**DRAFT MINUTES**

**EXECUTIVE COMMITTEE MEETING**

Friday, June 21, 2019

10:00 AM – 12:00 PM

**TRANSITION TEAM MEETING**

1:00 PM – 2:00 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 currently has seven voting members (nine by statute; two vacancies): Karin Ford (chair), Tim Wilson (secretary), Ben Brustkern, Dennis Lauterbach, Carolyn Cobb, Diane Nichols, Ashley Odom. Non-voting members: Crissy Canganelli, David Hagen.*

*The Transition Team is an ad-hoc committee created by the Council and includes the following members: Karin Ford (chair), Tim Wilson, Ben Brustkern, Dennis Lauterbach, Julie Eberbach, David Hagen, Heather Harney, Carol Chantrill.*

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

1. Introductions
	1. Voting members:
		1. Karin Ford, chair
		2. Tim Wilson
		3. Ben Brustkern
		4. Dennis Lauterbach
		5. Carolyn Cobb (phone)
		6. Ashley Odom (phone)
		7. Diane Nichols (phone)
			1. Quorum achieved
	2. Others:
		1. Julie Eberbach
		2. Gary Wickering
		3. Amber Lewis
		4. David Hagen (phone)
		5. Crissy Canganelli (phone)
		6. David Binner (phone)
		7. Dusty Noble (phone)
2. Approval of Agenda – ***Action Item***
	1. Motion: Tim
	2. Second: Ben
	3. Motion passed
3. Approval of Minutes from 4/19/2019 – ***Action Item***
	1. Motion: Ben
	2. Second: Dennis
	3. Motion passed
4. Committee Updates
	1. Coordinated Entry *(Gary Wickering)*
		1. Working on creating a tracking sheet for which regions need to renew their Policies and Procedures; a calendar that would track this, since they are to be reviewed annually.
		2. Planning two trainings in August, likely one in Des Moines and one in Cedar Rapids.
		3. Still trying to get representation from the Balance of Counties area to participate in the meetings.
	2. Research and Analysis (*David Hagen)*
		1. As we look further at ICH governance, would like to take broader look at research needs across the state.
	3. Public Awareness *(Diane Nichols)*
		1. Committee has not met since March. Will meet July 15th next. Will review lessons from Day on the Hill; next year’s date is March 4th. Will also look at events for upcoming National Hunger and Homelessness Awareness Week in November.
	4. Policy and Planning (*Crissy Canganelli*)
		1. CoC Rapid Rehousing Standards: Revision required, per email from Teri Robertson at HUD Omaha field office. May not need a meeting; can probably be addressed by email. Crissy will make the edits as directed and then notify the Policy and Planning Committee of the changes. Several participants noted this was an example of needing additional staffing capacity to support the CoC.
			1. Ben: Motion that we amend our RRH Standards as directed and then present to the full Council in July.
			2. Tim: Second
			3. Motion passed
		2. The next committee meeting isn’t scheduled yet.
		3. Prior meeting focused on recommendations for the Emergency Solutions Grant and Shelter Assistance Fund competition.
	5. Nominating *(Ashley Odom)*
		1. Ashley has not heard back from the governor’s office on recent recommendations. Next meeting August 14th at 12:30. Need to get new member orientation scheduled. Last year was in September. Recommends moving forward with this again in September.
	6. Continuum of Care *(Dennis Lauterbach)*
		1. Scoring team has been assembled for the renewal project competition. Dennis noted Gary has done a great job moving the application online, and then providing a very useful scoring spreadsheet.
		2. Recommendation on CoC Renewal Project Application scoring threshold for involuntary reallocation (*Tim Wilson and Amber Lewis*): Tim and Amber researched past language and policy about how involuntary reallocations were handled in the past. Past policy from last year was: “funding be provided for projects receiving 65% and within a 10% gap of the next highest scoring project.” This was further explained as a project would need to meet two criteria to avoid involuntary reallocation based on score: 1) receive at least 65% of the points available; 2) receive a score that is not 10 percentage points lower than the next highest scoring project. For example, if a project scored 67% of the points, it would meet the first criteria, but if all other projects scored more than 78%, it still may be subject to reallocation.
			1. Dennis moves to approve the same policy as last year for the CoC renewal project application involuntary reallocation policy.
			2. Tim: second
			3. Abstentions: Ben
			4. Motion passed
5. HMIS Report *(Institute for Community Alliances)*
	1. Gary provided a report. The System Performance Measures were submitted to HUD. ICA is updating their online dashboard. The LSA report is due Monday—the Longitudinal Systems Analysis tool. This is the largest data export in the history of homelessness. HUD hired technical assistance; process was started in October, but will finally be due June 24th; some issues are still outstanding, almost none of which are directly related to projects’ data or ICA’s work. This is between HUD’s specifications and the vendors. HUD also has a new data visualization tool called Stella, which will tie in to the new data that will be available through LSA.
	2. The other item needed is in the packet, the HMIS agreement, which must be renewed each year. This is included as part of the current CoC Governance Charter. Would be good to get ahead of this and have it finished for the upcoming CoC competition. In other CoCs, the Institute has a separate HMIS MOU; in Iowa, the Governance Charter serves this function. Karin suggested that Karin, Tim, and Gary get together within the next month to review this and make suggestions on any updates. The plan will be to have this done in advance of the July Council meeting for Council members to review before approving an updated version.
6. Coordinated Entry Report *(Hawkeye Area Community Action Program)*
	1. Dusty provided an update. Still meeting with community stakeholders in SE and SW corners of the state, trying to get participation with the CE Committee.
7. Staff Report *(Iowa Finance Authority)*
	1. CoC Application Consultant RFI vendor selection update: Amber provided an update that the Institute for Community Alliances was selected to be a consultant to assist with this year’s process. An update email will go out to CoC grantees and Council members this afternoon with this notification.
	2. Iowa Council on Homelessness/CoC Strategic Planning/Governance Transition RFI vendor selection update. Amber shared an update from IFA leadership; the new supervisor, Chief Programs Officer, notified Amber this week that the cap on funding for this RFI would be $45,000. Crissy shared a concern that the $50,000 legislative appropriation for the Council should be at the Council’s discretion, and it shouldn’t be IFA limiting this contract to $45,000. Amber and Karin also shared an update from the call they held this week with HomeBase staff to address some of the questions that were brought up by the Transition Team. The group also discussed whether the change in budgetary constraints would change the consensus earlier to go with HomeBase. Several members expressed support for continuing to move forward with HomeBase.
	3. Emergency Solutions Grant & Shelter Assistance Fund competition update: Many stakeholder comments were received. Competition start date is delayed. Still hoping to start competition by end of June or as soon as possible thereafter.
	4. HUD CoC competition update: Willis Dady Rapid Rehousing project type error. This project was submitted to the CoC for consideration last year as an RRH project, but the applicant accidentally selected RRH-TH as the project type in Esnaps. This is proving difficult to correct this year with the HUD field office and HUD HQ. Still working on this, but HUD has noted that the CoC should be aware of items such as these.
8. Old Business
	1. None
9. New Business
	1. Amber noted that the Executive Committee currently only has seven members.
10. Agenda for next Iowa Council on Homelessness meeting: Friday, May 17, 2019
	1. Vice-chair selection: Will include both letters of interest in Council materials. Karin noted that she intended to hold an up or down vote on the vice chair at the next Council meeting.
	2. There will also be an update from CoC Planning Group on Ending Veteran Homelessness.
11. Public Comment
	1. None
12. Next regularly-scheduled Executive Committee meeting: Friday, August 16, 2019
	1. *Schedule: third Fridays every other month (non-council-months), 10:00 a.m.*
	2. *Also Transition Team meeting later today, 6/21/19, 1 p.m.*
13. Adjourn (until Transition Team component at 1pm)
	1. Dennis
	2. Second: Tim
	3. Motion passed; adjourned at approximately 11:30am until later component
14. Reconvene for Transition Team Meeting component, 1pm
15. Introductions
	1. Karin Ford, chair
	2. Ben Brustkern
	3. Tim Wilson
	4. Julie Eberbach
	5. Dennis Lauterbach (phone)
	6. Crissy Canganelli (phone)
	7. David Hagen (phone)
	8. Amber Lewis
16. Crissy suggested that she could reach out to Carolann and Brian and ask for some time to discuss our goals with HomeBase. Suggestion was given that we could proceed with an initial agreement for the lower amount that has been approved, but then still make an effort to persuade IFA leadership of moving to support the fuller amount through a later contract amendment.
17. The group discussed what the first steps should be with HomeBase. Would be good to meet early on (remotely) with HomeBase staff and this group (Transition Team) once contract is in place.
18. Tim suggested that it would be good to have a place online for the Transition Team and this initiative.
19. The group agreed it was appropriate to move ahead with a letter to SPPG noting that a different vendor had been selected.
20. The meeting adjourned at approximately 1:30pm.