

HUD CoC Meeting Minutes
150 Frank Ogawa Plaza
11.12.16

Attendees: R. McNamara, L. Tannenbaum, A. Wicker, D. Biggs, W. Jackson, A. Kelleher, P. Franklin, R. Wilkerson

Staff: J. Ballard, E. de Coligny

1. Welcome and introductions
 - a. Andrew Wicker attended as a stand-in for an elected member of the committee.
2. Scopes of work
 - a. Staff walked the committee through the resource binders which were put together as a reference which can be consulted throughout their work. This included the Governance Charter, a crosswalk of HUD regs, the 2016 Work Plan, and the Organizational Chart. The mandated responsibilities of establishing and running a CoC will belong largely to this committee, which the Governance Charter allows, in part, to be delegated to other committees. The sub-committees which will be overseen by this body are the NOFA, Homeless Count and Performance Management Committees. Other committees such as Home Stretch, Coordinated Entry, and Operation Vets Home will have pieces of their work monitored by this group but do not function as formal sub-committees.
 - b. The federal regs are in the Governance Charter as Appendix C, and it is this body's responsibility to make sure those are met. In some cases that work will rest with this committee itself, and in others it will rest with other bodies and this committee will monitor their progress. Items which the committee feels are not being discussed often enough can be suggested as agenda items. The HUD regs do not preclude committee members adding additional items to our work plan.
 - i. There are additional issues around CES that will need to come through this committee. There will be work in this area in 2016.
 - ii. We will have to think about work around supporting and monitoring agency data and performance standards. This will be mostly sent to Performance Management Committee, but this body will need to do some of the drafting work here.
 - iii. Part of our responsibility is looking at performance and needs (PIT count, gaps analysis), we need to make priorities about how we want to use our CoC funding. Presently being worked on by the NOFA committee, with some of that work shifting to this committee.
 - iv. Gaps analysis is generally done by the staff, but this committee will also do some work here, which will elevate the effort to a more strategic place. Ultimately the analysis and decision about the gaps and needs will sit with this committee.
 - v. HMIS oversight has been in Performance Management Committee, but this has not been an agenda item of late. This is something that needs attention – what

is role of PMC? What is CoC role of oversight in HMIS? What is the right structure involving users and how we use HMIS?

3. Refinement of 2016 work plan:

- a. It was largely felt that the work plan for this committee, as defined in the EveryOne Home 2016 Work Plan adopted by the Leadership Board was correct and covered the items the regs require. EveryOne Home is hopeful that we will receive the CoC Planning Grant, which will enable the CoC and its committees to do more thorough monitoring, and this committee should be prepared to do scheduling around that issue. Additional topics for discussion around this issue will include considering what TA we would like to invest in and provide, and if we want to wait until the grant comes through, or begin that work now. The committee did voice that this would be a fairly large amount of work for a one year period.
- b. The NOFA process will need to be re-evaluated for a more strategic approach, given what happened with Teir 2 in 2015's NOFA process. It was suggested that we put ourselves as a community on an annual calendar as it relates to the NOFA so that we can be prepared for when that process begins again. Additionally, W. Jackson felt that we do not critically engage the NOFA or Exhibit 1 between NOFAs as much as we should, and that it would be helpful to put formal policies and procedures for how to do year-round work in place.
- c. A high-priority role of this committee is evaluation and recommendations around the HMIS software, and potentially moving to a different vendor. Our needs as a system have outgrown what Bowman has so far been able to provide us – we need software that will allow real time system management, and full integration as part of the service delivery system. The current HMIS may not be flexible enough to provide both reports for funders and real time functionality. Several committee members requested that we seek feedback about why other communities moved away from Bowman to other systems. The committee acknowledges that a change to the software will be a very dramatic action. There will also need to be a process to memorialize the decisions made pertaining to overseeing of the HMIS software and process (items 9 and 10 in the work plan are good places for this).
- d. The monitoring and evaluation of system performance is a consistent responsibility, but the Performance Management Committee requested feedback from the board about the usefulness of last year's report. The board liked several elements of last year's report, including the integration of EveryOne Counts data, new standards, and system view, and suggested moving to producing an annual state of homelessness, which articulates need, progress, and performance. Staff is in support of this idea, but it is not possible for the 2015 report, which will follow the format of last year's report.

- e. Resolved: The proposed work of this committee as outlined in the EveryOne Home 2016 Work Plan indicating that it covers our regulatory responsibilities, with two addendums: a more stringent focus on exhibit 1 and intensified monitoring of HMIS, has been accepted as the year's work for this committee.
 - f. A sample of the Exhibit 1 / Consolidated Application was distributed, and as this tool is more fully updated, will become a reference for determining the key deliverables, and determining which of those is critical to homelessness, to HUD, or both.
4. Scheduling:
- a. Resolved: All members present agreed on a meeting schedule of the first Wednesday of the month, from 2-4pm. Two members were not present, and will be contact to confirm the day and time works for them ongoing.
 - b. Resolved: the group will meet monthly. All members were in support of this schedule.
5. Tabled Items:
- a. Elections to the Leadership Board, Steering Committee, and the Committee Chair position.
 - b. Formalizing and mapping out the work plan for 2016.
6. Staff items
- a. Update the work plan with the two additions
 - b. Make recommendations on which quarters those tasks may fall into.
 - i. Homeless count can be one quarter
 - ii. HMIS a different quarter
 - iii. Send thoughts on those items d
 - c. Send a more complete draft of the HUD tool with the packet for our next meeting (likely the Wednesday before).