

Ozarks Alliance to End Homelessness



Springfield/Greene, Christian and Webster Counties Continuum of Care
Executive Board Meeting – July 10, 2019 11:00 a.m. – 12:00 p.m.
Community Partnership of the Ozarks - 330 N. Jefferson, Springfield, MO

In Attendance

Voting Members

Liz Hagar-Mace: Chair
Sabrina Aronson
Bob Atchley
Jody Austin
Elisa Coonrod
Kelly Harris
Holly Hunt

Voting Members

Dr. Tim Knapp
Dallas Knight
Jim O’Neal: Vice Chair
Maura Taylor

Interested Parties

Theresa Oglesby
Cassie Sipos-Hass MHDC

Staff Support

Adam Bodendieck
Michelle Garand
Michelle Hethcoat
Rebecca Sisk
Amanda Stadler
Michael Tonarely

Welcome & Introductions – Liz Hagar-Mace

Liz Hagar-Mace called the meeting to order at 11: 03 a.m. and asked everyone to introduce themselves.

Federal Funding Updates – Bob Atchley

CDBG: The Annual Action Plan is the City’s application to HUD for the CDBG funds. It was submitted on 6/14 and the HUD representative has 45 days (July 29) to approve. Once it’s been approved, the City hopes to get the contract back quickly so the City can generate sub-grantee contracts. The City did receive about a 1% increase, and they will pass the 1% increase on to each one of the CDBG funded agencies.

ESG: For FY’19, the City has received all but one of the sub-grantee contracts back. For FY’20, the NOFA dropped on 6/20 and applications are due Friday, 8/16 at 5 pm. This will be the first year that the City is not applying. The City is hoping that as individual agencies apply, that the Continuum will begin to see allocations go up since the City has seen a decrease in funding over the last 3 years. Since MHDC bases awards on the amount of the requests and previous allocations, they continue to see stagnant requests based on the City’s cap of \$150,000. Each agency that is funded within the City has a \$50,000 cap, and the City encourages agencies to apply for the full amount. The City is requiring that each agency applying for funding to serve Springfield, request a letter of support from the City. Agencies should let the City know what amount they are applying for and in what category.

HUD CoC Grant - Amanda Stadler

HUD released the NOFA for the CoC grant last week. The impact of that is there are a lot of things to vote on today. The grant is due on 9/30 and they plan to submit on 9/26 or 9/27. They will be hosting an application training and the NOFA Committee will meet for the scoring and bring recommendations

back to this group. There are two options for bonus funding, which is our way to apply for new projects. The regular CoC bonus dollars are \$52,000 and there is a little over \$75,000 for a Domestic Violence bonus project. We will post the public NOFA and local timeline on Friday, and it will be emailed out.

Old Business

Approval of June Minutes (Action Required)-Liz Hagar-Mace

Liz Hagar-Mace asked if there were any additions or corrections to the June minutes that were provided to the group prior to the meeting.

ACTION: Jim O'Neal made a motion to accept the June minutes as presented. Kelly Harris seconded the motion. All members were in favor. Motion carried unanimously.

CES Policy and Procedure Manual Update-Adam Bodendieck

Included on the back of the agenda is a summary of the proposed revisions. Last month, Liz Hagar-Mace mentioned that a public comment period would be a good idea. The proposed revisions and the entire manual with changes highlighted, will be posted on the CoC page of the CPO website for about a week. Once that is done, the group will review any feedback and update as necessary, presenting to the Executive Board next month for approval. There are no major changes at this time.

LSA Submission-Michael Tonarely

LSA was submitted back in December 2018. Since then ICA has been working with HUD on data quality issues and error/warning flags. It was submitted by the deadline last month, so now they are waiting. This is the first year of using HDX 2.0 which is their submission portal. There were issues with the portal as well as ongoing issues between vendors, and not only Well Sky who provides our software, but other vendors across the nation. They worked with their data liaison with HUD and submitted notes for the errors. Also, within HDX 2.0 there is a data visualization tool called Stella for the LSA. It is very in-depth, but they are still looking to see how accurate it is. He will review with Adam and Amanda now that there is data there.

Annual System Performance Measure Presentation (Addendum) – Michael Tonarely

PowerPoint attached for FY 2018 System Performance Measures.

New Business

Nominations Committee Recommendations (Vote Required)-Liz Hagar-Mace

As you may recall, at the last meeting we were told that Jim O'Neal resigned from the Board. He felt that he had a conflict of interest as the Mayor's appointee to the Executive Board. He is still interested in serving, so the Nominations Committee has advised that he can serve in an at large position and still retain his position as Vice Chair.

ACTION: Maura Taylor made a motion to accept that Jim O'Neal fill an at large position on the Board and retain his Vice Chair position.

Elisa Coonrod seconded the motion; Jim O'Neal abstained. All members were in favor. Motion carried unanimously.

Amanda Stadler noted that now the Mayor has an open position that he can appoint someone to and that we still have two at large positions open. There can be a total of 20 voting members, and with this at-large position, there are currently 18 filled. The last time the Executive Board had open positions and the Nominations Committee reviewed applications, they intentionally chose to leave a few vacant to allow for future flexibility and growth. Amanda confirmed that there is someone who was homeless or is currently homeless on the committee.

Jim O'Neal said the Mayor asked him to convey to the group how important it is that he get input on who the Board would like to be his representative. It's a position that he listens to and it would be good if whomever takes the position, meets some criteria. One would be that it is someone that knows the Mayor and maybe has worked with him in the past. Plus, certainly someone who has the heart for what the OAEH does. They should be able to report to the Mayor once every month or two, or if something important was going on they can communicate more often. He asked that you fill the position with someone you know you can work with. Jim has taken a position on the Board of Directors of Eden Village, and that was why he felt like he needed to resign to avoid a conflict of interest. He is happy to communicate for the group with the Mayor if they have some names. Michelle Garand has some ideas. Liz Hagar-Mace said the Nominations Committee should follow up and see if we can find the best appointment for the Mayor's office. The Nomination Committee members are: Elisa Coonrod, Bob Atchley, Dr. Tim Knapp, Jennifer Cannon and Sabrina Aronson. There is only one Nominations Committee.

NOFA Committee

- **Committee Appointment (Vote Required)-Liz Hagar-Mace**

Liz Hagar-Mace said they need to vote on another appointment to the NOFA Committee because Jim will not be on it. The nominee is Sabrina Aronson.

ACTION: Kelly Harris made a motion to approve Sabrina Aronson as the NOFA Committee nominee.

Bob Atchley seconded the motion; Sabrina Aronson abstained. All members were in favor. Motion carried unanimously.

- **Prioritization for Bonus Funding (Vote Required)-Liz Hagar-Mace**

Liz Hagar-Mace said there needs to be a vote on what the prioritization will be for the HUD CoC bonus funding. Amanda Stadler mentioned that the regular CoC bonus dollars is \$52,000 and the recommendation is for that be for PSH for high barrier households and RRH for low barrier households. Adam Bodendieck said with PSH they look at chronically homeless households that have a disabling condition and a tenure of a year. These are individuals with mental health disorders, substance abuse, physical health issues, trauma, involvement with emergency services either legal or medical and they identify them using the VI-SPADII. Right now, DMH and The Kitchen have PSH programs, but there are not a lot. Low barrier looks at the episodically homeless who are maybe one paycheck away, so they don't have huge barriers to housing, but need some assistance, like deposits, rent subsidy, case management, etc. to get stabilized. They use VI-SPADII ranges, gap analysis and the Prioritization List. Maura Taylor asked what VI-SPADII scores they were looking at and Adam said they aren't suggesting a number at this point. He said he needs to look at the data again. We would still prioritize, but as an example he would look at RRH and we've seen success between the 7-13 range, we would start at 13 and start working our way down. Maura Taylor said that was going away from the current philosophy that says the highest priority would be the highest VI-SPADII. Michelle

Garand said there was info sent out today from the National Alliance that said that HUD was easing up on the high barrier and looking at stability. Adam said what he thinks they are saying is that under the CES system, it was designed to effectively match interventions up with populations, and strategically make appropriate matches, but on the other hand target the most vulnerable, and you can't do both. You see people failing out of programs or not receiving the level of support they need because of program design. Liz said its important that people are appropriately placed. If all you have is PSH and someone doesn't qualify, then there's nothing out there, so it helps to match them to the services. The vote is to set the priorities for the CoC for the NOFA bonus. Maura asked if an agency were to apply for the \$52,000 are you expecting them to split it between PSH and RRH? Adam said no, its just one component.

ACTION: Elisa Coonrod made a motion to approve the Prioritization for the HUD CoC Bonus Funding for PSH for high barrier and RRH for low barrier households.

Bob Atchley seconded the motion. All members were in favor. Motion carried unanimously.

– **Approval of RRS Score Sheet (Vote Required)-Liz Hagar-Mace**

Liz Hagar-Mace said there is copy of the RRS Score Sheet attached to the agenda. It needs to be approved for the NOFA process. Kelly Harris asked if it had changed since the last time they reviewed. Amanda Stadler said there had been 3 changes overall from last year. They added 2 questions related to System Involvement - how agencies are participating within HMIS and Coordinated Entry. The third change was related to Agency Financial Assessment. The questions were broadened a bit to assess capacity with any homeless service funding from HUD, looking at ESG, CoC or CDBG to get a more wholistic picture of capacity in that area. Liz asked how an agency would divide this question if they get all 3 and say, they spend all the CoC funds, but not their CDBG or ESG funds? Amanda asked if it makes sense to split it out by each program type? Liz said they need to be able to specify what pot of money and how much they returned, otherwise how do they determine what percentage, or you need an instruction that says if you get all three you need to combine that to determine what the percentage is. Kelly asked if there needed to be a motion to revise the question. Dr. Tim Knapp asked about the scoring. Amanda said that the financial section was set up to be about 20% of the total score, so they could keep that but adjust the scores across. Dr. Knapp said if one agency only has one program, but another has three, isn't that going to affect the overall scoring? Elisa Coonrod asked if we needed to do scoring by each program not each agency? Liz said that someone like The Kitchen with multiple CoC programs technically would have a different RRS for each, since they are a separate application. The scoring system needs to be figured out to reflect the right points or there needs to be an instruction that explains how to fill it out to reflect how to total all the funds for all the projects. Adam Bodendieck asked if it was easier to leave question #2 relating to CoC funds and then added an additional question for the other funds. Liz said I think you could score on just the CoC funds, but then ask if they have other funds and did they return any of those funds. It would still have to be an N/A for those who don't get other funds. The issue is returned funds. Tim said that as an example if an agency got \$100,000 in funds, but returned \$10,000 so you would add 1 pt. Liz said that is the problem, there would need to be an instruction for the agency that explains that if they receive more than one fund that they need to add all the funds together and compute the percentage. Tim said you could still have the 3 categories and use percentage of returns for each category. Then the committee could use that to assign a rating number. Michael Tonarely said is sounds like a vote could be taken today if it included the instructions. Kelly asked if there was a scenario where someone might be unfairly scored by doing it that way? Liz said there are so many factors to consider if we start

getting subjective. Michele Garand wondered if it would be more fair to have the average of all three, but it would be pertinent to know where those percentages are coming from, so to have them list as an example 4% for ESG, 10% for CBDG and 50% for CoC, the end result would be the same as what has been discussed, but it would help the NOFA Committee to understand capacity overall for the agency because the Continuum is going to be asked by MHDC to support ESG funding and we have no information. These funds are the ones that the Continuum is responsible for, so it speaks to capacity and when we have agencies completing for bonus dollars, renewals or ranking, that it's not just CoC funds, it all the funds together. One of the percentages of one of those projects may skew the overall percentage for that agency. Maura Taylor said that basically it would be listing all 3 funding sources with the information and then totaling them, and using the aggregate total for the scoring, but having the data on the form for reference. Michelle said she thinks it makes it fairer to understand where the funds are being returned. Michael said if the information is there for knowledge, that's great, but the scoring still needs to be objective. He asked if the information would help score the bonus projects and Michelle said both. Liz said that if we want the detail for capacity, we might need to have more questions and more detailed scoring. Theresa Oglesby asked if this is going to be for the CoC grant to score, so why would we not have two questions – one for the CoC and one for the two other grants? Liz said that for agencies that only get CoC funds, how do you compensate scoring to make sure they aren't penalized for points. Michelle said that what was done in the past was to say the overall score available for each project is X – so it would be different for each agency because some would have an N/A for a question. Amanda said that the information that the agencies submit is not on this form, they use a form with more detailed instructions, so there is room to include that. Liz suggested we table this and get instructions put together with this for clarification. There would need to be two pieces, one for the NOFA Committee – depending on how much information is actually a scoring piece, and then a context piece on capacity for the agencies on how to accurately fill out their supplemental data form. Amanda asked if everyone felt it was worthwhile to ask that side information about the other funding sources from HUD that other agencies could be receiving? Liz said yes. Kelly rescinded her Motion to Approve and Amanda said it will be an email vote in the next week. Liz said there needs to be instructions for agencies on how they are supposed to complete item 2 and then if the lead agency thinks they need more information, then the question could be added and divided up. Amanda asked if the idea of doing 50 points for an agency that only receives CoC funds and 70 points for those agencies that receive all three types of funding and just doing a percentage works? There was agreement that it would. Amanda will put everything together and send it out for an email vote.

ACTION: There was no action, due to revision to the changes.

Policy and Procedure Committee (Vote Required)-Liz Hagar-Mace

CoC's are required by HUD to have a lot of policies and procedures in place, and they need to be reviewed and updated annually, so a Policy and Procedure Committee needs to be developed. Liz said, that even the NOFA when it comes out, has new policies and procedures that need to be created. Having a committee that can meet and address those requests is important and a vote is needed to create the committee as a part of the overall Continuum. Amanda Stadler said they will have to update the Charter again.

ACTION: Jim O'Neal made a motion to create a Policy and Procedures Committee.

Sabrina Aronson seconded the motion. All members were in favor. Motion carried unanimously.

They will need volunteers, and it can be any Continuum member, not just Board members. Liz will be on the committee. Michael Tonarely volunteered. Amanda will set a date for an initial phone call to discuss when they will meet and some of the things they need to accomplish – like updating the 10-year plan.

Update to 10-Year Plan-Liz Hagar-Mace

The OAEH has a 10-year plan that needs to be reviewed for updates to align it with the new federal plan to end homelessness. This will be done after the NOFA, probably in the fall. There is no vote on this, but the discussion that Liz and Amanda Stadler had was that the Policy and Procedure Committee could undertake this.

Annual Voting Member Updates-Amanda Stadler

Per the Charter, we need to get annual updates from each of the voting members to make sure we have accurate contact information on file, they agree to our confidentiality agreement, etc. Amanda will send out an email with a form for everyone to complete.

Award for Homeless Advocacy Nominations-Amanda Stadler

The OAEH does a lot of activities in the month of November in conjunction with Homeless Awareness Month. One is the Award for Homeless Advocacy. This is the 3rd year and they wanted to restructure how they select the three award recipients. This year, the Funded Agency, Executive Board and Hope Connection Planning Committee will each select an award recipient. Amanda will email out a nomination form and this group will review and vote on the nominations in August. The award normally goes to someone who does behind the scene efforts within our system, not necessary just a 9-5 organization. Last year they recognized East Sunshine Church of Christ for their work with the crisis cold weather shelters and Dr. Knapp for his work on the unsheltered reports over the last several years.

Committee Updates

Christian County Homeless Alliance-Amanda Stadler

They met yesterday and are looking at doing some strategic planning like updating their planning documents and reassessing how they spends funds in the community.

Funded Agency Committee-Maura Taylor

It was brought to the attention of the Committee that they need to find a way to fund HMIS for the Continuum. The work ICA is doing is important, and they need to have accurate and quality data to meet HUD requirements. The cost for ICA is roughly \$35,000 based on looking forward and where we want to be in five years for HMIS to meet our needs. There is not a funding stream available through application. The funding would give Springfield a full-time worker, where now Michael is splitting his time between Springfield, Joplin and the balance of state. Liz Hagar-Mace suggested that those agencies that have PSH reallocate one unit to provide funding for HMIS. Liz committed a 3-bedroom unit from DMH which would be about \$20,000 and a suggestion was that The Kitchen might also reallocate a unit. Liz said it would be one PSH per PSH project – DMH, Shelter Plus Care, and the Kitchen. Liz said it will have little or no impact on our homeless services, because over the years, the PSH grants are increased based on the FMR schedule, so eventually after a year or two you will be able to increase the funds to do that. Also, with PSH, you are funded for X number of units based on FMR, but if people pay a share of their rent, or they find units that don't cost the full FMR, then you're able to serve more clients. And if you look at PSH utilization rates, you will typically find those are way over 100% anyway. Theresa Oglesby asked if that would still include the amount of money The Kitchen is getting from their VA grant? Maura said that is totally separate requirement based on the project and does not bring funds into the Continuum to cover the costs of the other agencies who are also using HMIS. Maura said that what is being asked of the Board, and was approved by the Funded Agency, is to write a letter to the

agencies requesting a voluntary reallocation of funding of one PSH unit per PSH project. Elisa Coonrod asked when the letters would go out, and would the funds be for next or current grant year. Liz said it would be for the current grant year. Liz said the letters would go out to the PSH agencies asking them to commit and requesting what size unit they would be removing from their inventory, and what that times the FMR would contribute to the HMIS project. We would have to have that returned quickly so we would know how much was available and then ICA, as the lead agency for HMIS, would be the only eligible applicant according to the NOFA. Amanda Stadler said that that project would get ranked with all the other projects for renewal and bonus and she will get the letter ready and send out.

Approval for HMIS Funding (Action Required)-Maura Taylor

ACTION: Maura Taylor, as Chair of the HUD Funded Agency made a motion that in order to fund HMIS, a letter go to the Funded Agencies that have PSH asking that they voluntarily reallocate one unit per program to fund HMIS.

Elisa Coonrod seconded the motion. Michael Tonarely abstained. All other members were in favor. Motion carried unanimously.

O'Reilly Center for Hope-Michelle Garand

No update at this time.

417 Rentals-Michelle Garand

No update at this time.

Announcements

- Maura Taylor said some may receive invitations to Catholic Charities 10-year anniversary celebration at the Monastery on July 27. There will be a ribbon cutting, picnic and various speakers.

Motion to Adjourn

Kelly Harris made a motion to adjourn. Seconded by consensus. Meeting adjourned at 12:24 p.m.

Addendum:

- **FY 2018 SPM Presentation Springfield (Addendum) – Michael Tonarely**