

**GA-506 Marietta/Cobb Continuum of Care  
Board of Directors Meeting  
March 21, 2017**

**Minutes**

**Members Attending:** Jeri Barr, Tyler Driver, Veronica Sigalo, Bryan Stephens, Holly Tuchman, Falecia Stewart, Karen Carter, Reuben Green, Fran Sutton, Kathleen Vaughn, Jim Hartsfield

**Guests Attending:** Rachel Castillo, Yvonne DePina

**Staff Attending:** Lee Freeman-Smith

***Welcome***

The meeting was called to order by Holly Tuchman and Bryan Stephens.

***Attendance and Proxy***

Karen Carter confirmed attendance and quorum was in place.

The following proxy was presented: Chris Fields gave to Rachel Castillo

***Minutes***

Karen presented the January 17, 2017 minutes.

Motion: To accept the January 17 minutes

Moved First: Jeri Barr

Seconded By: Fran Sutton

None Opposed

***HMIS Update***

Lee Freeman-Smith presented updates from the GA HMIS Steering Committee meeting that Carolyn Bridges and Joan Toder attended.

Cost distribution for ClientTrack

- It was agreed that every CoC would contribute to the ongoing cost of ClientTrack and it will be up to each CoC as to where the money comes from.
- They don't know yet how much each CoC will be charged. DCA was meeting with HUD TAs to work on the budget. They will get back to us when they have some numbers.

System Admin

- DCA has finalized the contract with Eccovia for system admin. There will be one full-time person and several part-time people. The full-time person is Jon Magee who has been the ClientTrack system admin for Columbus, GA.
- The reason that tickets submitted in ClientTrack haven't been answered yet is because there's been no system admin. Should start seeing some responses to these soon.

ClientTrack for DV Agencies

- Christy Hahn signed a contract with Eccovia for a separate implementation for DCA's ESG-funded DV agencies. They hope to have it up by May and will have agencies enter data back to July 2016 so that the 2016-17 report can be generated from ClientTrack for DV projects.

Migration Status

- Most, but not all, of the migration issues have been worked out though they continue to pop up. We're still working on correcting some data and bringing in data that got kicked out in the original migration because the migration files weren't formatted correctly.

### Upcoming Reports in ClientTrack

- New APR format for FY15 APRs - 65 CSV files that will be uploaded into SAGE. This will be available in ClientTrack by April 1.
- New data quality report will also be available in ClientTrack by April 1. This will be submitted with CoC's System Performance Measures this year.

Lee will send information about the new portal for entering APR data. (SAGE)

### **Coordinated Entry**

The committee is continuing to meet as our deadline for CE completion is January 23, 2018. We will participate in a HUD webinar on March 28. Since our funding request was not awarded by HUD, we still need to seek funding for a PT Coordinator to really make this project successful. Our meetings are held the 2<sup>nd</sup> Monday of each month at 12pm at the Mansour Conference Center.

### **Monitoring Committee**

Lee gave update that we received a final letter from HUD in regard to the HMIS audit and all items have been addressed. We are required to establish a file review committee so we ensure the data in ClientTrack and the information in the files are consistent. We must ensure that all data required is being captured and documentation can be found in all files. Our meetings are held the 2<sup>nd</sup> Monday of each month at 1:30pm at the Mansour Conference Center.

### **Administration**

Holly and Jeri addressed their concerns for the potential federal cuts/eliminations from the new administration. Each administration presents a budget but this one seems more aggressive on the human services side which is harmful to our organizations and community. We need to pay attention so we can adequately advocate. We will be setting up meetings so we can advocate with our local politicians, CDBG office, etc. You can go to the NAEH website to see the "skinny budget." The GA Center for Nonprofits is holding a CEO forum to discuss the budget cuts.

### **Announcements/General Discussion**

The spring/summer general membership will focus on PIT Count data and ClientTrack. Karen Carter met with the Chairman and Commissioners to present the process for the Cobb County Non-Profit Grant. She advocated for the amount to return to the \$1.2 million and asked for funding to support a county-wide strategic plan. The Cobb Collaborative has partnered with the GA Center for Nonprofits to offer a workshop on April 19 from 9am-3pm.

### **Next Meeting**

Board Meeting- May 16, 12pm at the Mansour Conference Center

<b>Action Item</b>	<b>POC</b>	<b>Closure Date</b>
Send minutes	Lee Freeman-Smith	March 28
Share information about SAGE	Lee Freeman-Smith	March 28
Discuss concerns with DCA	Holly Tuchman	
Meet with Dave Loeffel about Open Doors	Jeri, Holly, Chris	