**DRAFT MINUTES**

**EXECUTIVE COMMITTEE MEETING**

Friday, December 18, 2020, 10:00 AM

Virtual through Teams

*Voting members: Ashley Schwalm (chair), Karin Ford, Tim Wilson, Ben Brustkern, Crissy Canganelli, Alex Freeman, Dennis Lauterbach, Dax Oberreuter, Gary Wickering.*

**Resources** (<https://www.iowafinance.com/events-archive/?event_category=executive-committee>):

Chair Ashley Schwalm opened the meeting at 10:00 a.m.

1. Introductions – and confirm new committee membership
	1. Voting members:
		1. Ashley Schwalm
		2. Tim Wilson
		3. Ben Brustkern
		4. Crissy Canganelli
		5. Gary Wickering
		6. Karin Ford
		7. Dax Oberreuter
	2. Non-voting participants:
		1. Amber Lewis
		2. Mollie Brees
		3. Brian Sullivan (joined approx. 10:45 a.m.)
2. Approval of Agenda – ***Action Item***
	1. Motion: Karin
	2. Second: Gary
	3. Unanimously approved
3. Approval of Minutes from 12/04/20 – ***Action Item***
	1. Motion: Karin
	2. Second: Dax
	3. Unanimously approved
4. Committee Updates
	1. Nominating Committee (Tim Wilson)
		1. Tim provided an update; there is one vacancy currently. The committee will meet next on January 13, 2021.
	2. Policy and Planning Committee (Crissy Canganelli)
		1. Crissy provided an update; the committee will be meeting on January 6, 2021, and discussion will include the recent Governor’s Economic Recovery Task Force and the housing-focused items from this work.
	3. Public Awareness Committee (Alex Freeman)
		1. Alex was not present, but Tim provided an update instead. There was some discussion among members regarding the recent series of awareness events that have been held to highlight the work of various shelters. It was agreed that the upcoming strategic planning initiative may help to provide some more context and direction for initiatives like this.
5. Old Business
	1. Strategic Planning:
		1. Ashley noted it was approved per email last week by Brian Sullivan at IFA to use a portion of this year’s $50,000 Council legislative appropriation dollars for this initiative.
		2. Amber provided an update on a proposed timeline for the RFI/RFP process. It’s a tight timeline, especially for potential vendors. The committee discussed the timeline and agreed to build in some additional time, with these parameters instead:
			1. January 4th or 5th: release RFI
			2. Responses due January 29th
			3. Selections by the second week in February
		3. Reviewers will include Crissy, Ben, Karin, and possibly Dennis, or if Dennis is not available, then Tim will serve as an alternate
		4. Next week: Will review the final proposed document, make any final updates, and then plan to issue as above. Amber will review the latest draft next, update some, then send to Crissy, Tim, and Dennis for consensus on a final version.
6. New Business
	1. Brian Sullivan at IFA joined the meeting to describe a proposed new idea about how to standardize and streamline some procedures across the state for how people needing assistance access help through the Emergency Solutions Grant (ESG). The ideas were initially proposed by IFA Director Debi Durham following a call with providers last week about the ESG and Iowa Covid-19 Eviction and Foreclosure Prevention Program (EFP). EFP uses an online application portal from IFA’s website where people needing assistance submit their information and documents online, and then their applications are forwarded to contracted service providers in different geographic areas of the state to follow up with applicants directly. The proposed idea is for ESG to use a similar system. If this could work, it likely wouldn’t be until 2022, using regular annual ESG funds, since the ESG-CV (CARES Act) funds and the 2021 annual funds are already committed using the current system. Brian asked for input from members of the ICH Executive Committee.
	2. Members shared concerns about the Coordinated Entry system and HMIS, noting these are required by HUD for ESG, and also asked if the proposed idea would create additional steps and administrative requirements for providers and/or applicants.
	3. Crissy shared that the existing Coordinated Entry system works really well for ESG in their region of the state, and in many other regions. She asked what the benefit would be in cases like this. She also noted that some regions still aren’t up to that same capacity for Coordinated Entry.
	4. Ashley expressed concerns for domestic violence service agencies in particular regarding any additional data entry requirements, since they already have to enter data into two different databases.
	5. Crissy noted that one big issue is that people in need of this assistance can’t always fill out the required forms and submit documentation online on their own, so providers have to fill that role and provide this support. This would be a particular challenge with ESG, since so many forms are required.
	6. Ben asked what the output of the proposed system would be, whether people needing assistance would be directed to service agencies, or whether referrals would be made to agencies that then follow up on with individuals.
	7. Gary noted potential issues with HMIS confidentiality requirements, noting how the system currently works with Coordinated Entry.
	8. It was agreed that the discussion today was just one step in trying to find ways to better support both applicants for ESG assistance and agencies administering this assistance in communities.
7. Agenda for next Iowa Council on Homelessness meeting: Friday, January 22, 2021
	1. Include update on Strategic Planning
8. Public Comment
	1. None
9. Next Executive Committee meeting: Friday, February 5, 2021 to vote and select a strategic planning consultant; regular meeting scheduled for Friday, February 19, 2021
10. Adjourn
	1. Motion: Karin
	2. Second: Ben
	3. Approved; meeting adjourned at 11:23 a.m.