**DRAFT MINUTES**

Friday, July 19, 2019, 10:00 a.m. – 12:00 p.m.

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**

*Participants self-reported attendance through a shared Google Sheet, available at the link below, which was closed after the meeting for accountability.*

**[https://docs.google.com/spreadsheets/d/1hXRD3V9GM-7W7bafBHrQJLIZf46PVdXnypuNUv\_srRQ/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1hXRD3V9GM-7W7bafBHrQJLIZf46PVdXnypuNUv_srRQ/edit?usp=sharing" \t "_blank)**

***or*** [**https://tinyurl.com/yyv3g5qf**](https://tinyurl.com/yyv3g5qf)

1. **Approval of Agenda *(Action Item)***
   * Initially tabled due to lack of quorum, then returned to later when quorum was achieved.
     1. Motion: Tim
     2. Second: Gary
     3. Motion approved
2. **Approval of Minutes from May 17, 2019** *(Action Item)*
   * Initially tabled due to lack of quorum, then returned to later when quorum was achieved.
     1. Motion: Gary
     2. Second: Tim
     3. Discussion:
        1. Mariliegh: Would like to add a note to the last minutes regarding the discussion about tabling the election for Vice-Chair.
        2. Gary: Would like to correct attendance noting he was present.
     4. Motion approved with requested changes
3. **Update on Iowa Balance of State Continuum of Care/Iowa Council on Homelessness Governance Restructuring** *(HomeBase staff Patrick Wigmore and/or Alissa Weber)*
   * First meeting this week with HomeBase and Transition Team. Patrick will be primary contact for the initiative. Patrick provided an overview of the timeline and process the group intends to follow. The next meeting will be on the role of the CoC lead agency. By end of November, will have a working draft of a white paper outlining the new structure; at that time, plans to come to Iowa for a meeting with stakeholders. Goal: in December or January, be able to present to the ICH the recommendations.
4. **Homeless Management Information System (HMIS) Report, Institute for Community Alliances** *(Gary Wickering)*
   * ICA Dashboard has been updated online. Main focus now is the CoC NOFA (Continuum of Care Program Notice of Funding Availability, from the U.S. Department of Housing and Urban Development). Also supporting the ESG program (Emergency Solutions Grant program). ICA has promoted Patrick Schacherer to Iowa manager. Hard at work with the NOFA team, as the contractor for that project.
5. At 10:19, achieved quorum when an additional member joined.
6. **Committee/Task Force Reports**

* **Executive Committee** (*Karin Ford*)
  + *Met on 6/21/19 (corrected from initial agenda)*
  + Transition Team update: Discussed vendor selection and funding for the CoC governance initiative with HomeBase. Transition Team has met as well, as noted earlier by Patrick.
* **Nominating Committee** (*Ashley Odom)*
  + Governor appointments: These were approved yesterday afternoon. New and renewal members were approved. These were initially held up by the governor’s office, so there was not time to notify new members of the Council meeting today. Letters will be going out soon if they haven’t yet. Ashley reviewed the list of appointed members. Currently do have all seats filled for the Council from the governor’s office for publicly appointed members.
  + Planning a new member orientation before the next Council meeting, in September, at 9:00 a.m., for new or renewing members. Will ask all committee chairs to be present for this.
* **Continuum of Care Committee** (*Dennis Lauterbach*)
  + *Met on 6/11/19, 7/16/19*
  + CoC Committee Goals for 2019: Dennis provided an overview of a document provided for the Council meeting as an update. It’s been a busy time.
  + Gary provided an overview of the Recommended Renewal Project Scoring/Preliminary Ranking. This document was provided for Council review. Gary provided information about how these projects were scored and ranked. Gary also noted that one project failed the eligibility thresholds, and is therefore ranked at the bottom, and slated for possible involuntary reallocation, YWCA Clinton. The Appeals Process will begin on August 9, 2019, and will last for a week, according to the approved policy posted online. Any questions may be directed to Dennis about the appeals process.
    - Motion from committee to approve the initial renewal ranking, pending any changes later due to appeals.
    - Motion approved. Crissy, Mariliegh, Gary, David H., Tim, Hope, Ben, David B., and Donna abstained.
  + New Project Competition: Dennis introduced the new project application forms created by ICA. Gary provided more detail. These are mostly built on previous iterations, with some updates, especially in the budget section. Proposed due date is August 2nd.
    - Motion from committee to approve the CoC new project application process.
    - Motion approved.
  + 2019 HMIS Project Proposed Plan:
    - Lori read a proposed motion from the committee; the motion is included in meeting materials.
    - Second: Tim
    - Motion approved; Gary abstained
* **Coordinated Entry** (*Gary Wickering*)
  + *Met on 6/18/19, 7/16/19*
  + Committee has recently reviewed practices related to human trafficking, and how this may fall within the process of Coordinated Entry.
  + Developed a process for regular review of regional policies and procedures.
  + Working on planning training for August.
* **Research and Analysis Committee** *(David Hagen)*
  + Committee did not meet in June. Next meeting next Friday. Will be putting together goals for next year. Looking at how to engage community stakeholders more in the Point-in-Time Count.
* **Policy & Planning** (*Crissy Canganelli*)
  + Update for CoC Rapid Rehousing (RRH) Standards: Committee did not meet this month, but received feedback from the HUD Omaha field office that there are some required modifications to the CoC and ESG Rapid Rehousing standards adopted by the Council in January. Recommendations are not as straightforward as initially thought. Some issues regarding determining who will receive RRH assistance throughout the CoC. Committee will begin the conversation but will ask for Council input afterwards.
  + Will plan a follow-up meeting on Friday, August 2nd. Will invite all CoC and ESG Rapid Rehousing providers to participate. Amber will work with Crissy to arrange this and invite all applicable providers.
* **Public Awareness Committee** (*Diane Nichols*)
  + *Met on 7/15/19; Next meeting 8/12/19*
  + Tim filled in for Diane.
  + Save the Date: 2020 Homelessness Awareness Day on the Hill: Wednesday, March 4, 2020, 9:30 a.m. – noon.
  + Committee is interested in learning more about homelessness awareness events happening around the state.
  + Will ask the Council in September if they want to move the March Council meeting to March 4th to coincide with the Day on the Hill.

1. **HACAP Coordinated Entry Report** *(Dusty Noble)*
   * Received some requests recently for the 800-number CE flier to be printed in Spanish, which HACAP is working on.
2. **Iowa Finance Authority Staff Updates** *(Amber Lewis)*
   * 2019 CoC Application Contractor: Institute for Community Alliances
     1. CoC Consolidated Application Work Team
        1. Julie provided an update of ICA’s work so far on this. Julie discussed the team that would be working on this. They have published an initial timeline. Will be sending out a link to the new application forms, now that they have been officially adopted by the Council. The Consolidated Application Work Team met yesterday and went through the whole application and made assignments for who would be working on which questions and sections. Looking forward to a good NOFA process this year.
   * 2019 CoC Strategic Planning/Governance Transition Consultant: HomeBase
   * 2020-2021 Iowa Emergency Solutions Grant & Shelter Assistance Fund competition: This opened on Tuesday earlier this week (7/16/19) for a month-long application process, with applications due August 16th.
   * HousingIowa Conference: September 4 – 6, 2019, in Cedar Rapids, with a homelessness-related track.
3. **Old Business**
   * Council Vice-Chair election: Letters of interest were submitted from two members; these letters are available online with Council meeting materials. Karin called for a roll-call vote. Tim read off all names of Council members. Votes are recorded as follows:
     1. David B.: Mariliegh
     2. Ben: Ashley
     3. Crissy: Abstain
     4. Carolyn: Ashley
     5. Donna: Mariliegh
     6. Mariligh: Mariliegh
     7. Karin: Ashley
     8. Joel: Mariliegh
     9. Gabe: Ashley
     10. David H: Abstain
     11. Karen H: Ashley
     12. Dennis: Ashley
     13. Page: Mariliegh
     14. Hope: Mariliegh
     15. Lori: Mariliegh
     16. Ashley: Ashley
     17. Joanie: Ashley
     18. Terri: Ashley
     19. Ashley V: Abstain
     20. Gary: Ashley
     21. Tim: Ashley
         1. Ashley received 11 votes
         2. Mariliegh received 7 votes
         3. Based on votes, Ashley will be new vice-chair
         4. Amber will double-check to make sure this is acceptable, since it isn’t possible to have a majority of council members either way.
4. **New Business**
   * Karin noted a new email that came out about an upcoming training offered by HUD for this fall. Three possible national locations; the CoC has to select potential attendees to join this. Heather noted that if the CoC wants to keep attendees together, the SSVF (Supportive Services for Veterans Families) grantees would likely be required to attend, and they will be attending the Dallas event.
   * Julie Sleeper thanked attendees that joined the Iowa-Nebraska Peer-to-Peer Symposium recently in Lincoln, NE.
5. **Other Updates**
6. **Public Comments**
   * Joel: Is on the city council in Indianola; inviting everyone down for the Ragbrai celebrations there next week.
7. **Next Meeting:** September 20, 2019
8. **Adjourn**
   * Motion: Page
   * Second: Gary
   * Motion approved; meeting adjourned at approximately 11:30 a.m.