

**GA-506 Marietta/Cobb Continuum of Care  
Board of Directors Meeting  
July 18, 2017**

**Minutes**

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

**Guests Attending:** Rachel Castillo, Irene Barton

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

***Welcome***

Bryan Stephens and Holly Tuchman, Co-Chairs called the meeting to order and introductions were made.

***Attendance and Proxy***

Karen Carter confirmed attendance and quorum was in place.

The following proxy was presented: Jeri Barr gave her proxy to Holly Tuchman

***Minutes***

Karen presented the May 16, 2017 minutes.

Motion: To accept the May 16 minutes

Moved First: Chris Fields

Seconded By: Jim Hartsfield

None Opposed

***NOFA***

Lee Freeman-Smith shared the following information about the FY17 competition.

- Application deadline is 9.28.17
- Electronic application is available
- Need to update the by-laws to reflect HMIS database- ClientTrack (remove Pathways)
- Seeking volunteers for rating and ranking process committee
- Seeking non-conflicted members for rating and ranking committee
- Public notice and timeline will go out soon
- Read NOFA

The list below highlights some important information about what has changed, what is new, and special considerations that CoCs should make while planning for the FY17 CoC Program Competition. This list is not exhaustive and additional details are located in the FY17 CoC Program Competition NOFA.

- Tier 1 is 94 percent of the CoC's ARD amount.
- The amount available for the Permanent Housing Bonus is 6 percent of the CoC's Final Pro Rata Need (FPRN).
- Renewal project applicants may submit their renewal project applications with no changes. We strongly encourage you wait to access *e-snaps* to complete your renewal project application until the FY 2017 Renewal Project Application Detailed Instructions are posted on the HUD Exchange so you can determine if you want to take advantage of this new function.
- HUD has made several changes to the eligibility requirements for permanent housing, permanent supportive housing, and rapid rehousing. Applicants should carefully read the FY 2017 CoC Program Competition NOFA regarding these changes.

- Most of the mandatory HUD form attachments have been moved to *e-snaps* as fillable forms that only require a checkbox certification with the project applicant's authorized representative information. The only HUD required form that remains an attachment is the HUD-2991, Certification of Consistency with the Consolidated Plan, and it must be attached by the Collaborative Applicant to the FY 2017 CoC Priority Listing.
- Tier 2 project-level scoring has been revised to include only three criteria – CoC Application score, ranked position of the project application in Tier 2, and the project application's commitment to Housing First. The type of project has been removed as a Tier 2 scoring criteria.
- System Performance Measurement information will be largely scored on data submitted by the CoC to the Homelessness Data Exchange (HDX), although CoCs will be required to attach the FY 2017 Competition Report to their CoC Application in *e-snaps*.
- The local ranking process continues to be crucial to making the CoC Program as effective as possible. CoCs should use objective, performance-based criteria to rate projects and should consider both the need to serve particular populations of people experiencing homelessness (for example, survivors of domestic violence, youth, and persons with substance use disorders) and the effectiveness of their projects in reducing homelessness.
- All applicants must have a current HUD-approved Code of Conduct. Most organizations' Codes of Conduct were removed from HUD's website in early 2017, as they did not meet the requirements of 2 CFR part 200, and the organizations were notified by another HUD office that a new Code of Conduct must be submitted. Be sure to review the [Code of Conduct for HUD Grant Programs](#) page on HUD's website to ensure your organization is listed which means you have submitted an approved Code of Conduct. If you do not see your organization on the list, be sure to attach a current and complete Code of Conduct to your Project Applicant Profile in *e-snaps*.

### **HMIS Update**

Joan Toder presented the HMIS cost distribution allocation scenarios for years 1, 2, and 3. Year one is \$10,747.00. Years two and three are \$33,565.70. Four scenarios were presented:

1. Tiers- CoC & ESG Funded/No Funding (i.e., Not Mandated)
2. Number of Users in Cobb (very approximate)
3. Cobb Budget and Pathways Tiers
4. Divided Equally

### General Discussion:

When would payment be due? Contract does state that payments can be received quarterly. How is DCA collecting the money? (from each organization or one check from the Collaborative Applicant) What is the year? When does it start? Some organizations are in more than 1 CoC but will still be responsible. Discussion around whether liveSAFE Resources or MHA should contribute since they are not using ClientTrack and the decision was no for now. MUST is also looking at another system for services and will just use ClientTrack for their homeless programs so number of users will decrease. What happens if someone does not pay? Do we reallocate for HMIS to help cover the cost?

Board decided to vote on year 1 only and pull together a committee to review further for years 2 and 3 since cost was much higher. We will also have an MOU with each organization outlining payment.

Motion: To accept scenario 3 (Cobb Budget and Pathways Tiers) for year one only

Moved First: Reuben Green

Seconded By: Karen Carter

None Opposed

Amended Motion: Organizations that do not pay would be locked out of the system without access to any data and the CoC would ensure payment was made to DCA

Moved First: Bryan Stephens

Seconded By: Tyler Driver

None Opposed

Report Reminder:

Agency	Program	Pgm Type	Begin Date	End Date	APR due
CSB	S+C (1) and (2) combined	PH	5/1/16	4/30/17	7/29/17
CSB	S+C (3)	PH	5/1/16	4/30/17	7/29/17

**Committee Updates**

- Monitoring/File Review**  
 The committee continues to meet the 2<sup>nd</sup> Monday, monthly. They are working to develop a master list of items per program so files can be organized. Each agency can keep the file in the order it most suits them, using the table of contents for guidance.
- Coordinated Entry**  
 The committee continues to meet the 2<sup>nd</sup> Monday, monthly. CFR and MUST Ministries conducted a pilot test using the initial screening tool and by-name list for veterans during the month of June. We made some tweaks and now all 6 points of entry: MUST Ministries, The Center for Family Resources, Hope Atlanta, Extension, PATH, and liveSAFE Resources\* (\*call only) will use the screening tool from July 10-August 4 and then we will discuss during our next meeting. We have a meeting scheduled on July 25 with ProTip at United Way to discuss potential funding for a PT person.

**Administration**

- Federal Cuts**  
 Holly reported there were no new updates with the federal budget. The 2<sup>nd</sup> budget has the same cuts.
- Marietta Housing Authority**  
 Joan gave update about the conference call with MHA. (Joan, Carolyn, Jeri, Holly, Lee, and Jim) The purpose of the call was to discuss the VASH data and how we could have it entered into ClientTrack. HUD does not require this data be entered but the CoC is penalized when it is not. It greatly impacts our bed coverage percentage when the data is not entered. MHA is not able to enter data into another database. They do not feel it is a benefit to them and our missions do not align. The VA provides the case management and MHA provides the housing component. MHA shared their VA contact and Joan has been in contact with them to see how we could collect the data. The VA is trained in ClientTrack. They can see the data but they do not enter. Joan will continue to communicate with the VA about collecting the data. CFR has offered help with data entry if that is needed.

**Announcements/General Discussion**

The next General Membership Meeting will be August 30 from 11:30-1:00 at MUST Ministries. This will be in conjunction with the Cobb Collaborative. The presentation will be the 2017 PIT Count data and Coordinated Entry.

The meeting was adjourned at 1:30pm.

**Next Meeting**

Board Meeting- August 22, 12pm at the Mansour Conference Center

Action Item	POC	Closure Date
Send minutes	Lee Freeman-Smith	August 15
Confirm rating and ranking process committee	Lee Freeman-Smith	August 1
Confirm non-conflicted members for rating and ranking committee	Lee Freeman-Smith	August 1
Send out public notice/timeline	Lee Freeman-Smith/Carolyn Bridges	August 1
PIT Trending Report	Joan Toder	As time permits