

# Indiana Balance of State Continuum of Care

## Board of Directors Meeting Minutes

January 26, 2017 11-3 ET

### Welcome and Introductions

**Present:** MaryBeth Wott, Ray Lay, Donna Bollinger, Naomi Nicastro, Forrest Gilmore, Pam Isaac, Laura Berry, Craig Beckley, Myra Wilkey, Rick Moore

**IHCDA Staff:** Nastacia Moore, Rodney Stockment, Jill Robertson, Lori Wood, Donna Billiard-Wright, Emily Bair, Emily Harris-Shears, Rebecca Nannery

Welcome from MaryBeth. IHCDA staffing updates were provided, including the announcement that Jill Robertson is the new Director of Community Services. An offer has been extended to an HMIS Analyst who will start in late February/early March. The Community Services department has two current openings; the HMIS Manager and Coordinated Entry Analyst.

**Consent agenda** – Rick raised the issue of the Department of Labor (DoL) grant for youth ages 16-24. In the most recent funding cycle no grants were awarded in Indiana. Rick shared that there are typically around four YouthBuild applications submitted throughout the state during the springtime RFP process. Rick proposed that the BoS Board or Regional Chairs provide a letter for support for applicants during the next application cycle. Board members agreed.

Board approved minutes by consent agenda.

**Strategic Plan** – MaryBeth and Rodney facilitated a conversation about strategic planning, including historical information of the process to date and next steps. The strategic plan will tie committee work to Regional Chairs and planning councils.

The focus of the plan will be:

1. Coordinated Entry
2. Creating a pipeline for Rapid Re-housing (RRH)
3. Data Quality
4. Regional Capacity Building

Rodney recommended that an outside facilitator assist with the finalization of the strategic plan. Rodney shared two options, utilizing Mark Wuellner to facilitate strategic planning conversation. Mark would provide services without charge but would not produce a document from the facilitation. The second option includes utilizing Planning Grant funds to hire a consultant to assist in tying the system together throughout the plan. The scope of work would include analysis of the impact of not having a fully implemented Coordinated Entry (CE) system, setting policies about what it means to belong to the Continuum of Care (CoC), identify current gaps in representation and recommend ways to recruit specific areas of expertise.

The consensus of the Board was to move forward with hiring a consultant. Rodney will draft an RFP.

**Regional Chair Meeting-** The January meeting was cancelled and a February meeting will be scheduled in its place. Rodney raised the issue of standardizing the meeting format. The Executive Committee will set the agenda for Regional Chair meetings for the year. Donna recommended that Regional Chairs provide input on topics for Development Day.

**Coordinated Entry-** Jill shared that HUD released new guidance for CoC adherence. IHCD A will utilize the guidance during full implementation. HUD expects CoCs to have CE fully implemented by January 2018. IHCD A is hiring a full-time Coordinated Entry analyst who will work with regions to establish framework, create policies and facilitate the regional call for CE leads. The CE analyst will also work on integrating DV services into the system. Jill shared that Client consent will be required and the HMIS team is working on building out CE, diversion and prevention in HMIS. Beta testers for CE HMIS build out will be needed. Jill shared that the additional Coordinated Entry grant awarded through the last competition will be used to provide regional CE awards. The amount of the award will be approximately \$3,500/region. Specifics of the grant making process and the award amounts will be determined at a later date. The Executive Committee discussed accountability to the Board and recommended absorbing the CE steering committee into the Executive Committee.

**HMIS –** Jill explained that HMIS changes will be made by HUD beginning in the summer of 2017. A new HMIS Analyst will start in late February/early March, their primary focus will be on data quality and strengthening system performance. It was discussed that the Board will make HMIS decisions with IHCD A to implement. It was discussed if it is possible to determine why some projects are not performing to the standards of the performance measures.

**South Bend Merger –** Rodney and Jill provided an update. IHCD A has received 16 hours of HUD TA to support the merger process. South Bend submitted a letter of intent outlining their decision to merge with the Balance of State CoC. Jill shared that a main concern of provider's in South Bend is merging HMIS systems and losing the customizations they have paid for in their system. IHCD A has worked with the contractor At Work to assess the scope of integrating the systems. There is concern with the timing of the merger and the 2017 NoFA and Grant Inventory Worksheet registration. Consensus is that data needs to be moved over by April 2017. IHCD A will seek guidance from the TA provider about applying with two HMIS systems in the event the systems are not merged by the beginning of the competition. The South Bend HMIS grant will be captured by IHCD A at the conclusion of the merger. The Board discussed options for maintaining customizations including whether agencies can pay to host their own server. The Board determined that they would be explicit in the response letter that customizations will not be maintained by the CoC. The response letter was discussed and it was determined that responsiveness, capacity and level of support needed should be addressed as well. The Board determined that South Bend will have representation on the BoS Board with one designated space. The Board will make edits to the letter and respond. The Board will designate Board members to join IHCD A for final negotiation.

**Board Member Search –** Rodney shared that the current Resource and Funding chair Tyler Kalachnik is not available to join the Board this year. Rodney will look at representation list required in Bylaws and identify gaps.

**Announcements:**

**Code of Conduct** – Jill will send out forms. Board members are asked to return signed forms at the February meeting.

**Community Services Newsletter:** Jill noted that the Community Services department is working on improving communication and is proposing a monthly newsletter for constituents. Jill would like Board members to write or have IHEDA staff write articles. Ray offered to write stories about how housing impacted his recovery.

**Housing Inventory Chart:** Nastacia' thanked the Board for input on the Housing Inventory Chart. She reported that it is close to being finalized and they are in the process of going through existing data for agencies/regions that did not respond.

**Meeting Adjourned.**