**MDHA / Continuum of Care Board of Directors Meeting**

January 17, 2020

*2801 Swiss Avenue, Dallas Texas 75204*

**MINUTES**

Attendees: Karen Hughes, Dustin Perkins, Lane Connor, Rick Grady, Monica Hardmon, Regina Levine, Christine Ortega, Kyla Rankin, Ricky Redd, Dr. David Woody, Jessica Galleshaw, Deliza Gierling, Traswell Livingston, David Noguera, Isabel Camacho. Staff: Carl Falconer, Shavon Moore, Diana Romagnoli, David Gruber, Alexandra Espinosa and Sherry Lambe. Guests: Tzeggabrhan Kidane.

1. Welcome/Introduction. Karen Hughes, Chair welcomed everyone and asked for introductions around the table. Karen reviewed commitment and Conflict of Interest, reminded all to leave individual interests at the door and come in here representing MDHA. She also reminded the group that Board members annually must sign the COI per the IRS tax form 990.
2. Approval of Minutes of the November 15, 2019. Karen Hughes Motion to accept the minutes was made by Rick Grady and seconded by Traswell Livingston. Motion passed.
3. Continuum of Care Assembly Update. Dustin Perkins indicated that the Assembly began forming committees to work on D-One Plan and determining areas that CoC will work on and what that work will entail specifically. Meeting on 2/18 to finalize commitment to D-One Plan. Shavon Moore has formed new assembly committees on PIT, Employment and Income, and Diversion. 2020 Meeting Plan – intentionally recruiting and including suburban areas, will highlight work happening in those areas. Special session brain- storming focused entirely on performance measurement. Outreach – increase engagement with non-NOFA funded agencies, strategy – display the D-One plan publicly and follow closely and performance – plan to monitor performance data regularly at assembly meetings through newly created dashboard at each committee. The Assembly will be updating the Survey with the intention of getting more responses each year. Traswell asked where is the CoC officers with regard to their teams. It is a two-year commitment; we are in the second year. Elections will be in September or October of 2020.
4. Committee Reports
   * Executive Committee: Carl’s first annual performance review was completed in December 2019. Carl will bring 2020 goals and objectives to the next meeting.
   * Nominating Committee: Committee met January 10th and discussed the 2020 Board roster. We are currently in compliance with the Bylaws. There is a goal of having 2/3 non-CoC members, currently the Board has 18 non-CoC members. Traswell commented that it is important to have the members speak with a strong voice on behalf of MDHA. January is the anniversary month. Normally 1/3 of the Board rolls off the Board during a three-year period. You can serve 2 consecutive terms and a third with approval of the Board Chair. It was suggested that there be a Press Release when new members are appointed to increase visibility of the organization. In March the Committee will ask Board to vote on changes suggested by the Committee such as formalized changes to strengthen Board input and participation. No items to vote on during this meeting today.
   * Finance Committee: Karen Hughes presented the report in place of Edd Eason, Treasurer, as he had a conflict today. Motion to approve is not needed since this action is coming from committee. Karen Hughes described the budget before the Board. The proposed budget is right above $2M, 2019 was $1.9M, about $100k difference. The budget has a zero balance. The Board recognized a jump from $9,000 to $98,000 on corporate unrestricted fundraising and $54,000 to 105k on foundation fundraising. The fundraising is based on what was done during 2019. Sherry Lambe clarified that also some reorganization on how we classified gifts to ensure clarity of revenue source. User fees and membership $160k – is that also in the HMIS funds? Yes, user fees are in the match funds for the HMIS grant. For 2020, we will be using these fees as match dollars. There is an opportunity to obtain funds from the City of Dallas for HMIS services which would therefore, cover match dollars not requiring the invoicing for the HMIS User Fees which cover the Eccovia Solutions contract to license ClientTrack. The FY2020 Budget was APPROVED by the Board.
     1. Procurement of auditor, Sutton, Frost and Carey, for the FY2019, FY2020 and FY2021 was approved by the Finance Committee. This work will cover annual audits and the preparation of the annual IRS Form 990. The selection of Sutton Frost and Carey was APPROVED by the Board.
   * HMIS Comm: meeting monthly, 3rd Tuesday of month, David Noguera (appointed Chairman November 2019) has been part of two meetings. As of yesterday, we have trained 93% of HMIS users. David would like to expect 100% by end of the month. Users want additional customization in reporting. There seems to be some support for that from Eccovia, but the question is how far do we take this? what level should users expect to see? Committee appears to be in transition mode – we’ve lost a couple members and attendance is low. David has been meeting with Committee members individually to develop commitments. He is about ¼ way through this. developing a monitoring toolkit for MDHA with models from staff. Wrapping up marketing efforts to get more users online and address skepticism that exits. Desires to make reports as fruitful as possible. David will do a better job of making sure reports are submitted in a timely manner.

HMIS network operations page 4 – notify MDHA team promptly of problems through automated process – this was newly added per request by committee. Fee schedule – users aren’t happy that fees have increased but understand the importance of it so didn’t get much push back on this. The Eccovia contract is more expensive than the PTI contract was and the contract fee structure charges by active user. The fees built into the contact are merely passed on to the end users. Alexandra Espinosa stated there are 7 new agencies interested in HMIS participation. She is meeting with each one to introduce them to the System. She noted that it is nice to have a working HMIS. We have a data analyst, Phil Force, who has been an amazing addition to the team to help with data capture and dashboard. For 2020 Shelters (which participate in HMIS) will be using the Counting Us app to ensure we have all survey data captured. Dallas Life and UGM will manually submit their data as they have in years past.

Carl Falconer stated the Eccovia Transition is now in Phase 2 of implementation. This phase is to add Coordinated Assessment System to the HMIS system and integrate. This will make it easier to have people prioritized and housed. CAS must be ready by April 1 per HUD regulations.

Dustin Perkins regarding the fee schedule – how many orgs are participating currently? Alexandra stated 41 agencies with 300 users, one agency wants to stop using, but we are trying to keep them in the system.

Dustin Perkins asked if we researched what the typical cost per agency is from HUD TA? Diana Romagnoli responded that this cost schedule was developed with HUD TA input and guidance. The contract is higher than PTI therefore we need to capture more funds. A part of the schedule structure relates to the structure of the Eccovia contract terms. They specified the license fee priced per user and this fee is passed on to the agencies. Carl mentioned that since we received more money through NOFA (HMIS Expansion Grant) this year maybe agencies could use some towards this since they weren’t expecting it. Should user fees need to be collected, invoices would go out in the Spring and be due on June 1st. There was encouragement of agencies to review users in the system and clean up those not active.

HMIS Memorandum of Understanding: APPROVED

HMIS User Fee Schedule: APPROVED

1. Family Gateway award of the RFP for CAS funds in the amount of $35, 000 to help with families that call into hotline. Family Gateway was only proposal in response.

Dustin Perkins moved for approval, Rick Grady seconded. MOTION APPROVED.

1. President’s Report. Carl Falconer reported the following items for the Board.

* NOFA – announced award, we received $1.1M more than request in Tier 1 funding. Every agency in tier one funded and 95% at a higher level. 7.5% increase for those agencies. Still waiting on bonus and tier 2 funding. Ricky Redd asked why did we get more money? We believe it is due to FMR (Fair Market Rate). But until we see actual scores, tier 2 and bonus, we really don’t know; but this is most likely an FMR adjustment. We have an analysis looking at FMR by zip. Ricky Redd also asked how was it decided which agencies received increase? Carl responded that HUD decided.
* D-One update – Work Group met yesterday, and we are starting to work on implementation. Have two chairs – Kenn Webb and Chad Crews. Next step is for chairs to meet with each entity that has a work assignment and gain buy in and commitment to plan and recognize objectives. Then we will update and finalize the plan for distribution. MDHA will begin to collect data quarterly from stakeholders on progress on objectives and post for public consumption.
* Collin County D-One Plan – Collin will be creating their own plan specific to Collin County. A meeting is being scheduled in the coming weeks to begin that process.
* ESG – MDHA is creating a proposal for these funds. Upcoming cycle – Oct 1. How can MDHA and the City better coordinate funding to maximize impact – meeting with Monica to review priorities to avoid duplication, step on toes. Want to look at it as one big pot of funds. So MDHA will develop priority proposal for review by board. MDHA will draft then garner feedback from providers and community. City of Dallas ESG = $1.2M. Dr. Woody and Monica Hardman suggested that MDHA seek feedback from the community first then offer priority suggestions.
* Homeless Data Dashboard - will track how CoC is performing and moving to end homelessness. Phil is staff member behind this. Plan to launch next week!!
* March 19 – State of Homelessness Address, please mark your calendars.
* Councilman Chad West – If everyone would tell him thanks and kudos for his work. He has been intent on the Homelessness Response Plan.
* Sign up to volunteer for PIT! We have more cities participating in PIT this year, so may see an increase in overall homeless count – this could also correspond to a decrease in the City of Dallas.
* Move-on Vouchers – Begins February 1st. Moving people out of PSH units to open units for others that need to move in and need the wrap around services that PSH provides.
* Veterans Challenge starts March 1 and in conjunction we will do an Emergency Shelter Housing Challenge (move people from ES to housing).

1. Announcements: David Gruber, Director of Development and Communications
   * Membership – trying to approach as many entities out there to recruit to join the CoC. Please send over any contacts you recommend joining.
   * Sponsorships – have one or two sponsorships for state of homeless address, need some more. Good way to show commitment to ending homelessness. Also need sponsors for landlord appreciation, April 2020.
   * If you have a social group or club that wants to learn more about Dallas Homelessness, let us know so we can come present. Kudos to Lane for setting up presentation to LD Cohort.
2. Adjournment: 10:45am.

**NOTE: *The next meeting of the Board of Director’s will be held March 27, 2020.***

*\*\*An Executive session may be called for various reasons, with or without the presence of the CEO, at the discretion of the Board Chair, in order to: 1) Consult with an attorney; 2) Deliberate regarding real property; 3) Deliberate regarding prospective gifts; or 4) Deliberate regarding personnel matters, etc.*