

**GA-506 Marietta/Cobb Continuum of Care  
Board of Directors Meeting  
January 17, 2017**

**Minutes**

**Members Attending:** Jeri Barr, Carolyn Bridges, Tyler Driver, Chris Fields, Veronica Sigalo, Bryan Stephens, Falecia Stewart, Karen Carter, Fran Sutton, Kathleen Vaughn

**Guests Attending:** Rachel Castillo

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

***Welcome***

The meeting was called to order by Bryan Stephens.

***Attendance and Proxy***

Karen Carter confirmed attendance and quorum was in place.

The following three proxies were presented: Holly Tuchman gave to Jeri Barr; Reuben Green and Jim Hartsfield gave to Karen Carter

***Minutes***

Karen presented the November 15, 2016 minutes.

Motion: To accept the November 15 minutes

Moved First: Chris Fields

Seconded By: Fran Sutton

None Opposed

***HUD Awards***

Carolyn Bridges reported that all projects in Tier 1 were funded as well as CSB in Tier 2. Our new projects in Tier 2 for HMIS and Coordinated Entry were not funded. We have not received our score or any feedback at this time.

***AHAR Report***

Joan Toder presented the Annual Homeless Assessment Report (AHAR) from October 1, 2015-September 30, 2016. The data represented projects in HMIS only. If you are interested in receiving the report, please reach out to Joan Toder at [jtoder@hotmail.com](mailto:jtoder@hotmail.com).

***HMIS Update***

Carolyn reported that not everything has been fully migrated as they are migrating HMIS and Non-HMIS data. DCA is working on cost distribution for each CoC. They will be having meetings with each CoC to determine a payment plan. Our meeting is scheduled for January 26. They are currently looking at the Annual Renewal Demand and have tiers. We are in the tier of 1.1 million-2 million. (0.08% which is \$58,160) Years two-five will remain flat. There are 12-15 using the HMIS system.

***Coordinated Entry***

Carolyn reported that the committee has met several times. We are starting with one sub-population and focusing on veterans. Since we were not awarded funds for CE, we will need to discuss how to handle. SSVF has been participating in our meetings and have been using a by-name list. Their partners are United Way, Action Ministries, and Hope Atlanta. We will be using ClientTrack but do not know all of the features it offers at this time.

**PIT Count**

Lee Freeman-Smith reported that a committee has been established to focus on the 2017 count and meetings have taken place. The committee has chosen to do a combination methodology using 1, 2, and 3 for the count.

1. Recruit many volunteers, have a team captain, and visit camps
2. Service based count- surveyed clients as they came in for services during a period of time, HUD will allow you to survey for seven days
3. Use HMIS data

We are hoping using all 3 will give us a much more thorough count. We will have the following trainings:

**Training Dates**Sheltered and Unsheltered Training:

January 18	10:30am-12:30pm	Mansour Conference Center
January 19	1:00pm-3:00pm	Mansour Conference Center

Unsheltered Training:

January 19	6:00pm-8:00pm	Kennesaw State University
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We reviewed the unsheltered survey. The following suggestions were made:

- #18- Add military discharge, family cutoff, aging out of foster care
- #21- Do we need emergency shelter? What about temporary shelter?

**Monitoring Committee**

Carolyn reported that we need to pull together the initial monitoring group to discuss and make recommendations for the 2017 monitoring process. (Rachel, Cassi, Joan, Lee, and Carolyn)

After HUD's HMIS monitoring, we have to establish a procedure to review files for accuracy and completeness of HMIS and HUD required information. We have established a file review committee containing representation from CFR, MUST, CSB, Extension, YWCA, and Hope Atlanta.

**Announcements/General Discussion**

The spring general membership will focus on PIT Count data and ClientTrack.

**Next Meeting**

Board Meeting- March 21, 12pm at the Mansour Conference Center

Action Item	POC	Closure Date
Send minutes	Lee Freeman-Smith	January 24
Share AHAR (10.1.15-9.30.16) List of projects represented	Joan Toder	March 1
Convene monitoring committee to debrief and coordinate file review committee	Carolyn Bridges/Lee Freeman-Smith	March 1
Discuss concerns with DCA	Holly Tuchman	
Meet with Dave Loeffel about Open Doors	Jeri, Holly, Chris	