Draft Minutes

Friday, January 18, 2019, 10:00 a.m. – Noon

Location: Iowa Finance Authority, 1963 Bell Avenue (NEW LOCATION), Des Moines, Iowa

OR Conference Call: 866-685-1580; Code 515-725-4942 (press \*6 to mute; #6 to unmute)

**Meeting Minutes & Other Resources:** <http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/243>

1. **Introductions** (phone introductions by Coordinated Services Regions
	* Black Hawk/Tama
	* Council Bluffs (Omaha MACCH)
	* Eastern Iowa Region
	* Johnson/Washington Region
	* Linn/Benton/Jones Service Region
	* Mid-Sioux Region
	* North Central Iowa Region
	* North East Service Region
	* Polk County CoC
	* Scott County (cross-border region)
	* Sioux City/Woodbury CoC
	* South Central/West Region
	* Southeast Iowa Coordinating Region
	* Two Rivers
	* Upper Des Moines
	* Balance of Counties
	* Statewide/Other (includes state agency representatives)

The meeting was opened by Chair Karin Ford. A list is attached of meeting attendees, including council members. A quorum was established.

1. **Approval of Agenda**

**Motion:** Ben Brustkern

**Second:** Dennis Lauterbach

**Action:** Motion Passed

1. **Approval of Minutes fromSeptember 21 and November 16, 2018**

Action Postponed

1. **Presentation:Home, Together: The Federal Strategic Plan to Prevent and End Homelessness** *(Bob Pulster, Regional Representative from the U.S. Interagency Council on Homelessness)*

Presentation to be rescheduled due to government shutdown.

1. **Presentation & Discussion: Governance Recommendations for the Iowa Balance of State CoC**

HUD Technical Assistance (T.A.) provider Alissa Weber from HomeBase reviewed the PowerPoint slide presentation “*Presentation for ICH re Recommendations*” and the “*Updated Recommendations for Iowa BOS CoC Governance*” document both included as resources in today’s meeting materials. Ms. Weber’s review included the list of “*Governance Strengths and Challenges*” and the overview of the four main recommendations. After her presentation the floor was opened up for feedback and discussion among the Council members. Goals and possible next steps were discussed.

A motion was made that the Executive Committee follow the steps on page 7 of the PowerPoint presentation “Next Steps”, under the first bullet point “*Appoint an Ad Hoc Governance Committee or Working Group to explore Recommendation 1 (Option2)*”. Option 2 reads: “Delegate CoC Decision-Making Authority to Existing Body”. See additional details and information on the slides from today’s presentation. There was additional discussion on what this would entail before the motion was acted on.

**Motion:** Dennis Lauterbach

**Second:** Carol Chantrill

**Action:** Motion Passed

1. ***Remaining items: Committee chairs and presenters were asked to submit written reports in advance, and depending on timing above, may substitute for usual verbal reports****.*

Chair Karin Ford asked for suggestions from the Council on ways to save time during meetings, including options for taking attendance. Carolyn Cobb described her suggestion of using Google Sheets as a sign-in method to avoid a roll call at the beginning of each meeting. There was a general consensus that this sounded like a positive step and this option will be explored further.

In addition the use of written committee reports for future meetings was also discussed, noting that several committee chairs provided these for today’s meeting.

1. **Homeless Management Information System (HMIS) Report, Institute for Community Alliances (ICA)** *(Gary Wickering)*
	* 2019 Point-in-Time Preparation – Gary Wickering reported that all training has been done for the street count but that there was a low turnout for live training this year, noting that everything has been recorded on ICA’s website. Every CoC will be reporting thru the Point-in-Time (P.I.T.) portal this year. Mr. Wickering stressed the importance of the P.I.T. and told the Council that reminders will be sent out to all counties that did not attend live training.
	* 2018 Point in Time Data Explorer – The ICA has developed a national P.I.T. tracking tool which allows access to data for many different scenarios concerning homeless populations nationwide. Mr. Wickering had a presentation of ICA’s dashboard and explained the benefits, how to navigate the website and drill down on data and system performance measures, and encouraged everyone to utilize these tools that are now available.
2. **Committee/Task Force Reports**
* **Executive Committee**
* Chair Karin Ford reported that the committee met on 12/21/18 & 1/9/19. A lot of the time was devoted to the Governance structure and recommendations from the T.A. provider HomeBase.
* The Executive Committee approved a recent letter of support request for FAVA, following the Council’s “*Policy for Requests for Letters of Support*”, a copy of which is included as a resource in today’s meeting materials.
* **Nominating Committee**
* Committee Chair Ashley Odom reported that the committee did not meet in January as originally planned. There are currently no applications to review even though there are two open seats on the Council. Ms. Odom is in communication with the Governor’s office concerning that. They are also looking at current Council members whose terms will be expiring and will be contacting them to remind them to reapply if they are interested in continuing to serve.
* The next meeting is scheduled for April 10th.
* **Continuum of Care Committee**
* The committee met on January 8th and Committee Chair Dennis Lauterbach provided a written report that is included as a resource in today’s meeting materials. The report outlines the committee’s goals for the upcoming year.
* Committee Chair Lauterbach reported that the CoC Grantee Annual Meeting is tentatively scheduled for Wednesday, April 24, 2019 to be held in Cedar Rapids in the same location as last year.
* **Coordinated Entry**
* Committee Chair Carrie Moser reported that the committee met on January 15th, however she was unable to attend that meeting. She noted that they are working on Policies and Procedures along with working on a data driven reporting method that will allow for a closer look at data for the Coordinated Entry Regions.
* **Research and Analysis Committee**
* Committee Chair David Hagen reported that the committee met on December 13th via a web conference. They have met with representatives from the Polk County CoC which included work on racial disparity issues. No meeting is planned for January and it has not yet been determined if the next meeting will be in February or March.
* **Policy & Planning**
* Committee Chair Crissy Canganelli was unable to attend today’s meeting so a report was provided by committee member Jim Cain, from Family Promise of Greater Des Moines. Mr. Cain reported that the committee met on December 14th. He provided an overview of the “Proposed Balance of State CoC & ESG RRH Program Standards” document that has been included as a resource in today’s meeting materials.

**Motion:** A motion to approve this document is being made by the Policy & Planning Committee. A second is not needed for a motion brought forth by a committee.

**Action:** Motion Passed

* **Public Awareness Committee** (*Co-Chairs Tim Wilson and David Binner*)
* Committee Co-chair David Binner reported that the committee will be meeting next Tuesday and plans to work on the message that they want to provide to legislators at the 2019 Homelessness Awareness Day on the Hill, which will be on Thursday, April 4, 2019 from 7:30 – 9:30 a.m. Mr. Binner confirmed that both senators and representatives will be available that day.
* Mr. Binner also discussed the Federal Home Loan Bank’s (FHLB**)** recent scoring and awarding of grant funds, noting that this could be considered as an alternative funding source for agencies that may not receive CoC funds. Mr. Binner will have applications available after today’s meeting for anyone who may be interested. He also noted that FHLB plans to have representation at the 2019 Homelessness Awareness Day on the Hill.
1. **HACAP Coordinated Entry Report** *(Dusty Noble)*
* Dusty Noble from HACAP reported that P.I.T. training will be taking place next week. There have been 29 successful completions of the on-line training to date. They are working on new counties for the P.I.T., hoping to bring on Cass and Jasper counties this year.
1. **Coordinated Services Regions Reports -** General info from Coordinated Entry Committee & next steps for 2019 CSR grants
* There were no individual CSR reports this month. Amber Lewis reminded everyone that this year’s application deadline in next Friday, January 25th.
1. **Iowa Finance Authority Staff Updates**

A report was provided by Iowa Finance Authority Homeless Department Programs Manager Amber Lewis

* A memo to the Council titled “*Proposed updates to web posting administrative support to Council*” has been posted as a resource in today’s meeting materials. Ms. Lewis asked Council members to review the policy and to let her know if there are questions or comments.
* Ms. Lewis informed the Council that information on upcoming Iowa Profile enhancements are included on the “*IFA Staff Report for January*” included as a resource in today’s meeting materials.
* Ms. Lewis noted that Carole Vipond will be retiring next Friday, January 25th, after 27 years at IFA. Council members are invited to attend a retirement party at IFA on Thursday, January 24th at 1:30.
* ICH member travel reimbursement procedures have been updated. IFA’s Accounting Director will provide a brief tutorial/informational meeting at noon today following the Council meeting. One big change to note is the new State requirement of 30 days from the date of a meeting to file a related travel claim.
1. **Old Business**

None

1. **New Business**
* The next meeting is current scheduled for March 15, 2019. There was discussion on the merits of moving it to April 4, 2019, to follow the Day on the Hill.

A motion was made to move the meeting to April 4th from 10:00 – 12:30 allowing for an extra half hour for a speaker.

**Motion:** Ben Brustkern

**Second:** Dennis Lauterbach

**Action:** Motion Passed

* Tim Wilson volunteered to start initial inquiries about pursuing inter-agency resource discussions and will report his findings at the next Council meeting.
1. **Public Comments**

**None**

1. **Next Meeting:** April 4, 2019
2. **A Motion to Adjourn was made at approximately 11:55 a.m.**

**Motion:** John Ralls

**Second:** David Binner

**Action:** Motion Passed

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| **Phone** | **IFA** | **Board Member** | **ICH - Meeting Attendance - Alphabetical, by First Name - 01.18.2019** | **Coordinated Services Region** |
| **X** |  | **X** | **Ashley Odom, Family Resources** | Scott County |
|  | **X** | **X** | **Ben Brustkern, Friends of the Family** | North Central Iowa Region |
| **X** |  | **X** | **Ben Rogers, Linn County** | Linn/Benton/Jones Service Region |
| **X** |  | **X** | **Bill Brand, Department of Human Rights** | Statewide |
| **X** |  | **X** | **Carol Chantrill** | Two Rivers |
|  | **X** | **X** | **Carolyn Cobb, IA Dept of Education** | Statewide |
|  | **X** | **X** | **Carrie Moser (Vice-Chair), Emergency Residence Project**  | Two Rivers |
|  | **X** | **X** | **David Binner, FHLB** | Polk County CoC |
| **X** |  | **X** | **David Hagen, HACAP** | Linn/Benton/Jones Service Region |
|  | **X** | **X** | **Dennis Lauterbach, Lutheran Svcs in Iowa** | Polk County CoC |
| **X** |  | **X** | **Diane Nichols, Alliant Energy** | Linn/Benton/Jones Service Region |
| **X** |  | **X** | **Gabe Gluba, ASAC** | Eastern Iowa Region |
|  | **X** | **X** | **Gary Wickering, ICA** | Statewide |
|  | **X** | **X** | **Jane Erickson, IA Department on Aging** | Statewide |
| **X** |  | **X** | **Joanie Poore, Heartland Family Service** | Council Bluffs (Omaha MACCH) |
| **X** |  | **X** | **Jodi Royal-Goodwin, Muscatine Mun. Hsng Ag.** | Southeast Iowa Coordinating Region |
| **X** |  | **X** | **Joel Gezel** | zBalance of Counties |
| **X** |  | **X** | **John Ralls, IA Dept. of Veteran Affairs (Alternate)** | Statewide |
|  | **X** | **X** | **Karen Hyatt, IA Dept of Human Services** | Statewide |
|  | **X** | **X** | **Karin Ford (Chair), IA Dep't Public Health** | Statewide |
| **X** |  | **X** | **Katrina Carter, Department of Corrections** | Statewide |
| **X** |  | **X** | **Kyle Horn, America's Job Honor Awards** | Polk County CoC |
|  | **X** | **X** | **Lori Miller, IA Att. General's Office** | Statewide |
| **X** |  | **X** | **Mariliegh Fisher, CHI** | Black Hawk/Tama |
|  | **X** | **X** | **Page Eastin, IA Workforce Development** | Statewide |
| **X** |  | **X** | **Scott Mather, IA Workforce Development** | Statewide |
| **X** |  | **X** | **Steve Benne, IA Econ. Devt Authority** | Statewide |
|  | **X** | **X** | **Terri Rosonke, IFA** | Statewide |
|  | **X** | **X** | **Tim Wilson (Sec'y), Home Forward Iowa** | Statewide |
| **X** |  |   | Allison H. - Iowa City VA | Statewide |
| **X** |  |  | Alyssa Weber (?) | Polk County CoC |
| **X** |  |   | Amanda Hohmann, ECIA | Eastern Iowa Region |
|  | **X** |   | Amber Lewis, Iowa Finance Authority | Statewide |
| **X** |  |  | Amber Tompkins, Primary Health Care | Polk County CoC |
| **X** |  |   | Amy Keairns, City of Sioux City | Sioux City/Woodbury CoC |
| **X** |  |   | Bronis Pertit, DVIP | Eastern Iowa Region |
| **X** |  |   | Carol Gebhart, Opening Doors | Eastern Iowa Region |
|  | **X** |   | Carole Vipond, Iowa Finance Authority | Statewide |
| **X** |  |  | Carrie Moreno, Veterans Admin.  | Polk County CoC |
| **X** |  |  | Casey Kiser-William (?), Vera French Housing | Scott County |
| **X** |  |   | Cassandra Gripp, Humility of Mary Shelter | Scott County |
| **X** |  |  | Cassandra Kramer, ACCESS | Two Rivers |
| **X** |  |   | Cindy Hess, Hillcrest | Eastern Iowa Region |
| **X** |  |  | Cindy Rybolt, Iowa Legal Aid | Polk County CoC |
| **X** |  |   | Cody Crawford, ASAC | Eastern Iowa Region |
| **X** |  |   | Dusty Noble, HACAP | Linn/Benton/Jones Service Region |
| **X** |  |   | Heather Harney, HACAP | Linn/Benton/Jones Service Region |
| **X** |  |  | Jennifer Tibbetts, Catherine McAuley Center | Linn/Benton/Jones Service Region |
| **X** |  |   | Jessica Ash, Ft Dodge Hsng Agency | North Central Iowa Region |
| **X** |  |   | Jessica Rohrs, Family Crisis Centers | Mid-Sioux Region |
|  | **X** |   | Jim Cain, Family Promise of Greater Des Moines | Polk County CoC |
| **X** |  |   | J'nae Peterman, Waypoint Services | Linn/Benton/Jones Service Region |
|  | **X** |  | Julie Eberbach, ICA | Statewide |
| **X** |  |   | Karen Bougher, YESS | Polk County CoC |
| **X** |  |  | Karlee Kearns, Friends of the Family | North East Service Region |
|  | **X** |   | Kendrew Panyanouvong (?), Central Iowa Shelter | Polk County CoC |
| **X** |  |   | Kim Motl, Upper Des Moines Opportunity, Inc. | Two Rivers |
|  | **X** |   | Kristin Millhollin, Crisis Int. & Advocacy Center | South Central/West Region |
| **X** |  |  | Laura Burget, YWCA Clinton | Eastern Iowa Region |
| **X** |  |   | Lexie McNeil, Ft Dodge Hsng Agency | North Central Iowa Region |
| **X** |  |  | Linda Munden, Ames Shelter | Two Rivers |
| **X** |  |   | Mark Sertterh, Shelter House | Johnson/Washington |
| **X** |  |   | Mike Wood, Mental Health Assn of Siouxland | Sioux City/Woodbury CoC |
|  | **X** |   | Nikki Bettis, Crisis Int. & Advocacy Center | South Central/West Region |
| **X** |  |   | Phoebe Trepp, Willis Dady Emergency Shelter  | Linn/Benton/Jones Service Region |
| **X** |  |   | Rachel Olson, Crisis Interv. Service (NIAD) | North Central Iowa Region |
| **X** |  |  | Ryan Feller, ECIA | Eastern Iowa Region |
| **X** |  |  | Susan McGuire, Center for Siouxland | Sioux City/Woodbury CoC |
| **X** |  |   | Teresa Bassler, City of Dubuque | Eastern Iowa Region |
| **X** |  |   | Tonya Miller, Dubuque Comm. YMCA | Eastern Iowa Region |
| **X** |  |   | Virginia Greisheimer, ACCESS | Two Rivers |
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