**DRAFT MINUTES**

**CONTINUUM OF CARE COMMITTEE MEETING**

Tuesday, July 16, 2019, 1:00 p.m.

Location: Iowa Finance Authority, 1963 Bell Ave., Suite 200, Des Moines, Iowa 50315 or by Conference Call

*Committee members: Dennis Lauterbach (chair), Carol Chantrill, Katrina Carter, Karin Ford, Page Eastin, KarLee Kearns, Lori Miller, Scott Mather, Ashley Odom, Tim Wilson*

1. Introductions
   1. Committee voting members (quorum achieved)
      1. Dennis Lauterbach, chair
      2. Tim Wilson
      3. Karin Ford
      4. Page Eastin
      5. Lori Miller
      6. Carol Chantrill (phone)
   2. Committee non-voting members and other participants:
      1. Gary Wickering
      2. Carrie Diesburg (phone)
      3. Amber Lewis
2. Approval of Agenda – ***Action Item***
   1. **Motion:** Karin
   2. Second: Carol
   3. Motion: Approved
3. Approval of Minutes
   1. Not applicable; last meeting did not have quorum.
4. Applicant Timeline Discussion
   1. Julie provided an overview of materials sent out in advance of the call. This includes a proposed timeline for CoC activities over the coming weeks/months, for both the CoC Consolidated Application items along with CoC project competition items. The CoC Consolidated Application work group will meet this Thursday to begin.
5. Renewal Application Scores: Further Steps
   1. Applicant Threshold Issue
      1. YWCA Clinton Rapid Rehousing project: Did not submit the correct attachment. Currently places them as not meeting threshold to move forward in the competition. They submitted a grievance policy instead of anything related to barriers, as required by the question. There was some discussion of whether this applicant could appeal. They could potentially appeal, basing their appeal on a technical error.
      2. The committee discussed what it means to straddle Tiers 1 and 2.
      3. Ranking in Progress: ICA has prepared an initial project ranking document. This will be presented to the Council this Friday.
         1. Motion: Karin made a motion to approve the initial renewal project ranking, based on the scores achieved. The ranking also includes all the projects that were just awarded last year and therefore exempt from having to submit an application this year. These projects are included in the ranking in the same order as their original ranking last year.
         2. Lori: Second
         3. Motion approved; Tim abstained
   2. New Project Application
      1. Gary shared a proposed draft of a new project application at https://ica.formstack.com/forms/iabos\_coc\_new\_application. Some edits were suggested by committee members.
      2. There was extensive discussion of how to determine which regions or populations are currently under-served by the CoC.
         1. Motion: Lori made a motion to approve the new project application as discussed and updated.
         2. Second: Page
         3. Motion approved; Tim abstained
   3. HMIS Application
      1. Dennis discussed a motion he is recommending to the Council this Friday related to HMIS project selection/affirmation for the coming year. Dennis will not be at the meeting Friday, but Lori Miller agreed to share his recommendation with the Council.
   4. Documents for the Council this Friday:
      1. CoC Application Timeline
      2. New Project Application Draft
      3. HMIS Project Recommendation
      4. Renewal Project Preliminary Ranking
6. Next meeting date: August 13, 2019, 10:00 a.m.
7. Adjourn: The meeting adjourned at approximately 3:00 p.m.

*Note: At 1:50, there was some technical difficulty with the call and some participants were dropped. This appeared to resolve at 2pm when at least one was able to come back on.*