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

**MINUTES**

Friday, June 22, 2018, 9:00 am – 11:00 am

2900 Live Oak St., Dallas, TX 75204

**Board Members in Attendance:**

John E. Castañeda – Chair, Edd Eason – Vice Chair, Karen Hughes, Jennifer Dominguez, Dr. David Woody, Michael Walker, Traswell Livingston, Ellen Magnis, Dustin Perkins, Monica Hardman, Ricky Redd, Kayla Rankin and Dr. Jeffrey Zohar.

**Staff & Guests in Attendance:**

Stephanie Mueller (Consultant), Diana Romagnoli (MDHA – Interim COO), Rebecca Cox (MDHA - contractor), David Gruber (MDHA – Development), Alexandra Espinosa (MDHA – HMIS), James McClinton (MDHA – Landlord Relations).

**Approval of Minutes**

The meeting was called to order at 9:00 am by John E. Castañeda, Chair.

A motion to approve the minutes of the meeting of May 18, 2018 was made with the addition of Kayla Rankin, board member who was present, but whose name had been omitted. Motion was seconded. Motion passed.

**Public Comment**

Ricky Redd, MDHA Board Member, shared a report regarding a recent visit by Deon Sanders, former member of Dallas Cowboys Football Team, to The Stewpot.

**HMIS Report**

John E. Castañeda introduced Stephanie Mueller, consultant retained by MDHA Board, to investigate issues with current HMIS. Ms. Mueller reported willingness of all parties (MDHA staff and Pieces IRIS staff) to identify and resolve issues associated with the current HMIS. After visiting with representatives from Austin Street Center, Salvation Army, MDHA HMIS staff, Pieces Tech. and Collin County Ms. Mueller reported problems with the performance of HMIS were due to breakdowns in communication, lack of clarity in current contract as to actions that could/should be taken in the event of non-performance and the need to clarify and re-define roles by both parties.

Ms. Mueller recommended the placement of a full-time Pieces Tech. staff member at MDHA offices dedicated to monitoring and responding to Help Tickets Requests received by MDHA and assisting with the correcting of inaccurate reports. Ms. Mueller stated that Pieces Tech. was a national organization with the resources necessary to fix the problems MDHA was currently experiencing. Ms. Mueller stated that mapping problems with the data currently in HMIS could be fixed by Pieces Tech. and that MDHA should be held Pieces Tech. accountable to fix the mapping problems. Ms. Mueller stated that IRIS was used nationwide for several purposes, but only MDHA was currently trying to use it as a HMIS.

Traswell Livingston mentioned a letter sent by the MDHA Executive Committee to Pieces Tech. in March 2018. John Castañeda stated Pieces Tech. President/CEO, Dr. Ruben Amarasingham, MD, called John and responded with a series of actions intended to address the problems MDHA was having with IRIS (data platform). Karen Hughes acknowledged there were steps to be taken to address the long- term issues with the performance of Pieces Tech and the IRIS software, but her concern was for the immediate future. She asked how the current problems with getting accurate Annual Performance Reports was going to affect: 1) organizations needing to upload APRs to HUD via Sage 2) evaluation of current grants during the 2018 NOFA process.

Rebecca Cox (MDHA contract staff) distributed copies of 2018 NOFA Timeline. Included in the Timeline were dates set aside for APR clean up. Alexandra Espinosa (MDHA HMIS Director) ensured the Board that her staff would work with NOFA applicants to ensure their data was accurate for Sage uploading and for report card scoring.

Dustin Perkins (Board member – Austin Street Center) stated that inaccuracies in APRs and rejections by HUD of APRs was undermining confidence by service providers in Pieces Tech., IRIS and MDHA. Monica Hardman (Board Member – City of Dallas) ask what contractual recourse did MDHA have for holding Pieces Tech accountable for delays and unmet expectations regarding HMIS.

**Action Items:**

1. Stephanie Mueller, Alexandra Espinosa, Wayne Waslein, and Diana Ramagnoli to schedule a meeting with Dr. Amarasingham and his staff to request on-site dedicated resources to help MDHA in resolving current issues with IRIS.
2. Payment of $ 86,000 to be held until the March 2018 letter and the Pieces Tech contract with MDHA can be reviewed and recommendations can be made to the MDHA Board.
3. John Castañeda to request Bob Wright (Board Member – Attorney at Law) review the Pieces Tech/IRIS contract and advise the MDHA Board as to the Board’s rights and possible repercussions to withholding payment from Pieces Tech. for non-performance.

**President’s Report**

Introduction of Diana Romagnoli - John Castañeda introduced Diana Romagnoli, Interim Chief Operating Officer of MDHA. Ms. Romagnoli stated MDHA was currently able to draw HUD funds, all accounts payable were current and MDHA’s cash position was positive. Ms. Ramagnolia also stated that MDHA had responded by the deadline to all of HUD’s findings from its audit of May 4, 2018. Ms. Ramagnoli stated that the company retained to do the 2017 MDHA financial audit completed their work in May 2018. No audit report had been received yet.

Executive Search Committee: Karen Hughes, Chair of the MDHA Executive Committee, submitted her report (see attached).

Retreat Follow-up and Strategic Plan Status: David Gruber (MDHA Staff – Development) distributed copies of Dallas’ Strategic Plan to Advance the Work of Ending Homelessness. Mr. Gruber requested the MDHA Board approve the plan and develop action items at future meetings to implement the plan. Edd Eason made a motion that the MDHA Board approve the Plan with the intent to develop action items at subsequent meetings to implement the plan in conjunction with other local plans and community leaders. Dustin Perkins seconded the motion. Motion passed.

**PRAC Report Card and CoC Assembly Report**

Edd Eason requested Board Members review Section 1 of CoC Policis and Procedures and send recommended revisions to Dustin Perkin, Chair – Policies and Procedures Committee. Dustin Perkins presented plan for revision and update of the current CoC Policies and Procedures. Edd Eason stated that the Report Card used to measure the performance of the 2017 CoC grantees would be reviewed by members of the CoC Assembly at their June 26 meetings. Comments and recommended revisions would be passed on to CoC Board for their consideration before the approval of the 2018 Report Card via email vote on June 28, 2018. Perkins stated that the Policies and Procedures Committee would present to the Assembly and the Board in July 2018 a recommendation regarding the HIC definitions used for shelter beds (i.e. transitional, emergency or other) at Dallas Life and Union Gospel Mission.

**Executive Committee Report**

Board Vacancies/Nomination Committee Report: Traswell Livingston, Chairman of the Nomination Committee, acknowledged John Castañeda’s resignation (see email to CoC Board 6-11-18 attached) as CoC Chair and thanked him for his service. Livingston reported that Karen Hughes had accepted the nomination as new Chair of Board and Chair of the Executive Committee and Edd Eason had accepted nomination at Treasurer of the CoC Executive Committee. No other nominations for CoC Chair were made. Motion to accept the new officers was made and seconded. Motion passed. Livingston stated he would send an updated list of CoC Board member and Executive Committee Officers to all board members. Livingston announced the addition of the following new members to the 2018 Performance Review and Allocations Committee: Brooke Etie (DHA), Shanette Eden (City of Plano – currently on the PRAC Committee – new Chair), Margret Keliher (appointed recently by John Castañeda). Rolling off PRAC Committee: Karen Hughes and Traswell Livingston.

HUD Monitoring Report and Follow-up: See President’s Report.

May 2018 Financials – Wayne Waslein, MDHA staff accountant, was unable to attend the meeting. No financials were distributed or discussed. See President’s Report.

Update on 2017 Audit and 990 – See President’s Report.

**New Business**

None

Meeting adjourned at 11:00 a.m.