Transition Team *(Karin Ford)* 
      1. Making good progress. Anticipates having something concrete to share soon with others.
      2. Need to connect with HomeBase and determine if they are coming in person to Iowa in November. The group agreed that November 14th and 15th would be good dates for a visit if so, to coincide with the Council meeting.
   2. HMIS *(Institute for Community Alliances)*
      1. The CoC APR is broken in the HMIS system on the vendor side; this happened after some of HUD’s recent data standards changes. Grantees with questions or APRs due soon may contact ICA for more info.
      2. HUD has made some data standards changes recently, even just minor changes in terminology, that impact formulas used in reports. This is causing some issues with various reporting needs.
      3. Coordinated Entry data standards are coming January 1.
      4. ICA is working with Des Moines on their new Iowa Homeless Youth Demonstration Grant program.
      5. Also working on developing some new substance abuse research elements, including how the results might factor in to Coordinated Entry and prioritization.
      6. Close with releasing a new Release of Information data sharing process for Coordinated Entry. This may include sharing data between other service systems such as jails (still voluntary for clients).
      7. Racial disparity workgroup update: looking at rates of people of color getting in to Permanent Supportive Housing. Regarding some recent national reporting, looking to partner with the Iowa Department of Public Health at the next Peer to Peer Symposium, regarding racial awareness for health practitioners.
   3. Coordinated Entry Report *(Coordinated Entry Leadership Team)*
      1. Tim provided an update. Some additional new contacts from the SE balance of counties area, about developing a more formalized planning region.
      2. The CE management team meets every other week in Newton, and is meeting again Monday.
   4. 2019 CoC Consolidated Application *(Institute for Community Alliances)*
      1. Julie covered most of this earlier. The application was completed, including the Priority Listings, and submitted in advance of HUD’s deadline in September.
      2. Amber thanked the ICA team for their excellent work this year on the application.
   5. Staff *(Iowa Finance Authority)*
      1. ESG/SAF reviews: Grant awards will be made in early November. Have been more thoroughly reviewing written Standards for Providing Assistance, which has raised some questions. Would appreciate Council input into some of these. Additionally, there is the ongoing question of parity between SAF and ESG grantees offering shelter, for rules regarding persons fleeing domestic violence, and other issues. It was pointed out that it is confusing for clients seeking services when there are differences between shelters regarding some of these rules. It was recommended that the Policy and Planning Committee review the current main differences between these programs, and offer recommendations to the full Council. The full Council can then vote and, if desired, offer a set of recommendations to IFA on how these issues should be handled. One thing to keep in mind is how to address any potential SAF rules changes for the upcoming funding year, since the competition has already passed, with one set of rules and expectations in place when it began.
6. Old Business
   1. Tim shared that the Committee on Ending Veterans Homelessness has come up with a set of recommendations – a plan – and would like input on how best to proceed. The group recommended to bring this to the Council meeting in November.
7. New Business
   1. Schedule of Iowa Council on Homelessness meetings in 2020: IEDA Board of Directors meetings conflict with third Fridays. Alternatives: Second or fourth Fridays, or other TBD. March ICH meeting was already changed (need to confirm room availability at IFA or elsewhere for this), and May 15th meeting is okay. Others need changing.
      1. Recommendation to Amber: Come up with a few options, and send to Council members for a Doodle poll.
   2. Seeking Council input on DV protections at shelters funded by the Shelter Assistance Fund (SAF)—and/or other SAF policies that differ from federal policies
      1. Discussed earlier with IFA updates.
8. Agenda for next Iowa Council on Homelessness meeting: Friday, November 15, 2019
9. Public Comment
   1. No public comment related to Council business. Julie made a personal note: Gary Wickering had a part in the Rocky Horror Picture Show showing in Des Moines and encouraged folks to go see it in support.
10. Next regularly-scheduled Executive Committee meeting: Friday, December 20, 2019
    1. *Schedule: third Fridays every other month (non-council-months), 10:00 a.m.*
11. Adjourn
    1. Karin adjourned the meeting at 11:58 a.m.