**DRAFT MINUTES**

**EXECUTIVE COMMITTEE MEETING**

Friday, April 19, 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**

*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, Carolyn Cobb, Diane Nichols, Ashley Odom, VACANT. Non-voting members: David Binner, Crissy Canganelli, David Hagen.*

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

1. Introductions
   1. Voting committee members:
      1. Karin Ford (chair)
      2. Ben Brustkern
      3. Dennis Lauterbach
      4. Tim Wilson
      5. Carolyn Cobb (phone)
      6. Ashley Odom (phone)
         1. Quorum achieved
   2. Non-voting committee members:
      1. Crissy Cangenelli (phone)
      2. David Binner
      3. David Hagen (joined late)
   3. Others:
      1. Julie Eberbach
      2. Gary Wickering
      3. Nikki Kinkennon-Bettis (phone)
      4. Amber Lewis
2. Approval of Agenda – ***Action Item***
   1. Motion: Tim
   2. Second: Dennis
   3. Approved
3. Approval of Minutes from 3/1/2019 – ***Action Item***
   1. Motion: Dennis
   2. Second: Ben
   3. Approved
4. Committee Updates
   1. Coordinated Entry *(Carrie Moser or Gary Wickering)*
      1. Gary provided an update. Gary has accepted chair position for committee.
      2. Committee is working on refining pull meetings and refining the relocation question, helping clients better understand what it means to indicate they are open to relocation. Considering developing a specific relocation pull meeting for the CoC.
      3. Will also be reviewing regional attendance and participation in Coordinated Entry meetings in near future.
   2. Research and Analysis (*David Hagen)*
      1. (Item taken out of order.)
      2. Will be meeting via conference call next Friday.
      3. Waiting for the results of the Point in Time (PIT).
      4. Looking at how to expand the PIT participation for next year, although final maps showed decent participation.
   3. Public Awareness *(David Binner or Tim Wilson)*
      1. David Binner provided a report-out from this year’s Day on the Hill.
      2. Positives: Good participation from Polk County, Virtual Day on the Hill launch, numbers present were around 40, Ashley Vaala was a great speaker (at the Council meeting), Senator Wahls did a great job at the Capitol.
      3. Average: Outreach to legislators—20-25
      4. Challenges: Inviting speakers to participate was challenging. Messaging: again, didn’t have talking points in advance. David tried to send something out for input the week prior, but with no responses. No input from Policy and Planning Committee in advance. Some discussion regarding the Senate bill that was introduced this year, which has currently been tabled. Costs were over $250 this year. Ran out of copies of handouts. Had some homeless data from the Department of Education, but couldn’t use it because there wasn’t earlier coordination of how and what to use.
      5. Lessons learned, things to improve: Additional copies of materials. Would help to have the day earlier in the legislative session.
      6. Next year: David shared that he was planning for Thursday, March 26, 2019, with the event to be hosted by Home Forward Iowa, and in coordination with some partners from Polk County. David indicated that Home Forward Iowa has signed an MOU with the Capitol for next year (or will be signing?). There was some discussion and debate that followed regarding the appropriate roles of Home Forward Iowa, the Council, and other stakeholders. Concern was expressed from multiple participants regarding the arrangements made so far for next year.
      7. Karin asked for David to plan a separate meeting soon to further the discussion of lessons learned and plans for next year.
   4. Policy and Planning (*Crissy Canganelli*)
      1. No report; the committee has not met recently.
   5. Nominating *(Ashley Odom)*
      1. New member recommendations. Ashley provided an update.
      2. Three seats open currently, with potentially more seats soon due to members not renewing terms.
      3. Came up with a list of six individuals to recommend. Ashley is recommending waiting until the full Council meeting in May to vote on those recommendations. Last year, recommendations to the Governor’s office were made in mid-May.
      4. May be some errors in the Governor’s online membership listing, regarding who is listed as a consumer representative.
      5. Karin also asked about new representation from the IA Dept on Aging; Amber will forward an email to Ashley and Karin with contact information.
      6. There was also brief discussion regarding whether instituting term limits would be helpful, to allow for more participation from new members.
      7. Meeting next on May 7, 2019.
   6. Continuum of Care *(Dennis Lauterbach)*
      1. Dennis provided an update. The Annual Meeting is scheduled for next Wednesday the 24th. May need to send out a reminder to register; as of yesterday, approximately 25 have registered. Dennis reviewed the agenda so far.
5. HMIS Report *(Institute for Community Alliances)*
   * 1. Gary provided an update. HUD has delayed the LSA data submission again (LSA replaced the old AHAR report). New data portal will have some new capabilities.
     2. County participation may have increased to 75 counties this year, according to self-reported data so far; Gary will be looking more into this. Some counties reported only “service-based counts” rather than “boots-on-the-ground-counts.”
     3. There was a reduction this year in the Rapid Rehousing count. This will impact this year’s CoC Application. PSH remained the same. Shelter slightly decreased.
6. Coordinated Entry Report *(Hawkeye Area Community Action Program)*
   * 1. Tim provided a report in lieu of Dusty.
     2. We now have an updated regional map from ICA.
     3. Tim provided updates on various regions. Hope for the Homeless region went live on Coordinated Entry recently, with about three pull meetings so far. Some meetings are coming up soon with agencies interested in developing rapid rehousing in regions where this isn’t currently available.
     4. The Coordinated Entry Management Team continues to meet regularly.
7. Staff Report *(Iowa Finance Authority)*
   1. CoC Application Consultant RFI
      1. Amber shared that a draft RFI has been completed. Any input may be emailed to Amber. This is targeted to go out next week.
   2. 2020 Emergency Solutions Grant & Shelter Assistance Fund competition consultation: new agencies/programs; peer/mentor partnerships?
      1. Amber shared the possibility of revising the competition process some to better allow the option for new agencies or programs to apply, with the possibility of a lesser available dollar amount, a requirement for some kind of peer-to-peer mentorship in place with an established agency, and some incentive for a participating mentor agency. This may help some in the goal of developing baseline services on a regional basis.
      2. Support was expressed from Tim for anything that helps develop services in some of the regional areas where they are currently lacking.
      3. Gary noted that he would like to work together to update the performance section this year.
   3. Quad Cities Letter of Appeal for Coordinated Services Regions awards
      1. Amber shared that the Quad Cities had submitted a formal appeal letter for the recent CSR competition awards. They were not eligible for an award due to only serving one county in the Iowa Balance of State CoC. Karin asked that the Coordinated Entry Management Team review the issue and make a recommendation to the Council.
   4. 2019 HUD CoC Competition update: Esnaps Registration complete; Esnaps Review complete; Grant Inventory Worksheet Review in progress.
      1. Amber provided an update on the processes that have been completed so far for the upcoming competition.
8. Old Business
   1. Karin notified the committee of the recent letter of support that was approved for Goodwill.
9. New Business
   1. The vice-chair position is open. Karin asked that the Nominating Committee meet to review the two letters of interest that have been submitted. Since one of the letters is from Ashley Odom, and she is one of the two candidates currently for vice-chair that have submitted letters, she would not lead this discussion nor participate in any voting. Karin asked Ben Brustkern to lead this instead and Ben agreed.
10. Agenda for next Iowa Council on Homelessness meeting: Friday, May 17, 2019
    1. Bob Pulster is scheduled for a USICH presentation on their updated national plan.
    2. Karin asked that one of her colleagues have 15 minutes for a presentation related to brain injury and homelessness, which was also briefly suggested at the last Council meeting. It will be James Pender at IDPH.
11. Public Comment
    1. David Binner pointed out that in the past, he has signed the MOUs with the Capitol for the Day on the Hill, so this isn’t significantly different from his recent agreement with them. He also pointed out the lack of other available dates, so wanted to go ahead and schedule what was available.
12. Next regularly-scheduled Executive Committee meeting: Friday, June 21, 2019
    1. *Schedule: third Fridays every other month (non-council-months), 10:00 a.m.*
13. Adjourn
    1. Motion: Ben
    2. Second: David H.
    3. Meeting adjourned at approximately 12:03pm.