**MDHA/CONTINUUM OF CARE BOARD OF DIRECTORS MEETING**

**MINUTES**

Friday, January 12, 2018, 9:00 am – 11:00 am

2801 Swiss Avenue, Dallas, TX 75204

**Board Members in Attendance:**

John E. Castañeda-Chair, Edd Eason-Vice Chair, Karen Hughes-Treasurer, Jennifer Dominguez, Shanette Eaden, Vicki Ebner, Brooke Etie, Regina Levine, Traswell Livingston, Ellen Magnis, Kyla Rankin, Ricky Redd, Daniel Roby and Michael Walker

**Staff and Guests in Attendance:**

Cindy Crain, Lynette Austin, Freda Coleman, Rebecca Cox, Alex Espinosa, Eryca Peters and Derek Ruhl; Robert Ceccarelli

**Call to Order**

The meeting was called to order at 9:07 am by John E. Castañeda, Board Chair. He asked everyone present to introduce themselves.

**Public Comment**

Guest Robert Ceccarelli informed the Board that he attends all City meetings related to the homeless. His concern is that no one speaks up at these public meetings and without that nothing is going to happen. He invited those present to attend the next meeting of the Dallas Area Homeless Partnership on January 19th.

**CoC Policies and Procedures Amendments**

Cindy Crain, President & CEO, reviewed MDHA’s Coordinated Access System (CAS) Process (*see attached Power Point Presentation).* The process is to be easy to understand, to cover the area, accessible, advertised and have a standardized assessment tool.

The Policies and Procedures committee met several times to update the CAS policies in accordance with HUD CPD Notice 17-01. for Board approval 3-4 times (*see attached CoC Policy and Procedures – Draft for Board Review, dated 1/12/2018).* Crain noted these items that are new to the document:

1. Primary Access Points, Organized by Population: To serve each population, organizations have stepped up to be the “first call”. Today the Board is requested to approve the CoC Policy and Procedures; the next step after approval is to secure Memorandums of Understanding (MOU’s) with those organizations.
2. Information and Referral/Access: The Homeless Crisis Help Line, 888-411-6802 is now in operation. MOU’s and publicity will roll out soon.
3. Documentation of Priority Status (DOPS) and Housing Priority List (HPL): Priority status helps to determine the priority and determination of housing intervetion. Organizations must start at the top of the HPL, which is used to determine someone who is eligible for their services. A look at the top 25 on the list reveals that some have been on the list for a while.

Crain reviewed the HPL Tracker, which is updated each Monday, noting that as of January 3rd, 744 persons have gone through the process of documentation and are waiting for housing opportunities. Of these, 187 are chronically homeless; 237 are households with disabilities, at risk of chronic homelessness; 233 are households with no disability, low- to mid-range vulnerability and time homeless; and 87 households with no disability, low vulnerability and short term homeless. The Tracker does not include Domestic Violence (DV) clients, but MDHA will make sure they are included in housing opportunities.

Traswell Livingston asked if agencies will be able to see how organizations are using the system. Crain responded that MDHA will measure performance for CoC Projects with a measure related to housing persons from the HPL on the annual scorecards. The Community Dashboard also provides information of how people get on and off the HPL. Crain also noted that in March, business rules will be brought before the Board for approval to include rules and monitoring requirements.

Today, the Board is requested to adopt Two Sections: Section 6: CAS and Section 13: Non-Discrimination of the CoC Policy and Procedures. After adoption of the P&P, the Board will create a permanent CAS Committee whose membership will include all Primary Access Point organizations, MDHA CAS and HMIS Staff and will meet every other month.

A discussion of the sections to be approved generated the following questions and comments:

1. Ricky Redd - Line 353: What constitutes documented attempts? He would like to see more specific language defining what is an attempt. Cindy Crain responded that details will be added to include a variety of multiple sources must be used to contact persons on the HPL for housing opportunities.
2. Shanette Eaden - Lines 154-158: Should the Texas Women’s Foundation be included? Vicki Ebner responded that specifics should not be listed except for Primary Access Points. Karen Hughes noted that other Domestic Violence shelters operating within the CoC. Cindy Crain noted that the language will be changed.

Cindy Crain revised the language for Line 335 and noted that the incentive is to house those in the higher categories above the baseline. She will make sure that the DOPS Matrix is adjusted to reflect these changes.

The motion for approval of Section 6 was made by Jennifer Dominguez and seconded by Karen Hughes. It was unanimously approved. The motion passed.

The motion to approve Section 13 was made by Karen Hughes and seconded by Vicki Ebner. It was unanimously approved. The motion passed.

**CoC Assembly Report**

Edd Eason, Co-Chair of the CoC Assembly, presented a report of the November/December 2017 meeting held on December 12, 2018. Committee leaders met and updated their efforts as related to the Strategic Work Plan (SWP). He shared that there is lots more representation from more agencies on the Committees that are meeting constantly and incremental improvements on work areas. The priority for Edd and Dustin Perkin as Co-Chairs is to get the best work out of the Committees and the leaders. Rebecca Cox makes sure all committees are working and communicating.

**HMIS Governance Committee**

Daniel Roby, Chair of the HMIS Committee, will make sure that a copy of the survey conducted on December 10, 2017 will be made available to the Board for its next meeting. The MOU and fee schedule for 2018 were approved. Survey results will be reviewed at the next meeting. Roby noted that 43% of users, primarily Case Managers, responded including supportive housing and emergency shelters. It included questions about CoC itself. Roby thought that the report results were positive overall. Most of the scores ranged between 60 and 100. The average scores were: Ease – 61; User friendly – 65; Customer – 76 and Training - 69. Some of the complaints included reporting, which was not a surprise because there are still issues. The next meeting of the Committee will be held on January 30th.

Jennifer Dominguez asked about the contract and was informed by Cindy Crain that it is a three-year agreement, at a cost of $125,00 per year. She informed the Board that the HMIS staff and PTI meet each week to review concerns and resolve them. They are about half way through implementation. PTI is also working on amending the reporting system. Crain also noted that small problems stem for larger problems that they are working to improve. New releases will be made on January 15th and February 15th, which include a backlog of issues that are being resolved.

Cindy Crain shared that for the HUD Annual Homeless Assessment Report (AHAR) submitted in November has been reviewed and finalized. The Emergency Shelters data categories were not deemed unusable categories. MDHA met 10 of the 12 analysis criteria. All day shelters are included.

A discussion was had about the City of Dallas Audit on the Homeless Response System that had multiple references to MDHA and the HMIS System. Karen Hughes stated that related to procurement, it is essential that the financial policies be reviewed and made clear related to sole source purchases. Crain stated that they were updated and re-written in January 2017 following the catastrophic data loss when MDHA had to rebuild and rewrite many agency records. A motion needs to include that the MDHA procurement policies will reflect procurement policies as directed. Edd Eason requested all Board members to receive a copy of MDHA’s Procurement Policies and Procedures.

**Executive Committee Report**

1. MDHA 2018 Budget

Cindy Crain reported that the budget is projected as a positive net balance of $30,000. At this time, the unknown is the City of Dallas contract and it is not included in the budget (*see attached handout*). As of today, we have a 3-month cash reserve. Traswell Livingston noted to remember with the City of Dallas contract was to be the lead for other cities to support the CoC. Shanette Eaden remembered when Plano contributed several years ago but was never told how their funds were spent.

Karen Hughes inquired about the status of the City of Dallas contract. The City has proposed many changes in the contract that are being reviewed. Hughes requested the Executive Committee be included in the negotiations.

1. MDHA Board Committee Chair Appointments 2018

Crain reported that she and the Chair will work on recommendations and present them to the Executive Committee. Committees requiring Chair appointments include PRAC, Governance and Nominating, HMIS and Public Policy. A report will be provided at the next Board meeting.

1. City of Dallas Independent Audit Report

Crain noted that the Board was provided with the official written response to the City of Dallas audit. Hughes also noted that a lot of the audit was not fair, but we need to move forward and be willing to work with everyone. Daniel Roby suggested that the best practice is to take the criticisms and work on them together.

**CEO Report**

Cindy Crain announced that HUD released its funding decisions for FY 2017 CoC Projects. (*see attached copy and summary charts included in Power Point presentation*). Overall, we received $235,000 less in the annual renewal demand, but in total more funding was realized because of HUD increases in fair market rents for renewal projects. Crain will provide a de-briefing report to the Board for areas to improve when HUD provides the report.

**Adjournment**

The meeting was adjourned at 11:15 am by the Chair, John E. Castañeda.