**OHIO BALANCE OF STATE CONTINUUM OF CARE**

**CoC Board Annual Planning Meeting**

**MEETING INFORMATION**

**Date:** Monday, February 6, 2017

**Time:** 10:00am

**Location:** Webinar and conference call

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| **Region 1** | Angie Franklin | **Region 7** | Absent | **Region 13** | Barb Holman |
| **Region 2** | Ragan Claypool | **Region 8** | Absent | **Region 14** | Brandy Slavens |
| **Region 3** | Absent | **Region 9** | Deb Tegtmeyer | **Region 15** | Elaina Bradley |
| **Region 4** | Debbie Kubena-Yatsko | **Region 10** | Melissa Humbert | **Region 16** | Bambi Baughn |
| **Region 5** | Sister Jean Orsuto/Humility of Mary Housing (proxy for Tammy Weaver) | **Region 11** | Chuck Bulick | **Region 17** | Heather Thabet |
| **Region 6** | Absent | **Region 12** | Absent |  |  |
| **At – Large VA** | Absent | **At-Large Youth/DV Provider** | Fallon Kingery | **At-Large CSH** | Katie Kitchin |
| **At – Large DV** | Sarah Masek | **At-Large OHFA** | Kelan Craig | **At – Large OCCH** | Beth Long |
| **At-Large Housing Authority/PSH** | Nathan Blatchley | **At-Large PSH** | Fred Berry |  |  |
| **ODSA**  | Scott Gary | **ODMHAS** | Doug Bailey |
| **COHHIO** | Amanda Wilson |
| **Others in attendance (non-voting)** | Erica Mulryan/COHHIO, Diane Alecusan/OHFA, Carlie Boos/OHFA, Genelle Denzin/COHHIO, Barbara Miller/COHHIO, Chloe Greene/COHHIO, Cynthia Tindongan/COHHIO, Maura Klein/ODSA |

**MEETING NOTES**

1. **HEARTH Requirements**
	* + Erica presented the *Ohio BoSCoC Progress on HEARTH Act Requirements (Subpart B)* document and stated that the Ohio BoSCoC is currently in compliance with the requirements.
		+ Updated Coordinated Entry process- HUD requires that all CoCs be in compliance with their Coordinated Entry requirements by January 2018; the Ohio BoSCoC will meet the deadline.
2. **HMIS Lead Change**
	* + HUD requires that the CoC Board identify the HMIS Lead. The Lead:
			- is the applicant for HMIS grant funds,
			- maintains the HMIS contract with ServicePoint, and
			- is responsible for oversight of data entry, data quality, and reporting.
		+ Background: ODSA has been the HMIS Lead and has contracted with COHHIO to implement the HMIS for the BoSCoC. A few years ago ODSA and COHHIO began discussions about transferring the Lead role to COHHIO because COHHIO provides most of the staff support for HMIS.
		+ Erica reached out to the HUD field office and they advised her that the change should occur during the grant execution process: the grant is scheduled to renew on July 1, 2017.
		+ A document detailing the timeline for Lead change from ODSA to COHHIO was presented to the Board along with an MOU between COHHIO and ODSA that outlines the responsibilities and access to data for both agencies.
		+ ODSA and COHHIO will also submit letters to HUD requesting the Lead/grant transfer.
		+ The transfer will not affect the day-to-day work involving HMIS management, including the work of HMIS end users.
		+ Erica asked for approval of the transfer of HMIS Lead to COHHIO:
			- Ragan Claypool made a motion to approve the transfer of HMIS Lead to COHHIO, Bambi Baughn seconded the motion.
				* Vote: 19 for, 0 opposed, 2 abstained (Scott Gary and Amanda Wilson)
		+ Erica requested that the Board allow a change in transfer date if necessary pending the opening date of the 2017 CoC Competition.
			- Doug Bailey made a motion to allow a change in the July 1, 2017 transfer date if necessary, Chuck Bulick seconded the motion.
				* Vote: 19 for, 0 opposed, 2 abstained (Scott Gary and Amanda Wilson)
	* Erica stated that COHHIO will take responsibility for submitting all letters and other paperwork to HUD as necessary for transfer of the Lead role and grant transfer.
3. **HMIS Update**
	* Amanda provided an update on recent HMIS activities and plans for 2017:
		+ Genelle has created custom assessments for various activities, including an unsheltered provider account.
		+ The HMIS team has developed features for assisting in Coordinated Entry, including an activation of the referrals feature in ServicePoint.
		+ Genelle has been an active participant in the Ohio Data Warehouse planning group.
		+ ART will be taken out of service and will be replaced by Qlik at sometime in 2017. The HMIS team has decided to wait for the Qlik rollout to write most new reports.
		+ The HMIS team will train end users to use Qlik.
4. **Ohio BoSCoC Policy and Governance Documents- Updates and Renewals**
	* Erica advised the Board that several BoSCoC documents are typically up for renewal at this time of year but that this process will be delayed because of the HMIS Lead change.
	* The *2017 Performance Management Plan* has been updated for 2017 and is ready to be reviewed and approved by the Board. The document contains updates and additions to the following:
		+ - HP goals are new this year.
			- ES measures and goals stayed the same.
			- TH measures and goals stayed the same.
			- RRH- one measure was added this year: the percentage of HP vs. RRH assistance provided by region. This was added to encourage providers to use as much RRH assistance as possible based on the documented success of that program.
			- SH measures and goals stayed the same.
			- System Performance Measure and goals are new this year, using baseline data from the BoSCoC’s first year of reporting to HUD.
			- Street Outreach measures and goals are new this year. These pertain to the four BoSCoC PATH projects. The group discussed changing the recommended goals but decided to keep it as written for 2017.
			- Erica suggested that, for all new measures, CoC staff will use the first year of data for informational purposes only. Erica will update the PMP to include this language and clear identification of the new measures
			- Erica asked the Board to review the document and contact her with any comments or suggestions. Erica will make revisions and then ask for Board approval of the final version in advance of the next Board meeting.
5. **CoC Board, Committee, and Workgroup Membership Update**
	* The Board needs to elect the BoSCoC Board Chair for 2017:
		+ Chuck Bulick made a motion to elect Sarah Masek as the 2017 Ohio BoSCoC Board Chair, Debbie Kubena-Matsko seconded the motion.
			- Vote: 21 for, 0 opposed, 0 abstained
		+ Deb Tegtmeyer asked if the Board should elect a Vice Chair. Erica stated that the current Governance Charter does not include a provision for a Vice Chair but that it could be added. The Board agreed to add the position, so Erica will add this to the updated Governance Charter that the Board will approve in the next few months.
6. **2017 CoC Competition Update**
	* Erica presented the *Project Evaluation Scorecard*:
		+ The Project Evaluation Committee made a few revisions to the evaluation items and scoring this year:
			- Housing First practices are now a required evaluation item instead of a bonus points item. Providers are required to provide documentation in order to have this item evaluated, and providers who fail to submit any documentation will automatically have points deducted.
			- Prioritization of Chronically Homeless (PSH projects only) is now a required evaluation item instead of a bonus points item. Providers are required to provide documentation in order to have this item evaluated, and providers who fail to submit any documentation will automatically have points deducted.
			- Cost Effectiveness- similar to last year except that providers will automatically be deducted points for failure to submit a project budget.
			- Match and Leverage Funding- this will be reviewed by CoC staff according to the match and leverage submitted in the project’s 2015 CoC application. Since this is the first year for evaluating this item, projects will also be allowed to submit documentation of additional match and leverage that was committed to the project between the time of application submittal and execution of the grant agreement.
		+ The competition guidance document is in a draft version and will be finalized soon. Erica will send it out to the Board for approval.
		+ Erica presented the 2017 CoC Competition and Project Ranking Priorities and Goals document:
			- This document outlines funding and ranking priorities for the 2017 competition.
			- The language in this document will be added to the 2017 competition guidance document.
			- The document as presented is the same as it was for the 2016 competition- Erica reviewed the goals and priorities and asked the Board to consider any changes for this year’s competition.
			- Katie Kitchin recommended that, if cost effectiveness is a CoC funding goal, then there should be different evaluation/scoring for different project types- the Project Scorecard would have to be revised. The group agreed with this revision.
			- Erica asked for approval of the funding priorities for the 2017 CoC Competition:
				* Fred Berry made a motion to approve the funding priorities for the 2017 CoC Competition, Nathan Blatchley seconded the motion.

Vote: 21 for, 0 opposed, 0 abstained

* + - * Erica asked for approval of the project ranking goals for the 2017 CoC Competition:
				+ Nathan Blatchley made a motion to approve the project ranking goals for the 2017 CoC Competition, Fred Berry seconded the motion.

Vote: 21 for, 0 opposed, 0 abstained

* + - Funding for new projects in the 2017 CoC Competition:
			* Erica presented two documents that show existing funding resources and a projection of where new projects/resources are needed and which type/s of new projects are needed.
				+ The projection analysis shows that while there is a need for additional PSH resources throughout the BoSCoC, there is an even greater need for RRH resources.
				+ Erica stated that we have generated this data recently and need to analyze it in detail before making funding and resource decisions based on it, but it clearly shows that RRH resources are needed throughout the CoC.
				+ Erica asked the Board to consider a new statewide RRH project for the 2017 competition (if there is new project funding available) that would be distributed through existing ODSA HCRP channels. She noted that the CoC would also allow project conversions and any LIHTC-approved projects as applicants for new project funding. The Board was receptive to considering the new RRH project- Erica will provide more information to help the Board reach a decision.
				+ Nathan Blatchley recommended that we also allow proposals for new PSH projects in underserved areas and the Board agreed.
1. **Coordinated Entry Update**
	* + The CE System Standards (CESS) have been approved by the Board and are posted to the COHHIO website.
		+ Region 13 participated in a pilot to test the CESS:
			- The pilot project informed the CE process going forward (rolling it out to the other 17 regions).
			- Barb Holman talked about the work involved in updating their CE standards and practices:
				* They found out that providers needed to come to a common understanding of Coordinated Entry.
				* Updating documents and procedures is making the system function more effectively.
				* Providers learned that they could better serve clients by coordinating their services and working with each other.
				* She said that the new process is working well and that providers are holding each other accountable for their practices.
				* They’ve discovered that agencies that were not previously connected with them have contacted them and want to participate in the region-wide CE system.
		+ The VISPDAT has been introduced and is being tested.
		+ HUD recently issued CE guidance- it was in line with the standards developed by the BoSCoC.
		+ The regional CE training dates and CE launch dates schedule was presented to the Board.
		+ CoC staff is currently working on diversion training and on monitoring of CE implementation.
2. **Rapid Re-Housing Update**
	* COHHIO has been working with a TA provider to develop RRH standards for the BoSCoC. This work also involves a BoSCoC RRH workgroup, which provides input on current practices and developing an ideal RRH program.
3. **Youth Homelessness Demonstration Program Application Update**
* The Ohio BoSCoC was awarded funding for the rural partial Region 17 application. Meetings are currently being scheduled with the stakeholders to begin development of the plan, the first draft of which is due in July 2017.
1. **Homeless Veterans Update**
* Erica reported that the CoC continues to work toward the goal of ending veteran homelessness in the BoSCoC.
1. **Chronic Homelessness Update**
* Erica reported that the Chronic Homelessness Workgroup is in the process of finalizing a criteria and benchmarks document to guide the work of ending chronic homelessness in the BoSCoC.