

# Ozarks Alliance to End Homelessness



Springfield/Greene, Christian and Webster Counties Continuum of Care

## Community Partnership of the Ozarks OAEH Executive Board Meeting

330 N. Jefferson, Springfield, MO

August 14, 2019

11:00 a.m. - noon

### Attendees

#### Voting Members

Bob Atchley  
Jennifer Cannon  
Lt. Jennifer Charleston  
Elisa Coonrod  
Liz Hagar-Mace  
Kelly Harris  
Wyatt Jenkins  
Dr. Tim Knapp

Mandi Loe  
Jim O'Neil

#### Interested Parties

Teresa Oglesby  
Meleah Spencer

#### Staff Support

Adam Bodendieck  
Michelle Garand  
Michelle Hethcoat  
Bob Jones  
Amanda Stadler  
Kate Thieman  
Michael Tonarely  
Sandy Wilson

### **Welcome & Introductions – Liz Hagar-Mace**

Liz called the meeting to order at 11:00 am. Liz welcomed everyone to the table and had each person introduce themselves.

### **Federal Funding Updates – Bob Atchley**

Bob shared that the City submitted the annual action plan to HUD in June. It was sent to the Washington DC office for approval. The CDBG contract should be received in the next couple of weeks. As soon the City receives the grant agreement, the subgrantee agreements will be sent out to the agencies.

The City sent out ESG letters of support to the agencies yesterday. Bob reminded the group that the City made a decision not to apply for the ESG funding any more with the hope that if agencies apply directly to MHDC, our CoC may receive higher level of funding over time. ESG grant applications are due to MHDC by Friday, August 16<sup>th</sup> at 5:00 pm.

### **HUD CoC Grant Updates – Amanda Stadler**

Amanda reminded the group that the supplemental data forms for the CoC grant are due today by noon. The NOFA Committee has had one meeting and will have two more over the next month to review applications and do the priority ranking. The results will be brought back to the OAEH Executive Board in

September for final approval. The approved priority listing and grant applications will be submitted at the end of September.

### **Old Business**

#### **Approval of July Minutes (Action Required) – Liz Hagar-Mace**

Liz asked for additions or corrections to the July minutes that were provided to the group prior to the meeting.

**ACTION:** Kelly Harris made a motion to accept the July minutes as presented. Wyatt Jenkins seconded the motion; all members were in favor. Motion carried unanimously.

#### **CES Policy and Procedure Manual Updates (Action Required) – Adam Bodendieck**

Adam Bodendieck reminded the group that updated manual and the summary of the proposed changes were presented to the Executive Board last month. The summary of the proposed changes is printed on the reverse side of the agenda that was provided at the meeting. Adam thanked those members who served on the Coordinated Entry Policy and Procedure workgroup and proposed the updates. Per Executive Board's request, the updated manual was posted publicly for a week for public comments. Adam mentioned that there were no public comments received after the updates were publicized.

Liz asked for any questions regarding the CES Policy and Procedure Manual Updates.

**ACTION:** Jim O'Neil made a motion to approve the CES Policy and Procedure Manual Updates as presented. Jennifer Charleston seconded the motion; all members were in favor. Motion carried unanimously.

Adam added that the finalized draft of the document will be posted online and e-mailed to the OAEH Executive Board and Funded Agencies group.

#### **Scoring for HUD-CoC Renewal Projects – Amanda Stadler**

Amanda reminded the group that at the last meeting, scoring sheets for renewal projects were approved. It was suggested that we add a question to the scoring sheets in light of asking agencies to reallocate funding for HMIS. For agencies that have chosen to voluntarily reallocate funding, we want to help ensure that they don't get stuck at the bottom of our scoring and, potentially, lose more funding when they have chosen to give up funding to support the new HMIS project. This additional question would be only for those projects that are eligible to reallocate. If the project was eligible and chose to reallocate, they would get additional 3 points, which would be an approximate 5% increase of their scoring.

There are 4 permanent supportive housing projects that are eligible to reallocate. One of them receives less than \$50,000 in funding and will not be asked to reallocate funds due to the small funding. The rest of the projects are about \$100,000-\$150,000 so the total amount that they would be reallocating will be 5-8% of that amount.

**ACTION:** Elisa Coonrod made a motion to approve adding bonus points to the score sheets for agencies that volunteered to reallocate funds to support HMIS project. Kelly Harris seconded the motion; all members were in favor. Motion carried unanimously.

### **Annual Membership Update – Amanda Stadler**

Amanda reminded the group that per OAEH charter, each voting member of the Executive Board, has an annual membership update that they need to complete so we can have their updated contact information. It allows Executive Board members designate proxies who can vote on their behalf. It also has an annual agreement with different OAEH policies like conflict of interest and confidentiality forms. Amanda asked those members who received the paperwork for updates today, to complete the forms and return them to Amanda before they leave the meeting today. Amanda mentioned that if some members completed these forms online, it is not necessary to complete paper forms.

### **New Business**

#### **Homeless Management Information System Presentation – Sandy Wilson**

Sandy presented on Homeless Management Information System (HMIS) current and projected usage for our CoC. Sandy shared that Institute for Community Alliances (ICA) has been working with Springfield CoC for several years. The CoC funding level remains the same, but the CoC continues to grow and as it continues to grow the work that is needed to ensure robust HMIS system with good data increases. Sandy met with the Springfield CoC to discuss the current growth and future CoC needs in the next 5 years in spring of 2019. In the Springfield CoC, there are 10 agencies enrolled in the system. Within those 10 agencies, they're entering data for 36 different projects. Those 36 projects have a combined total of 75 end users utilizing the system. Each project has different requirements to ensure the federal funding reports work as intended; each project can also require specific training and technical assistance. Sandy mentioned that ICA reviewed the Springfield CoC needs, based on system usage, and came to the conclusion that it needs to be staffed with 1.5 FTE.

Currently, the Springfield CoC is funded through EGS funding, MoHIP dollars and various direct contracts with service providers. This year, end user license costs \$280.00 per user per year plus \$180.00 one-time vendor fee for new licenses.

The Springfield CoC asked ICA to submit a new project application with this year's HUD CoC Grant, using funds that were voluntarily reallocated from other projects. ICA hasn't been given the final amount available yet.

Meleah Spencer asked: "What are the 4 agencies that agreed to voluntarily reallocate funds?" Amanda Stadler replied that there are 3 agencies that receive permanent supportive housing: The Kitchen Inc., Department of Mental Health and Housing Authority. There are 4 projects total.

Meleah clarified that the Kitchen is a sub-recipient of the Housing Authority and has reallocated funding from 2 projects.

Meleah asked about the total amount needed for HMIS. Amanda replied that our goal was \$30,000-\$40,000. Right now, we only have \$20,000 that was approved by the Department of Mental Health and the Kitchen's chronic permanent supportive housing.

Teresa Oglesby asked if ICA can identify how many licenses each agency has. Sandy replied "Yes".

Liz Hagar-Mace expressed her concern about the CoC needing to constantly ask agencies to voluntarily reallocate funds. This potentially can cause some agencies to lose future funding and not be able to provide services to their clients. Liz mentioned that funding of HMIS should be a concerted community effort.

Liz thanked Sandy for the presentation and suggested Springfield CoC apply for a grant to cover HMIS costs.

### **Homeless Advocacy Award Nominations – Amanda Stadler**

Homeless Advocacy Award Nominations document was provided to the group at the meeting. Amanda reminded the group that this is a recognition event at the end of November in conclusion of the Homeless Awareness Month. The Hope Connection Planning Team nominated Mercy. The OAEH Funded Agencies group nominated Grace United Methodist Church, which served as crisis shelter for women during cold season last year. Amanda asked the group to review the nominees and submit their votes before the meeting adjourns.

## **Committee Updates**

### **Christian County Homeless Alliance – Mandi Loe**

Mandi informed the group that the Christian County Homeless Alliance is working on updating their bylaws. Dr. John Lorette with Volunteers in Medicine is working to open a medical clinic in Christian County that is getting ready to open. IRS approval was received and all medical supplies for the clinic were secured, but the location of the clinic is not finalized yet.

### **OAEH Funded Agency Committee – Liz Hagar-Mace**

Liz shared that the OAEH Funded Agency Committee met earlier this morning and talked about the federal funding updates, cold weather sheltering as well as discussed Ozark Alliance Community Feedback survey.

### **Homeless Veterans Task Force – Amanda Stadler**

Amanda shared that Homeless Veterans Task Force has a fundraiser this weekend. Springfield Elvis Tribute Concert will be on Saturday, August 17<sup>th</sup> from 7:00-9:00 pm. The concert will be at the American Legion # 639 (2660 S. Scenic Ave.). Admission is free. Donations will support CPO's Homeless Veterans Task Force (The Bridge Housing Fund).

### **Homeless Youth Task Force – Amanda Stadler**

Amanda shared that Homeless Youth Task Force group updated their gaps analysis couple of weeks ago. Michelle Hethcoat did an awesome job facilitating the meeting! The task force will be presenting the results of the gaps analysis to the public in a few months.

### **O'Reilly Center for Hope – Michelle Garand**

Michelle informed the group that the construction is going well and we're hopeful to move into the Center in January 2020. We are planning on having grand opening with a ribbon cutting ceremony in April 2020 during the Fair Housing Month. One of the Service Point modules will be used at the Center to track data. We have been working closely with Burrell on creating HIPAA standards building-wide.

### **417 Rentals Update – Michelle Garand**

Michelle Garand informed the group that there are 3-4 families a week seeking help with their 417 Rentals issues. The demand is decreasing, and the funds are not spent. Michelle asked the group to continue refer 417 Rentals families to her.

Elisa Coonrod asked if a proof of residence is required for 417 Rentals referrals. Michelle answered: “Yes, they need to bring a piece of mail or utility bill listing their name and address”.

### **Announcements**

Liz Hagar-Mace shared that Department of Mental Health Housing Team is hosting 2019 Southwest Missouri Regional Housing Conference on September 24<sup>th</sup> from 9:00 am – 4:30 pm, and on September 25<sup>th</sup> from 9:00 am – noon (Empower Abilities – 1450 W. Cambridge, Bldg. B, Springfield, MO). The conference is free, but registration is required. Liz shared the conference flyers and agenda with the group at the meeting.

**Next Meeting:** Wednesday, September 11<sup>th</sup> at 11:00 am – noon (CPO Office)

**ACTION:** Wyatt Jenkins made a motion to adjourn the meeting. Jim O’Neil seconded the motion; all members were in favor. Motion carried unanimously.

The meeting adjourned at noon.