

HUD CoC Committee Meeting #2
150 Frank Ogawa Plaza, Conference Room 1
February 3, 2016

Attending: R. Wilkerson, P. Franklin, L. Tannenbaum, K. Lee, S. Murphy, A. Kelleher, D. Biggs, W. Jackson, M. Davis

Staff: J. Ballard, E. de Coligny

1. Approval of Minutes
 - a. Resolved: Minutes will be issued shortly after the meeting, along with a follow-up list of tasks for committee members. The minutes will also be shorter, no more than 1-2 pages. The minutes from the meeting on 1/12/16 were approved by acclamation, which will be the process ongoing unless the chair determines that a more formal process is necessary.
2. Elections
 - a. Stacy Murphy has been elected Chair of this committee by acclamation.
 - b. Riley Wilkerson has been elected the representative to the Steering Committee by acclamation.
 - c. Doug Biggs, Paulette Franklin, and Wendy Jackson have been elected as members of the Leadership Board by acclamation.
3. HUD Tool
 - a. The tool, though not complete, influenced much of the work plan. It will be of use to us as we critically examine and focus on certain issues in the Continuum of Care Application, operationalize the promises made there, and think strategically about what needs to be in the package, what does not, and how to resource those projects less suited to this funding source.
4. Finalizing Work Plan
 - a. The work plan should be reshuffled into 'must do' and 'want to do' items, with the 'want to do' items being prioritized.
 - b. The Work Plan language around the Homeless Count should be changed to 'Prepare for the 2017 Homeless Count'.
 - c. This body will seat the NOFA Committee during its next meeting, in advance of the Membership Meeting. The newly seated committee will meet with this group in April, at which time there will be several items will be discussed; the process and expectations by which they will respond publically to all feedback given at the input sessions or email, key questions from last year's process, limiting the number of feedback sessions, the solicitation of feedback via online survey, and the development of strategic priorities. The HUD NOFA process will run ahead of the release of the NOFA itself. This committee will seek specific feedback from HUD about what they are looking for. One key question for consideration for this committee and the NOFA Committee, is if we want to develop a process that will allow us to protect projects that HUD is not interested in, and if these are things HUD is figuring out how to move out of packages across the country, what strategies can we put in place to fund these things differently?

- d. This committee, and Performance Management, will weigh in on feedback received from Robert Ratner about current usability of HMIS, but the evaluation and creation of questions will be delegated to other bodies. In advance of their visit on February 24th, Riley will contact Bowman and provide them with a list of questions they can hopefully address during their presentation. Our goal is to have a recommendation by May or June. Feedback will be solicited from end users, to get a fuller picture of the experience of using this software, but this committee must also explore its due diligence and what we want the system to do for us. There are multiple funders and systems that require reporting. Any demonstrations of new software should be attended by HMIS users, particularly those who frequently run reports. Vendors themselves should be responding in their demos to a list of questions presented ahead of time.
5. Follow-up:
- a. The committee should, over the next week, comment via email about things they feel are missing or in the wrong place in the Work Plan, including how to integrate ESG and the Con Plan into the broader work plan of this committee.
 - b. EveryOne Home will update the work plan based on the above notes from this meeting.
 - c. The minutes and follow-up task list will be sent out closer to this meeting than the next.
 - d. Stacey will send over details of Santa Clara's HMIS software switch process.
 - e. Ask Robert Ratner to share what feedback has already been given about HMIS to share with this committee.
 - f. EveryOne Home will send the committee the CVs of all applicants for the NOFA Committee in advance of the next meeting.
 - g. Staff and Riley will work on further developing out the HUD tool.