**CONTINUUM OF CARE COMMITTEE**

Draft Minutes

Tuesday, December 10, 2019, 10:00 a.m.

Iowa Finance Authority, 1963 Bell Ave., Des Moines, Iowa 50315 or by Conference Call

**Committee members**

* Carol Chantrill
* Katrina Carter
* Karin Ford
* Dennis Lauterbach
* Lori Miller
* Ryan Bobst
* Scott Mather
* Tim Wilson
* Gary Wickering
* Ashley Odom
* KarLee Kearns
1. Dennis Lauterbach opened the meeting at 10:00 a.m.
2. Introductions
	1. Dennis Lauterbach (chair)
	2. Scott Mather (phone)
	3. Gary Wickering (phone)
	4. Carol Chantrill (phone)
	5. Katrina Carter (phone)
	6. KarLee Kearns (phone)
	7. Lori Miller
	8. Tim Wilson
	9. Mariliegh Fisher
	10. Amber Lewis (staff)
		1. Quorum achieved
3. Approval of Agenda
	1. Motion: Lori
	2. Second: Tim
		1. Unanimously approved
4. Goals for 2020. Dennis provided an introduction to the following items, with discussion following in some areas as described.
	1. Chairmanship: Next January through April is critical time for committee and CoC. Dennis will be missing meetings in February and March. Let Dennis know if interested.
	2. CoC Application and Review: Will be looking for volunteers to work in this area. The new CoC organization will also be highly involved if this is approved in January by the Council.
	3. Annual Meeting (Date and Location): Need to develop a team in this area also. Good leadership last year. Scott was involved. Dennis noted he may initially lean on Dennis, Tim, and Karin to lead this effort.
	4. Appeals Process: Dennis noted that the committee want to address which items should be appealable and which should not. Some review may be in order.
	5. Applicant Timeline for 2020: Dennis noted that as soon as possible, will want to prepare this. Will be estimates, since we don’t know HUD’s timeline. Dennis asked Gary if this is something ICA could work on creating. Gary agreed they can probably do this, with recognition that the structure is likely changing, which could change ICA’s role in the coming year.
	6. Dennis asked Gary to lead the committee through a review of the document posted online for a prior CoC Committee meeting on October 8, 2019. The document is the ICA NOFA Team Recommendations for 2020 CoC Competition, currently posted at <http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/95>. Gary provided a description of the intent of the document and how it can best be used, and he also reviewed some highlights of the document. Gary also noted that ICA still intends to provide the CoC a similar document focused on recommendations specific to the Consolidated Application. To really dig into the CoC Competition recommendations, likely need a separate meeting and/or subcommittee.
5. CoC Transition Update
	1. Assuming the new CoC structure is approved in January, there is some uncertainty as to what happens next. Possibility of the CoC Committee being involved in the transition. Committee may be well equipped to run the application process, but maybe a different group helps the new CoC get up and running.
6. Wellness Checklist – Carol Chantrill
	1. Carol created this checklist that was distributed to the committee beforehand and posted online; Carol provided an overview of how this was created and the goals in using something like this. Mariliegh and Amber shared information about a set of online monitoring handbooks already available from HUD, and how these handbooks might relate to a checklist like this. There was discussion of how a tool such as this might be helpful for new applicants, so agencies understand better the requirements that they would be getting into with a new project. Dennis suggested the committee table this, until the new CoC is up and running, and they can assess how best to utilize a checklist such as this and/or the online monitoring handbooks.
	2. A link to the online monitoring handbook referenced above is available here: <https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/6509.2>. See Chapter 29; there are 14 separate exhibits related to the CoC Program.
7. Committee membership: Membership was reviewed; Cathy Ahrens is assumed to no longer be a participating committee member, unless she responds otherwise to Dennis’s recent email inquiry. Dennis noted there is interest in adding new members to the committee. Let Dennis know if interested in assisting in a co-chair role, especially in leading the committee in January and February.
8. CoC Grantee Annual Meeting, date and location: Dennis noted that it has worked well to hold this annual meeting in Cedar Rapids in April. Scott confirmed there are other spaces also available in this same facility. Scott will look into whether/when these spaces would be available around this time again. Anticipated timing: 9am to 4pm. Day of the week is flexible. Scott will come up with a few dates to choose from.
9. Public Comments
	1. None.
10. Next meeting date & discuss future schedule
	1. Next CoC Meeting: Tuesday, January 14th, 2020, 10:00am. Dennis will be present at this meeting but not for a couple of meetings afterwards.
	2. Other meetings or times to consider for 2020. The committee agreed the current schedule is working well.
11. Adjourn
	1. Motion: Tim
	2. Lori: Second
		1. Unanimously approved
		2. Meeting adjourned at 11:00am.