**DRAFT AGENDA**

**EXECUTIVE COMMITTEE MEETING**

Friday, February 15, 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 (may include alternates). At least 5 members are needed for quorum. Voting members:*

*Voting members: Karin Ford (chair), Carrie Moser (vice-chair), Tim Wilson (secretary), Ben Brustkern (immediate past chair), Dennis Lauterbach, Jane Erickson, Carolyn Cobb, Diane Nichols, Ashley Odom. Non-voting members: David Binner, Crissy Canganelli, David Hagen.*

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

* *Minutes from 1/9/2019*
* *ICH governance & capacity-building outsourcing: Notes to get started*
* *IFA Purchasing Rules (for contracting, RFPs, etc.)*

1. Introductions
   1. Committee voting members:
      1. Karin Ford
      2. Carrie Moser
      3. Tim Wilson
      4. Dennis Lauterbach
      5. Jane Erickson
      6. Carolyn Cobb
      7. Diane Nichols (phone)
      8. Ben Brustkern (phone)
      9. Ashley Odom (phone)
   2. Committee non-voting members and other participants:
      1. David Hagen (phone)
      2. Crissy Canganelli (phone)
      3. Dusty Noble (phone)
      4. Gary Wickering
      5. Amber Lewis

Quorum was achieved with all nine voting members joining.

1. Approval of Agenda – ***Action Item***

Motion: Tim

Second: Carrie

Motion passed

1. Approval of Minutes from 1/9/2019 – ***Action Item***

Crissy noted one correction needed to the date listed in the document title.

Motion: Dennis

Second: Carrie

Motion passed

1. Committee Updates
   1. Coordinated Entry *(Carrie Moser)*

Carrie noted she will be leaving the Council in June to move out of state. Gary Wickering has agreed to serve as chair of the committee after this. Cathy Jordan will remain vice-chair.

* 1. Research and Analysis (*David Hagen)*

No meeting was held in January due to the Point in Time Count. There was discussion of various reports that have come out comparing Continuum of Care (CoC) performance nationally. HUD released a National Summary of Homeless System Performance for 2015 – 2017, which Gary noted had more accurate and relevant information than another report the committee had discussed reviewing. The other report was problematic due to, among other issues, low bed coverage in some CoCs, which wasn’t factored into the reported performance.

* 1. Public Awareness *(Tim Wilson)*

Tim reported that the committee is still working on finalizing speakers for the Day on the Hill. ICA will provide similar materials as in past years. The committee is seeking donations for refreshments. Tim will ask David Binner for information on the cost of refreshments in past years.

Crissy shared some concerns and questions about the process of planning for the Day on the Hill. She noted that it would be helpful to have materials in advance of the event for review and input. She also discussed the process for selecting talking points to distribute to event participants, and noted that the Policy and Planning Committee could work on coming up with potential talking points. She noted a recent email exchange with David Binner. An email was sent by David to the Public Awareness Committee, which included potential talking points as well as noted that David had made some recent visits to the capitol to gauge interest in these items. There was concern expressed that the Council had not approved these items, and it was not clear if David was visiting with legislators as a private citizen or on the Council’s behalf. Several members agreed that the distinction needed to be made clearer, and that before anyone visited with legislators on the Council’s behalf, the Council needed an opportunity to review and approve the messaging.

Crissy volunteered to work with the Policy and Planning Committee over the next few weeks to come up with talking points. One item Crissy suggested was funding parity between homeless service providers and victim services providers. The Committee agreed that members should send suggestions to the Policy and Planning Committee to review further.

* 1. Policy and Planning (*Crissy Canganelli*)

Standards were passed for Rapid Rehousing at the last Council meeting. In the upcoming meeting, the primary agenda item will be drafting talking points for the Day on the Hill. Members expressed appreciation to the committee for the work developing Rapid Rehousing standards.

* 1. Nominating *(Ashley Odom)*

Two vacancies exist currently, but the Committee needs help from the governor’s office to update the online membership list and make some corrections, including some incorrect listings for consumer representatives. Ashley will reach out again to their office. Also, 12 members have expiring terms coming up this June. The next meeting will be April 12th.

* 1. Continuum of Care *(Dennis Lauterbach)*

Progress has been made recently on updating the Continuum of Care renewal project application, with a work team led by Jane Erickson. Another meeting is coming up this afternoon with this work group. The goal is to have something ready for review by the Council in April.

1. HMIS Report *(Institute for Community Alliances)*

Gary provided an update. No new news on the LSA report submission to HUD. Point in Time update: so far, only about 40% of shelters have reported data. Street count data is still being sent in. Some regions are still not reporting if they counted in every county. Preliminary data appears that we lost ground from last year in the street count. ICA is trying to raise the bar as to what qualifies as a street count, including holding regions and agencies more accountable for what it means. Definitely will be a decrease in unsheltered homelessness this year, either due to the weather or due to the count coverage. ICA also will be submitting System Performance Measures to HUD soon. ICA agency update: Gary will be the Iowa HMIS director for Iowa going forward, and Julie Eberbach will be doing more overall operations for the agency.

1. Coordinated Entry Report *(Hawkeye Area Community Action Program)*

Dusty provided an update. The Coordinated Entry (CE) management team met at the end of January. About 40 certificates so far have been issued for training (for completing five trainings available online), with more coming after this week. HACAP is reviewing other required trainings as determined by the CE Committee. They are also working on getting a standard CE Domestic Violence training up and running, plus a statewide grievance form developed. They are still working on getting some final Coordinated Services Regions up and running for CE, but almost there.

1. Staff Report *(Iowa Finance Authority)*
   1. 2019 Coordinated Services Regions awards
   2. Verified with legal counsel the requirements for new work group (transition team)
   3. Reviewed with legal counsel the requirements for purchasing, RFPs, RFIs, etc.

Amber reported that nine renewal Coordinated Services Regions (CSR) applications were submitted, and one qualifying new application. One additional application was submitted by Scott County, but they did not meet the requirement of serving two Iowa Balance of State counties, so unless the Executive Committee wants to review the issue and recommend considering this region for an award, they will not qualify for funding. The Executive Committee declined to take up the matter for further review, so the current rules will hold.

Amber then discussed the requirements for establishing a new work group, and when this would be considered a formal committee and when an informal work group. Karin is going to ask Council members again for anyone interested in serving on the Transition Team. Based on responses, Karin may either convene an informal work group as the Transition Team, or the Executive Committee may end up serving as the Transition Team.

Discussion followed about seeking additional staffing/consultant assistance for some different CoC and Council tasks. It was agreed that we don’t yet know what will be needed on a longer-term basis, and the Transition Team would be working on this plan, but in the short-term, at least a contract could be pursued for someone to help with this year’s CoC Application to HUD.

Motion from Carrie: Spend up to $30k from the 2017-18 appropriation to seek a contract with an outside source to assist with the CoC application this year, and to follow an RFP process to identify a contractor.

Tim: Second

Motion passed

Gary asked that the record reflect that he did not vote, as he is not a member of the Executive Committee.

1. Old Business
   1. Additional letters of support approved for SSVF applicants

Three additional SSVF letters will be approved and signed.

* 1. Next steps for Transition Team (work group)

Addressed earlier in the meeting.

1. New Business
   1. Review process for inviting speakers to ICH events and creating talking points

Addressed earlier in the meeting.

* 1. New full Council meeting check-in process—who can help with this?

Carolyn demonstrated how the proposed new check-in process will work, using a shared link to a Google Sheets document. Carolyn will help with the process for the upcoming and future meetings, as necessary. Plan to use a laptop for those checking in in person at the meeting.

* 1. Vice-chair position

It was noted that Carrie will be leaving the Council. The position will be reviewed at a later date.

1. Agenda for next Iowa Council on Homelessness meeting: Thursday, April 4, 2019
   1. Bob Pulster/USICH presentation
   2. Guest speakers
2. Public Comment
3. Next regularly-scheduled Executive Committee meeting: Friday, April 19, 2019
   1. *Schedule: third Fridays every other month (non-council-months), 10:00 a.m.*
4. Adjourn

Motion: Dennis

Second: Tim

Motion passed. Meeting adjourned at approximately 11:55 a.m.