**GA-506 Marietta/Cobb Continuum of Care**

**Board of Directors Meeting**

**May 17, 2016**

**Minutes**

**Members Attending**: Jeri Barr, Carolyn Bridges, Tyler Driver, Chris Fields, Veronica Sigalo, Bryan Stephens, John Shereikis, Fran Sutton, Kathleen Vaughn

**Guests Attending**: Jeannette Pollock, Rachel Castillo, and Yvonne DePina

**Staff** **Attending**: Lee Freeman-Smith, Joan Toder

***Welcome and Introductions***

The meeting was called to order by Chris Fields, Co-Chair, and introductions were made.

***Attendance and Minutes***

Jeri Barr confirmed attendance and quorum was in place. She presented the March 15, 2016 minutes.

Motion: To accept the March 15, 2016 minutes with the following corrections:

1. Page 1 of minutes under Coordinated Entry/Written Standards section: You do not need permission to collect the data but need consent to share the data.
2. CSB’s APR is due 7/29 not 9/28.

Moved First: Bryan Stephens Seconded By: John Shereikis None Opposed

***Proxy***

Judge Green, Holly Tuchman, and Jim Hartsfield gave their proxy to Jeri Barr.

***HUD HMIS Monitoring***

Jeannette Pollock, Special Projects Manager and HMIS lead at the Department of Community Affairs attended to give an update on HUD’s recent HMIS monitoring of both the HMIS and HMIS Expansion grants. Jeanette, Joan, Carolyn, and Sarah Dimond met with Alma Cooper, Marve Epps, and Ted Carter from HUD. The HUD team identified a few issues to be addressed by DCA and CFR. Initially HUD planned to give DCA a Finding regarding the way reporting was done on the grants’ APRs, as some clients were duplicated in both APR reports. After explaining that the expansion grant was intended to increase the amount of time for the HMIS Administrator once the renewal grant ends, pays for the same duties Joan performs, and does not expand the scope of work, Alma advocated for us with Washington.  DCA has been advised to request consolidation of the two grants to avoid issues in the future. DCA has submitted a letter to HUD to request consolidation of the renewal and expansion grants. Jeanette does not think HUD’s final monitoring report will list this as a Finding. 2) When the Cobb Collaborative requested The Center for Family Resources assume administration of the two grants, a formal document was not executed between the Collaborative and CFR. Alma advised us to address this concern by submitting a letter transferring the HMIS responsibilities from the Cobb Collaborative to CFR. This document will require the appropriate signatures from the Cobb Collaborative, the Center for Family Resources, and the Department of Community Affairs. 3) A semi-annual certification document for the HMIS Administrator needs to be completed for each grant.

Jeannette shared her concern over the files and how they were missing information and not consistent. Alma requested client keys from each organization in order to review a sample of files. She expected them to be arranged so data could be easily identified and they were not. She was frustrated after reviewing only a few files and left without looking at some from each organization. DCA would like us to put a process in place for file monitoring on a regular basis. DCA will be monitoring the files on a regular basis as well. We need to ensure all the universal and program data elements and certain forms are in each file and can be easily found. Alma explained that the HMIS grants and files are connected as the information in the file must be consistent with the information in HMIS in order to confirm the accuracy of the APRs. We must ensure they are correct going forward. DCA is waiting on the final letter from HUD but the CoC needs to be thinking about our corrective action plan. Joan shared we need to not only monitor data quality in Pathways but in the files as well. How do we know all is good in both if we don’t compare?

Jeannette encouraged everyone to participate in the software demos DCA was conducting.

Carolyn discussed the need to have a file monitoring committee and they could be a sub-committee under monitoring to review all files. We need to have a plan in place as we will have to report back to HUD when we receive final letter. There was lots of discussion around who would monitor and how it would work. We discussed bringing a group of the funded organizations together to create process and handle monitoring.

Motion: To have the funded organizations determine process and handle monitoring

Moved First: Bryan Stephens Seconded By: Jeri Barr None Opposed

Yvonne DePina reported that CSB’s SHP Project will be monitored in July by HUD.

***Updates***

Carolyn congratulated our organizations which received Tier 2 funding:

CSB - $439,956, MUST - $203,537, and Zion Keepers - $52,594. Unfortunately Zion Keepers’ Project Hope 2 project was not renewed.

The CoC registration for the 2016 funding cycle has been completed.  The next step is to review the GIW.  Carolyn will send out a copy of the GIW to everyone.  Each organization must review all the information about each of their projects to verify that everything is complete and accurate.  Funding can be affected by inaccurate information on the GIW, so it is very important that the information in each column on the GIW is accurate.

Coordinated Entry/Written Standards – The list of persons that have indicated they want to serve on the committee was reviewed.  Not all organizations are represented.  Organizations that want to have a representative on this committee should send their names to Lee by Friday, 5/20.

The local HUD Field Office is sending out notices that Step C1.9a (Technical Submissions) are in e-snaps. Please be on the look-out for these notices.

***HMIS***

Report Reminders - Joan reported that she had participated in a recent HUD webinar and there is still no word on when APRs will be available in e-snaps.

PIT Presentation – Joan gave a brief overview of the results from our January Housing Inventory update and count of sheltered individuals.  The presentation and accompanying notes will be distributed to everyone on the BOD mailing list.

DCA has arranged for vendor demos of HMIS software on Wednesday and Thursday of this week.  Everyone is invited to view the demos and can register for them through the DCA website.

***Advisory Council***

Chris reported that he, Holly, Lee, and Carolyn had met with Tracy Rathbone with the Towne Center CID and David McGinnis of Habitat to discuss strategic planning and fundraising.  Their recommendation was to talk with Coxe Curry and Associates to develop a case for support.  Their recommendation will be discussed at the next Advisory Council meeting on June 20.

***Announcements/General Discussion***

General Membership Meeting, May 18.  Topics will include presentation of the PIT/HIC information, Coordinated Entry, and small group discussion.

Board applications – Anyone who has not submitted a Board Application should complete it and forward it to Lee Freeman-Smith.

***Next Meeting***

The next meeting will be July 19 at 12pm at the Mansour Conference Center.

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| **Action Item** | **POC** | **Closure Date** |
| Identify someone to serve on Coordinated Entry committee and give name/email to Lee | Lee Freeman-Smith | May 20 |
| Complete Board application and return to Lee | Lee Freeman-Smith | May 20 |
| Review GIW and give any updates to Carolyn | Carolyn Bridges | May 24 |
| Send minutes and PIT presentation with notes | Lee Freeman-Smith | May 24  |
| Convene file monitoring group | Lee Freeman-Smith/Carolyn Bridges | July meeting  |
| Convene rating and ranking committee to consider type of review to use for our next CoC application process | Carolyn Bridges | July meeting  |
| Review Board rotation schedule | Lee Freeman-Smith | July meeting  |
| Mark your calendars for the HUD “All Grantee Meeting” | Grant Awardees | July 22 (time to be announced) |
| Create document showing terms for each Board member | Lee Freeman-Smith | Done |
| Coordinate Spring GMM | Lee Freeman-Smith | Done |