

Meeting of the Metro Dallas Homeless Alliance Board of Directors

**MINUTES**

Tuesday, December 6, 2016, 9:00 am  
2801 Swiss Avenue, Dallas, TX 75204

**Board members in Attendance:**

Rickey Redd, Stacy Brown, Paige Flink, Regina Levine, John Lawton, Dustin Perkins, Edd Eason, Larry James, Jim Malatich, Jay Dunn, Traswell Livingston, Karen Hughes, Molly Van Ort, Ikenna Mogbo, Mike Peterson, J E Castaneda, Connie Wilson, Jennifer Dominguez, Bernadette Mitchell, Susan Spalding, Vicki Ebner, Daniel Roby

**Staff & Guests in Attendance:**

Cindy Crain, Rebecca Cox, Shavon Moore, Amber Puga, Lester Collins, Alex Espinosa, Freda Coleman, David Gruber, Eryca Peters, D'Arcy Drescher, James McClinton, Lynette Austin, Jarred Mayrosh, Nora Iluri, David Wood, Brooke Etic, Anthony Collins, Marquette Stevenson Amanda Dycus, Hope Stielman, Constance Willis

**Approval of Minutes**

Edd Eason called the meeting to order sat 9:04 am. Cindy Crain introduced new staff members: Lynette Austin, Executive Assistant to the President& CEO and James McClinton, Continuum of Care Housing Resources Director.

A motion to approve the minutes from the MDHA Board of Directors meeting September 2016 was made and seconded. Motion passed.

**Nominating Committee Report**

Molly Van Ort shared that members Larry James, Paige Flink, Mike Peterson and Connie Wilson will be rotating off of the Board. She presented the slate of new Board members: Class of 2019 – Reverend Gerald Britt, Linda McMahon, Mark Pierce and Bob Wright and Class of 2017 – Susan Spalding. The following slate of officers was presented: Board Chair – John Castañeda, Vice Chair – Edd Eason, Secretary – Tom Mills and Treasurer – Karen Hughes.

A motion to accept the slate of officers and new members was made and seconded. Motion passed.

**Executive Committee Report**

John Castañeda and Cindy Crain presented the MDHA 2017 Proposed Budget. (Attached) The Budget was reviewed and is recommended as presented by the MDHA Executive Committee. Revenues and expenses assumes a full year of all three HUD budgets and reflects known actual spending levels through October 31, 2016. The Flex Fund as budgeted reflects what is needed

and David Gruber is aggressively seeking additional funding. New sources of funding will include HMIS fees and the forecast includes unknown costs since this is the ramp up year, the highest expectation of cost, somewhere between \$525,000 and \$650,000. MDHA did not assess CoC Application fees in the 2016 cycle because it received the increase in CoC Planning funds. The budget assumes the same policy in 2017. Training fees will now be charged to the CoC grant instead of paid by agency attendees. HCC is covered under HMIS grant.

It should be noted that 75% of operational costs are being covered by federal, state and local public sources, a dramatic increase from 2015 where the amount was just over 20% of revenues. For communications, some old contracts are being replaced by newer contracts for improved and less expensive services. Travel will not decrease because of training and other activities. Utilities will remain about the same. Also included is the 30% increase in health insurance. Employees contribute 10% to employee premiums and 50% of dependent premiums. Personnel costs also include cost of living raises at 2.5% and up to an additional 5% merit increases. Cindy noted that the projected surplus is actual funds that will carry the organization if needed for 3 to 4 months if there is any delay with the HUD contracts or other unanticipated costs

Traswell Livingston remarked that he was pleased to see the transition to 70% public funds for operational costs. A discussion ensued and Cindy noted that the CoC planning grant is contingent upon our score and that we will know the results and actual funding level in January 2017. The current grant expires in May 2017. Edd questioned the term of the Meadows lease and Crain said she would look it up but knew it was substantially into the future.

A motion was made and seconded to accept the budget as presented and to approve the MDHA 2017 Budget. Motion passed.

#### **HMIS/IRIS Implementation Update**

Cindy presented an update on the HMIS/IRIS. Cindy reviewed three options and tradeoffs in MDHA sharing of HMIS information, managing IRIS license. Key questions are: who owns what; who manages; who is responsible; and how is the data shared.

Nora Iluri with Pieces Technologies explained how the system operates and the structure of roles, data sharing and instances relationships.

Cindy and Nora recommended to the Board that the organizational/contractual structure of the new HMIS system would be that each agency will have their own instance of IRIS, allowing for autonomy, MDHA will pay for all HMIS instances, and have access to use the data and the data will be owned by the agency. As the HMIS administrator, MDHA will have highest level program and data access roles to assure proper set ups, security, reporting, monitoring and reviewing.

Edd recommended that the HMIS Governance Committee to review what is currently in place regarding domestic violence clients and advise the Board of how to best handle sensitive data.

Traswell asked that health records be included in this review. Cindy Crain noted that there was a consensus to do so.

Current per program annual HMIS User fee rate is \$1,837 and will hopefully decrease to somewhere around \$1,200 in the revision of HMIS User Fees effective October 1. The HMIS Governance Committee will review the development of the update HMIS User Fee Schedule and make a recommendation to the full board.

#### **CoC System Planning**

Cincy updated the Board regarding the Youth Homeless Demonstration Grant that MDHA submitted that was due November 30<sup>th</sup>. There will be \$30 million available to 10 awardees and only 6 urban area will be accepted making it a very competitive grant. In preparing the application, we learned a lot about youth in Dallas.

Rebecca Cox, using the system map prepared by the Youth Homeless Demonstration working group, described the system of housing and services for youth who are at risk or become homeless.

The Youth Advisory Council established and the Leadership Team will continue to identify the barriers and ways to overcome them.

#### **CoC Assembly Report**

Edd presented a review of MDHA by the CoC Assembly conducted through a membership survey. 70 out of 190 eligible persons responded, representing 48 agencies, for a participation rate of 33.8%. Of those, 91.7% rated 3.5 or above. It was a positive response to the Collaborative Application and overall health of MDHA. The changes and restructuring that were made was well received and a great response to the Flex Fund and strength of the Collaborative Application were all very positive. Areas to be improved include listening, more opportunities to engage and to simplify the strategic plan and reporting on the progress made. The review covers structure to be more around tasks than services provided.

Cindy presented Housing Priority List Trends as prepared by staff members Lester Collins and Amber Puga. This data will become part of the developing Community Dash Board that will provide quarterly CoC performance information.

Meeting was adjourned at 10:55 am. The next meeting will be January 20, 2016.