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

**MINUTES**

Friday, November 30, 2018, 9:00 am – 11:00 am

2801 Swiss Avenue, Dallas, TX 75204

**Board Members in Attendance:**

Karen Hughes – Chair, Edd Eason – Vice Chair, Dr. Jeffrey Zsohar, Jennifer Dominguez, Regina Levine, Ellen Magnis, Dustin Perkins, Charletra Sharp, Ricky Redd, Bob Wright, Traswell Livingston, Michael Walker, David Woody, Jim Malatich, Ashley Brundage, Monica Hardman (9:14am arrival), Daniel Roby (9:18am arrival).

**Staff & Guests in Attendance:**

Carl Falconer (new MDHA President/CEO), Lori Burk (new Executive Assistant to Mr. Falconer), Diana Romagnoli (MDHA), and David Gruber (MDHA).

**Approval of Minutes**

The meeting was called to order by Karen Hughes, Chair. She thanked everyone for coming and asked for self-introductions of those present. She also introduced Carl Falconer, new President and CEO of MDHA and presented Diana Romagnoli with a bouquet of flowers and Freda Coleman and Alexandra Espinosa with thank you and gift cards.

A motion to approve the minutes of the meeting of September 21, 2018 was made. Motion was seconded. Motion passed.

A motion to approve the minutes of the meeting of November 1, 2018 was made. Motion was seconded. Motion passed.

**CAS Grant Proposal award – Family Gateway 2018/2019** Carl Falconer

* Request to approve $60,000 proposal to award Family Gateway, 2nd year of award, funds one staff position and funds for hotel stays for overflow.
* Motion by Dustin Perkins, 2nd Daniel Roby, motion passed.

**Housing Inventory Count Discussion** Edd Eason

* Discussions with Dallas Life and Union Gospel to get beds into HMIS or reclassify beds from emergency shelter to transitional as they are counting against our HMIS emergency shelter bed count and individuals are not being input into HMIS to get documented for Housing
* Request that Karen Hughes schedule meeting with Bob Sweeny at Dallas Life and meet with him along with Dustin Perkins and Carl Falconer to discuss this; Edd to do this same thing with Bruce at Union Gospel along with Dustin Perkins and Carl Falconer
* Bruce wants to use Mission tracker and right now it doesn’t integrate with HMIS, this will be a barrier until HMIS can work with his system.
* By February 1, 2019 communication to be sent out for all concerned plus City of Dallas outlining decisions.
* Ricky suggested Bruce be nominated to the Board to be more involved.

**COMMITTEE REPORTS:**

* **Executive Committee** Karen Hughes
* No report
* **Nominating committee** Traswell Livingston, III
  + Need to finalize City of Dallas appointed representative, Jessica Galleshaw
    - Traswell motioned, Jennifer Dominguez seconded – motion passed.
    - This nomination replaces having police/fire representation
  + Plan to review Board membership and present new nominations to Board in January
    - Board Members recommend recruiting someone from Downtown Dallas Inc., DART Police, City of Irving
      1. Bylaws Section 5A, Public Sector, state there are no limits to the number of service representatives on the Board as long as the total number of Board members does not exceed 31.
* **HMIS, MOU and fee schedule** Bob Wright
  + Progress has been made! We’ve received reports for Bridge, City Square, Austin Street and MetroCare out of HMIS. Withheld payments were sent yesterday to Pieces.
  + A Draft RFP exists to rebind HMIS system, should be ready in next 30-45 days, which is ahead of schedule
  + Work is not foolproof or complete, but we are making progress.
  + Pieces has had two groups declare the system HUD compliant
  + Need to approve new fee schedule, fees have increased
    - Funds go towards RFP process, HMIS system, among other things.
    - These costs are lower than others around the country.
    - Motion to approve fee schedule from Committee, second Jennifer
    - Motion approved with Abstains: Dr. Woody, Regina Lavine, Dustin Perkins, Traswell Livingston, III
    - Carl suggested sending out a December data report showing what it “would have” looked like last year for budgeting purposes.
* **Policy and Procedures Committee** Dustin Perkins
  + Comments and edits to clarify policy and reflect current policy have been captured in the current Policy and Procedures Committee and sent to the entire Continuum of Care Assembly. On December 4, 2018 the Assembly will vote to present the policies and procedures to the board for final approval and ratification.
  + Section IV accepted provisionally pending further discussion with entities involved.
  + Board will vote at January meeting.
* **CoC Assembly Committee** Edd Eason
  + October meeting held elections where Dustin Perkins was approved as Chair Elect effective January. Dustin will now become the Vice Chair of the MDHA Board of Directors
  + Dr. Woody approved as Vice Chair Elect of Continuum of Care Assembly
* **Finance** Edd Eason
  + $300,000 for year end
  + 2019 budget finance committee meeting next week

**CEO/President Report**

1. Point in Time Count upcoming in January, working with Simtech on the point in time app which has enhanced features. Hope to see all Board Members join in volunteering that evening.
2. HUD released NOFA for HMIS funds for geographies where they are struggling with HMIS, seems like a good fit for Dallas. Due January 31, 2019.
   * 400,000 one-time funding to bring in 2 HMIS collaborating systems
   * 150,000 for 1 HMIS to enhance the existing system.
3. MDHA organizational structure is changing:
   * Eliminated housing director position
   * Moved housing navigator under coordinated access position
   * Two open positions – VP Operations and VP Programs
   * Hired new Executive Assistant
4. City of Dallas awarded CoC funds for four programs last year, those funds will be transferred in order to move away from Direct Service. Two funds are ready for transfer, two did not receive any solicitations so a new RFP will be released for these funds.

**Announcements:**

* CoC Assembly will be held next week so that Carl can present to the Committee
* Hard Conversations for 2019
* Austin Street Shelter major event coming up

Meeting adjourned at 11:00 am.