

HUD CoC Committee
Meeting 3 Minutes
3/2/16

Attendees: S. Murphy, D. Biggs, A. Kelleher, R. McNamara, R. Wilkerson, K. Lee, P. Franklin, W. Jackson, L. Tannenbaum

Staff: J. Ballard, E. de Coligny

1. Updates and follow-up:
 - a. The Progress report is underway, with clean data due to EveryOne Home by March 21st. The Performance Management Committee will be involved in this project through its completion in June.
 - b. EveryOne Home and HCD staff will work with Stacey to make the tool for monitoring commitments to HUD more user friendly, with the goal of having it to this committee by our next meeting.
 - c. HUD anticipates announcing the Tier 1 grants in the very near future.
2. Work Plan:
 - a. The committee agreed with the delegation and tracking proposal brought by Stacey, and will focus its meetings primarily on those tasks which have been assigned to this group itself. There does need to be more clarity around with which groups decision making power lies, and the chronology around those decisions. Tasks which have been delegated other committees will have updates provided monthly to this group. A more formal write up or presentation will accompany any items which require more than a cursory update. Several items for this committee were looked at in more depth, including:
 - i. The **Governance Charter** will need to have policies around service delivery for prioritization which need to be drafted by this committee and added to the Charter. In May or June the Steering Committee may need to look at the Charter and submit their tasks and revisions, with June being the time when policies for CES will be coming before this committee for finalization. HMIS Policies will also need to change depending on the course of action chosen with the software vendor, but this is an undefined timeline dependent on Performance Management. Input on the charter can be solicited from the community at large via electronic communications and open meetings in August or September, with a session where this committee can talk through the charter to make community members more familiar. This session will likely take place around April.
 - ii. The timeline for **HMIS** is very closely tied to the work of Performance Management. A more concrete plan will be developed later in the year, once consensus has been reached about a change in software vendor. CES is one factor which may be suitable to drive our timeline, however HMIS does not have capacity at present to facilitate any sort of analysis. The CES working bodies need to be looped into this discussion.

- iii. **Tracking and implementation of the Consolidated Application** is currently monitored quarterly. Resolved that we will begin work on this in April, and staff will work on a more user friendly tool.
3. Communication:
 - a. An additional item that emerged as important for this committee is that of communication to sub-committees and other working groups about decisions made by this group. No formal decision was reached on this issue. Many people sit on other groups / committees and can participate in a feedback loop between bodies. It has been suggested that members of PMC and Homeless Count join this committee as representatives, not as active members of HUD CoC, so no changes to the Governance Charter would be required.
4. NOFA Committee:
 - a. Resolved: The committee is moving forward with the five applicants above, and staff should work to recruit more people. If anyone who was discussed in this meeting elects to serve on the committee, their name does not need to be brought back for consideration – staff is approved to move forward with them as a member of the committee.
 - b. The 2016 NOFA committee is: Jill Dunner, Moe Wright, Heather Macdonald Fine, Laura Escobar, and Alin Lancaster. Marnelle Timson put her name forward, but the committee declined to extend an invitation to her to serve this round.
 - c. Guidance to staff was to recruit more people to this committee. Several committee members are responsible for reaching out to these individuals.
 - d. The committee was unable to come to agreement about the division of roles between HUD CoC and the NOFA Committee. The only clear designation at present is that the NOFA Committee will run the rating and ranking process. Using notes from this Committee’s discussion, staff will prepare a document to guide us to a final determination.
5. Scheduling:
 - a. Our new meeting time will be from 10:00am – noon on the third Thursday of the month, beginning April 19th.
6. Follow-up:
 - a. NOFA Committee Outreach
 - i. **Stacey** will contact Elisa Della-Piana, **Riley** will reach out to Anne Culver, **Elaine** will reach out to Gene Hahm and Hazel Weisse, **Doug** will reach out to Vanessa Cooper, **Rachel** will reach out to Grace Kong, **Jackie** will reach out to Catherine Firpo.
 - b. **EveryOne** Home will make minor adjustments to language in the work plan.
 - c. **All Committee members** should read and familiarize themselves with the Governance Charter. Questions can be presented at the next meeting.
 - d. **Anna** has volunteered to be part of the Homeless Count Committee.
 - e. **EveryOne Home** will take a pass at creating recommendations for the April meeting for how to work with the NOFA Committee.
 - f. **HUD CoC Committee** will need to work on seating the Homeless Count Committee.