

The Iowa Council on Homelessness

Draft Minutes

Friday, May 18, 2018, 10:00 AM - Noon

Iowa Finance Authority Presentation Room, 2015 Grand Avenue, Des Moines, Iowa 50312

Meeting Resources:

- Meeting Minutes from 3/20/18
- 2018 Balance of State Point-in-Time Results
- New policy for requests for ICH letters of support
- Updated ICH Attendance Policy
- CoC Annual Meeting Governance SWOT Results
- 2018 Iowa-Nebraska Peer-to-Peer Homelessness Symposium Information
- 2018 Proposed Coordinated Entry Application
- 2018 CoC Proposed HMIS Application
- Coordinated Entry Grantee CoC Report

- I. **Introductions** (by Coordinated Services Regions, phone first; IFA location last):
The meeting was opened by Chair Ben Brustkern. A list is attached of meeting attendees, including council members. A quorum was established.

- II. **Approval of Agenda**
Motion: Karin Ford
Second: David Binner
Results: Motion Passed

- III. **Approval of March 20, 2018 Minutes**
Motion: Karin Ford
Second: Dennis Lauterbach
Results: Motion Passed

- IV. **Homeless Management Information System (HMIS)**
Report presented by Gary Wickering from the Institute for Community Alliances (ICA)
 - Point-in-Time Count Report – Gary Wickering from ICA gave a presentation on the document titled “*2018 Balance of State Point-in-Time Results*” which was included as a resource in today’s meeting materials. He went over the 25 page document noting many of the key points and trends. The “Results Summary” section notes that there is an overall reduction in the homeless population numbers for Iowa but a marked increase in Emergency Shelter (ES) and the unsheltered population. Mr. Wickering also noted that the Transitional Housing (TH) bed capacity continues to be reduced which lead to our overall decreased population and that we are also continuing to see an increased utilization of Rapid Rehousing (RRH). A final note on the summary is that the Street Count increases can be linked partly to the expansion of the coverage area and an increased awareness due to the Coordinated Entry regional approach. Please refer to the posted document for detailed information.

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V. Committee/Task Force Reports

▪ **Executive Committee**

A report was provided by Chair Ben Brustkern

- The committee met on 4/20/18 & 5/4/18
- A new policy was approved regarding requests for Iowa Council on Homelessness (ICH) letters of support. A copy of the policy was included as a resource in today's meeting materials.
- An updated ICH Attendance Policy was approved by the Executive Committee. A copy of the policy was included as a resource in today's meeting materials. Chair Brustkern emphasized the importance of understanding this policy and the importance of regular meeting attendance.
- The final 2018 CoC Renewal Application was also approved by the Executive Committee. It was not included as a resource for today's meeting materials, but can be found under the Iowa Council on Homelessness – Executive Committee May 4, 2018 meeting tab at:
<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/93>

▪ **Nominating Committee**

A report was provided by Committee Chair Ashley Odom.

- The committee met on 4/16/18 and 5/11/18
- Committee Chair Odom reported that there are twelve current ICH members whose terms are expiring, with one additional open seat at this time. She has been working with the Governor's office regarding the applications received thus far. Six current ICH members' applications have been received by the Governor's office.

Motion: A motion was put forth by the Nominating Committee that the six current ICH members with expiring terms (listed below), and whose applications for renewal have been received by the Governor's office, are approved for recommendation to the Governor's office:

- Rhonda Jordal
- Dennis Lauterbach
- Carrie Moser
- Joanie Poore
- Ben Rogers
- Jodi Royal-Goodwin

Results: Motion passed

Ms. Odom noted that the document provided by the Governor's office did not include as much information as previous years making it more difficult to determine an applicants' experience and qualifications. Based on current

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participation in Council meetings and committees, known experience, and taking into consideration that the Governor's office looks for balance in such areas as race, gender, regional coverage, and potential conflicts of interest, the three applicants listed below were considered by the Nominating Committee.

Motion: A motion was put forth by the Nominating Committee to recommend the following applicants in the order listed to fill the first open seat plus two additional seats if available:

1. Ann Davidson
2. Gary Wickersing
3. Hope Metheny

Results: Motion passed

There was additional discussion surrounding the remaining members with terms expiring, and Ms. Odom noted that she has received responses to her inquiries from David Binner and Kristine Harris that they have submitted their applications for renewal but have not yet received confirmation from the Governor's office. One Council member noted that Kristine Harris has not been participating in Council meetings on a regular basis.

A motion was made to move forward on these two current ICH members with expiring terms, David Binner and Kristine Harris, and make recommendation to the Governor's office for approval.

Motion: Karin Ford

Second: David Hagen

Results: There was one nay vote and the motion passed with the majority voting yea.

Committee Chair Odom then reminded the Council that the ICH Chair will be changing as of July 1st and asked that anyone interested in filling the Vice-Chair position notify herself (as chair of the Nominating Committee) or current Vice-Chair Karin Ford who will be taking over as the ICH Chairman. Amber Lewis from the Iowa Finance Authority noted that the Vice-Chair will have to be a non-state agency member since Karin Ford is a state representative from the Iowa Department of Public Health.

VI. **Continuum of Care (CoC) Committee**

A report was provided by Committee Chair Tim Wilson

- The committee recently met on 3/27/18, 4/16/18 and 5/15/18
- Committee Chair Wilson reported that the second annual All-Grantee CoC Meeting held in Cedar Rapids on 4/11/18 was successful and they received good input on the CoC Renewal.
- 2018 CoC project competition
 - i. Renewals (housing programs): The "2018 Final Renewal Project Application as Amended" was approved by the Executive Committee on May 4, 2018. Applications are due 5/25/18.

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- ii. Approval of HMIS Application: The “2018 CoC Proposed HMIS Application” was included as a resource in today’s meeting materials.

Motion: A motion was put forth by the CoC Committee for approval of this proposed HMIS application

Results: Motion passed

- iii. Approval of Coordinated Entry Application: The “2018 Proposed Coordinated Entry Application” was included as a resource in today’s meeting materials.

Motion: A motion was put forth by the CoC Committee for approval of this proposed Coordinated Entry application

Results: Motion passed, with two abstentions

VII. **Coordinated Entry**

A report was provided by Committee Chair Carrie Moser

- o The committee met on 5/15/18

Committee Chair Moser reported that they have been working with HACAP and Tim Wilson to identify training needs and requirements, stating that HUD has recently released an outline of Coordinated Entry guidance. They will be reviewing this information for continued development of their policies and procedures. They are also working on ensuring representation across the entire state.

The next Coordinated Entry Committee meeting is scheduled for June 19th.

VIII. **Research and Analysis Committee**

A report was provided by Committee Chair David Hagen

- o The committee met on 4/27/18

Committee Chair Hagen reported that they have a new member, Kirk Lehmann from the City of Iowa City. They now have seven members from five regions, with not much representation from the west, which they would like to get.

Mr. Hagen also reported that they have reviewed the Point-in-Time (P.I.T.) data and will be looking into the issue of reported racial disparity.

IX. **Policy & Planning**

A report was presented by Amber Lewis since Committee Chair Crissy Canganelli was not present.

- o The committee will be meeting on Monday, May 21st. An agenda has been posted.

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- The committee plans to work on developing the CoC Rapid Rehousing Standards, as well as review the draft 2019 Iowa Emergency Solutions Grant (ESG) & Shelter Assistance Fund (SAF) Application and guidelines for the new competition.

X. Public Awareness Committee

A report was presented by Committee Co-chair David Binner.

Mr. Binner noted that the Day on the Hill date for 2019 had to be switched to April 4th.

Mr. Binner reported that the FHL Bank will be offering grants up to \$750K (\$40K per unit) for homeless projects for major remodeling or new construction, noting that they were not for operations, but might provide a good secondary source of funds for projects. Mr. Binner also noted that the applications are due by May 31, 2018, and that anyone interested could look up the program under the FHL Bank Des Moines website.

XI. HACAP Coordinated Entry Report

A report was presented by Dusty Noble from HACAP. Mr. Noble reviewed the “*Coordinated Entry Grantee CoC Report*” included as a resource in today’s meeting materials. Mr. Noble reviewed the six phases that regions go through in conjunction with Coordinated Entry, and reviewed the chart showing where each region currently is in the process. Mr. Noble also noted that all regions have received VI-SPDAT training and reviewed the chart reflecting various population percentages.

XII. Coordinated Services Regions Reports: South Central/West & Two Rivers

- South Central/West Region – Kristen Millhollin and Nikki Bettis from Crisis Intervention and Advocacy Center presented a report on their region. They stated that they are finalizing their policies and procedures and have been working on training their southern staff and training on the VI-SPDAT. They have held partnership meetings in Madison County which they feel have been very productive and have included other potential partners such as law enforcement, hospitals, and landlords. They plan to have meetings with Clark and Osceola counties before the end of the summer.
- Two Rivers Region – A report was presented by Carrie Moser. She stated that they too are working on training and finalizing their policies and procedures. They are also developing flow charts to help meet emergency needs within other counties outside of the Ames area, where the only emergency shelter is located. She also noted that they are integrating Green County into their region.
- Eastern Iowa, Bi-State and Balance of Counties are scheduled to present reports for the July ICH meeting.

XIII. Iowa Finance Authority Staff Updates

A report was presented by Amber Lewis from the Iowa Finance Authority.

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- Ms. Lewis reported that the 2019 Draft Application for Iowa ESG & SAF has been released and comments are invited through 5/25/18 and can be emailed to her. Ms. Lewis noted that any comments received by this afternoon (May 18th) could be incorporated for the Policy and Planning Committee meeting scheduled for Monday, May 21st.

XIV. Other Updates

- Julie Sleeper from the Des Moines HUD office reminded everyone to register for the 2018 Iowa-Nebraska Peer-to-Peer Homelessness Symposium to be held at the Des Moines University on June 13th through the 14th. Ms. Sleeper reported that they currently have 235 registered participants. She also reported that they just added a Housing First session to the agenda, which can be accessed through their Google Doc's site. Advance registration can be accessed through the link below and needs to be done by June 6th, or walk-in registrations will be accepted. Ms. Sleeper stated that she appreciates all of the help she has received in the planning of this event.
<https://apps.hud.gov/emarc/index.cfm?fuseaction=emar.registerEvent&eventId=3337&update=N>.

XV. Old Business

CoC Committee Chair Tim Wilson stated that they need addition reviewers for the Service Providers applications, noting that they will need candidates without conflicts of interest. The review meeting is scheduled for Monday, June 11th.

XVI. New Business

None

XVII. Public Comments

None

XVIII. Next Meeting: Friday, July 20, 2018, 10:00 a.m., Iowa Finance Authority

XIX. Adjourn

A motion to adjourn was made at approximately 11:25 am

Motion: Dennis Lauterbach

Second: Karin Ford

Results: Motion Passed

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Phone	IFA	Board Member	ICH - Meeting Attendance - Alphabetical, by First Name - 5.18.2018	Coordinated Services Region
X		X	Ashley Odom, Family Resources	Scott County
	X	X	Ben Brustkern (Chair), Friends of the Family	North East Service Region
X		X	Bill Brand, Department of Human Rights	Statewide
X		X	Blake Michelsen, Guthrie Co Sherriff's Office	South Central/West Region
	X	X	Carolyn Cobb, IA Dept of Education	Statewide
	X	X	Carrie Moser, Emergency Residence Proj.	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	Donna Everding, CHI	Black Hawk/Tama
X		X	Donna Phillips, IA Att. General's Office	Statewide
	X	X	Jane Erickson, IA Department on Aging	Statewide
X		X	Joanie Poore, Heartland Family Service	Council Bluffs (Omaha MACCH)
X		X	Karen Hyatt, IA Dept of Human Services	Statewide
	X	X	Karin Ford (Vice-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	Mariliegh Fisher, CHI	Black Hawk/Tama
X		X	Rhonda Jordal, FAVA	North Central Iowa Region
	X	X	Scott Mather, IA Workforce Development	Statewide
X		X	Steve Benne, IA Econ. Devt Authority	Statewide
	X	X	Tim Wilson (Sec'y), Home Forward Iowa	Statewide
X		X	Wes Peterson, Iowa Finance Authority	Statewide
X			Allison Larson, ICA	Sioux City/Woodbury CoC
	X		Amber Lewis, Iowa Finance Authority	Statewide
X			Angie Arthur, Polk County CoC	Polk County CoC
X			Bonnie Nichols, MCSA	Southeast Iowa Coordinating Region
X			Brenda McBride, DSAOC in Ft. Dodge	North Central Iowa Region
X			Bronis Pertit, DVIP	Johnson/Washington
X			Carol Gebhart, Opening Doors	Eastern Iowa Region
	X		Carole Vipond, Iowa Finance Authority	Statewide
X			Cassandra Gripp, Humility of Mary Shelter	Scott County
X			Catherine Gerdes, Children and Families of Iowa	Polk County CoC
X			Cathy Ahrens, Hillcrest	Eastern Iowa Region
X			Cathy Jordan, Humility of Mary Shelter	Scott County
X			Dalton Messersmith, New Visions	Council Bluffs (Omaha MACCH)
X			Denise Holst, FAVA	North Central Iowa Region

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X		Dennis Ostrander, CASEI	Southeast Iowa Coordinating Region
X		Dusty Noble, HACAP	Linn/Benton/Jones Service Region
X		Gabe Gluba, ASAC	Linn/Benton/Jones Service Region
	X	Gary Wickering, ICA	Statewide
X		Grace Fee, Salvation Army	Black Hawk/Tama
X		Heather Harney, HACAP	Linn/Benton/Jones Service Region
X		Hope Metheny, Youth and Shelter Services	Two Rivers
X		Jan Rutledge, Iowa Legal Aid	Johnson/Washington
	X	Jennie Kerger, Salvation Army	Polk County CoC
X		Jennifer Lynch, Humility of Mary Shelter	Scott County
X		Jennifer Miner	Polk County CoC
X		Jennifer Smentek, Iowa City VA	Statewide
X		Jennifer Tibbetts, Catherine McAuley Center	Linn/Benton/Jones Service Region
X		Jessica Ash, Ft Dodge Hsng Agency	North Central Iowa Region
X		Jessica McClintock, Ft. Dodge Hsg Agency	North Central Iowa Region
	X	Joe Gezel	zBalance of Counties
X		Julie DeRuyter, Rock Rapids Municipal Housing	Mid-Sioux Region
	X	Julie Eberbach, ICA	Statewide
	X	Julie Sleeper, HUD Des Moines	Polk County CoC
	X	Karen Bougher, YESS	Polk County CoC
X		Karlee Kearns, Friends of the Family	North East Service Region
X		Kim Motl, Upper Des Moines Opportunity, Inc.	Upper Des Moines
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		Nikki Bettis, Crisis Int. & Advocacy Center	South Central/West Region
X		Paula Morgan, CASEI	Southeast Iowa Coordinating 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		Ray Gimenez, Opening Doors	Eastern Iowa Region
X		Ryan Fellelr, ECIA	Eastern Iowa Region
	X	Sierra Hansman, Beacon of Life	Polk County CoC
X		Stephanie Pickinpaugh, ICA	Sioux City/Woodbury CoC
X		Susan McGuire, Center for Siouxland	Sioux City/Woodbury CoC
X		Teresa Bassler, City of Dubuque	Eastern Iowa Region
X		Tess Cody, ACCESS	Two Rivers