BOARD OF DIRECTORS MEETING MINUTES
NORTH DAKOTA CONTINUUM OF CARE
Monday, July 22, 2024
3:30-5 p.m. CST/2:30-4 p.m.. MST
Held via Zoom

Members Present:

Axel Beckett *	Jennifer Henderson	Michael Tonarely
Matthew Benson-Tuff *	Heather Ingman *	Mike Weatherly *
Bridget Mattern	Cheryl Merck *	Sara Wiederholt *
Chandler Esslinger	Christina Morris	Shawnel Willer
Dave Flohr	Jenna Richardson *	Amy Winkelman *

* Indicates voting members (7 voting members needed for a quorum)

1. Jenna Richardson called the meeting to order at 3:32 p.m.
2. Review and Approval of Agenda

   A motion to approve the agenda was made by Sara Wiederholt, seconded by Amy Winkelman, with no further discussion. All in favor, motion carried.
3. Review and approval of Meeting Minutes for April 18, 2024 and June 17, 2024

   A motion to approve the April and June meeting minutes was made by Mike Weatherly, seconded by Cheryl Merck, with no further discussion. All in favor, motion carried.
4. Continuum of Care Update
   - Membership/Board Update
     - There are 203 members representing 88 agencies.
   - Prioritization List/Referrals
     - Total on the list: 892, up 33 from June.
       - Family type: 127 family households, 191 youth households, 562 single individuals, and 12 unknown
       - Age: 243 ages 0-24, 272 ages 25-39, 237 ages 40-54, and 122 ages 55 and over, 18 unknown
       - Gender: 407 woman, 454 man, 10 transgender, 7 non-binary, 1 questioning, 0 culturally specific identity, 3 identify as 2 or more genders, and 10 unknown
       - Race: 219 American Indian/Alaska Native, 153 Black/African American, 402 White, 48 unknown, 47 two or more races, and 17 other
       - Chronic: 265 chronic, 551 not chronic, 18 potential age-ins, and 58 unknown
       - Vulnerability: 104 highest/high, 175 medium-high, 149 medium, 224 low, 234 mainstream
       - Location (based on Primary County): 8 Region 1, 23 Region 2, 10 Region 3, 79 Region 4, 522 Region 5, 24 Region 6, 124 Region 7, 4 Region 8, 41 MN, and 57 unknown
       - Days on List: 140 under 60, 141 60-119 days, 175 120-179 days, 175 over 180 days; average days on the list is 234
       - Exits
         - ✓ August 2023: 104 total, 1 homeless, 8 institutional, 3 temporary housing, 31 permanent housing, and 61 other

- ✓ September 2023: 47 total, 2 homeless, 2 institutional, 1 temporary housing, 32 permanent housing, and 10 other
- ✓ October 2023: 31 total, 1 homeless, 1 institutional, 0 temporary housing, 13 permanent housing, and 16 other
- ✓ November 2023: 32 total, 1 homeless, 3 institutional, 1 temporary housing, 15 permanent housing, and 12 other
- ✓ December 2023: 27 total, 1 homeless, 0 institutional, 1 temporary housing, 23 permanent housing, and 2 other
- ✓ January 2024: 127 total, 2 homeless, 5 institutional, 3 temporary housing, 35 permanent housing, and 82 other
- ✓ February 2024: 91 total, 4 homeless, 6 institutional, 0 temporary housing, 37 permanent housing, and 44 other
- ✓ March 2024: 221 total, 2 homeless, 4 institutional, 3 temporary housing, 24 permanent housing, and 188 other
- ✓ April 2024: 69 total, 1 homeless, 3 institutional, 3 temporary housing, 24 permanent housing, and 38 other
- ✓ May 2024: 39 total, 1 homeless, 2 institutional, 1 temporary housing, 25 permanent housing, and 10 other
- ✓ June 2024: 21 total, 0 homeless, 5 institutional, 1 temporary housing, 11 permanent housing, and 4 other
- ✓ July 2024: 19 total, 0 homeless, 0 institutional, 1 temporary housing, 15 permanent housing, and 3 other
- ✓ 587 total exits in 2024 through July 17, 2024: 10 homeless, 25 institutional, 12 temporary housing, 171 permanent housing, and 369 other

- Referrals: 1,885 referrals (through December 2023)
  - ✓ August 2023: 62 total, 12 successful, 42 unsuccessful, 8 pending
  - ✓ September 2023: 56 total, 14 successful, 25 unsuccessful, 17 pending
  - ✓ October 2023: 58 total, 15 successful, 32 unsuccessful, 11 pending
  - ✓ November 2023: 32 total, 7 successful, 21 unsuccessful, 4 pending
  - ✓ December 2023: 46 total, 11 successful, 17 unsuccessful, 18 pending
  - ✓ January 2024: 54 total, 13 successful, 28 unsuccessful, 13 pending
  - ✓ February 2024: 45 total, 13 successful, 25 unsuccessful, 7 pending
  - ✓ March 2024: 53 total, 7 successful, 26 unsuccessful, 20 pending
  - ✓ April 2024: 46 total, 9 successful, 17 unsuccessful, 20 pending
  - ✓ May 2024: 45 total, 14 successful, 11 unsuccessful, 20 pending
  - ✓ June 2024: 14 total, 2 successful, 5 unsuccessful, 7 pending
  - ✓ July 2024: 37 total, 6 successful, 13 unsuccessful, 18 pending
  - ✓ 2023: 134 successful, 379 unsuccessful, 110 pending
  - ✓ 2024: 63 successful, 112 unsuccessful, 100 pending

- Summer Point-in-Time Count
    - The count was conducted on July 10, 2024, with service-base counts ending on July 17, 2024.
    - All data is due to ICA by July 26, 2024.
- CoC Competition
    - The Grant Inventory Worksheet was submitted to HUD on July 9, 2024. The due date was July 11, 2024.
    - The applications and scorecards were changed significantly this year with assistance from HUD TA.
        - SAGE reports will not be used this year. The annual performance reports need to be pulled from HMIS or comparable database so that all agencies are using the same time period of July 1, 2023-June 30, 2024.
        - Some questions were changed since the documents were sent to the board last week so that agencies that use comparable databases can be used.
        - Agencies will no longer self-score. All scores will be determined by the Rating and Ranking committee.

      A motion to approve the updated applications and scorecards was made by Heather Ingman, seconded by Sara Wiederholt, with no further discussion. All in favor, motion carried.
- Other
    - The in-person portion of the August membership meeting will be held in Dickinson. The Domestic Violence & Rape Crisis Center will be the agency highlight.
    - Monthly training continues with the topic for August being Child Support, presented by Jim Fleming from the ND Department of Health & Human Services. The October training topic will be Career and Technical Education.

5. Policy Reviews
    - Ranking and Review and Reallocation Policies
        - Matched the roles and responsibilities section to the Governance Charter and updated the categories to match the new application to the Ranking and Review Policy.
        - No major changes to the Reallocation Policy.
        - A motion to approve the Ranking and Review and Reallocation Policies made by Cheryl Merck, seconded by Mike Weatherly, with no further discussion. All in favor, motion carried.
    - HMIS Policies and Procedures
        - Formatting changes were made to allow for the ability to navigate the document better. Changes were made to create a document from open with exceptions to open.
        - A motion to approve the HMIS Policies and Procedures made by Amy Winkelman, seconded by Heather Ingman, with no further discussion. All in favor, motion carried.
    - HMIS Data Quality Plan
        - No changes.

    - A motion to approve the HMIS Data Quality Plan made by Matthew Benson-Tuff, seconded by Sara Wiederholt, with no further discussion. All in favor, motion carried.
- HMIS Privacy Policy
    - This is also included in the HMIS Policies and Procedures, but built to be stand alone. Changes are the same as they are shown in the HMIS Policies and Procedures.
    - A motion to approve the HMIS Privacy and Security Policies made by Mike Weatherly, seconded by Cheryl Merck, with no further discussion. All in favor, motion carried.
- HMIS Security Policy
    - This is also included in the HMIS Policies and Procedures, but built to be stand alone. Changes are the same as they are shown in the HMIS Policies and Procedures.
    - A motion to approve the HMIS Security Policy made by Mike Weatherly, seconded by Cheryl Merck, with no further discussion. All in favor, motion carried.
- HMIS Consumer Notice
    - A change to reference the Privacy Policy from Privacy Plan needs to be changed.
    - The bottom paragraph was changed, from current HMIS consumer notice to the new paragraph.
    - An opt-out form will be added. The current ROI is still active and in the future it will remain in place for youth-based projects only.
    - A motion to approve the HMIS Consumer Notice made by Heather Ingman, seconded by Sara Wiederholt, with no further discussion. All in favor, motion carried.
- HMIS Lead Agency MOU
    - A suggestion to do monitoring every other year was made.
    - The MOU was tabled pending updates by ICA. The board will take an e-vote once the updates have been made before the membership meeting in August.
- HMIS Agency Partner Agreement
    - The opt-out form language and Section K was added.
    - Additional signature line (up to three) were added for authorized agency representative(s). The addition is to create less confusion.
    - A motion to approve the HMIS Agency Partner Agreement made by Matthew Benson-Tuff, seconded by Mike Weatherly, with no further discussion. All in favor, motion carried.
- HMIS User Policy, Code of Ethics, & Responsibility Statement
    - A motion to approve the HMIS User Policy, Code of Ethics, & Responsibility Statement made by Amy Winkelman, seconded by Matthew Benson-Tuff, with no further discussion. All in favor, motion carried.

6. Partner Updates
    - NDCHP. The coalition is working to build back the membership. The membership meeting is being postponed to the end of August rather than holding it the same day as the CoC membership meeting.
    - ICA
        - They continue to work on the monitoring of agencies. Data timeliness and visibility are issues for many agencies. Monitoring should be completed by the end of August. Compliance letters will be issued to all agencies upon completion of monitoring.
        - Working on data collection for the summer PIT. Data is being collected for emergency shelter and transitional housing, but not the full housing inventory. Deadline for unsheltered data is July 26.
        - Winter PIT data was entered into HDX 2.0 and there have been several issues with HDX 2.0. When the data was submitted, 2.0 deleted information. Abt Associates and ICA are working through the issues.
        - LSA and SPM data clean-up will start in October/November timeframe.
        - Annual training will start for all users on September 1. Annual license and agreement forms have been sent out.
        - The CE specialist position is open and there are currently 40 applications submitted. Interviews are scheduled to start August 15, but may start sooner. The applicants must reside in ND.
    - NDHFA
        - Awards for ESG and NDHG were executed by July 1. Both were oversubscribed by double the amount available.
        - Supportive services grant applications will open for HOME-ARP on September 1, and there will be a 30-day open application process. There is a little over $2 million available.
        - The Consolidated Plan for 2025-2029 is starting to be put together. Surveys will come out for the plan.
        - A homeless conference is being planned for October 14, 2025. The focus will be on partnerships and developing a homeless response system within communities. We would like suggestions for breakout sessions and a keynote speaker.
7. Regional Updates
    - Region 1: No updates.
    - Region 2: The city is working on Broadway Circle and city council is moving forward with and RFP to manage the shelter.
    - Region 3: No updates.
    - Region 4
        - Summer PIT went well. Identified a number of individuals and had great collaboration among the agencies/volunteers.
        - There has been a lot of construction downtown that has restricted access to sidewalks for people with disabilities and those that are less mobile to Northlands Rescue Mission.

    - ESG & NDHG is limited in the region this year. Conversations were held at the last coalition meeting to extend the assistance that is provided through RRH funds.
- Region 5:
    - The showing of Beyond the Bridge was held in June and went well.
    - Summer PIT went well.
    - LGBTQ ND Summer Summit is being held with a professional development day the day prior where CEUs will be available.
- Region 6: Summer PIT went well with 12 volunteers that night and a handful of individuals were found outside.
- Region 7
    - Summer PIT went well with 77 surveys conducted.
    - CAP is still hiring a backpack coordinator.
- Region 8
    - Summer PIT wasn't as successful as hoped for finding individuals, but there was good support from agencies. The service-based count may reflect numbers differently.
    - The region continues to work on a shelter and received additional funding from another grant.

8. Committee Updates
    - CARES: No updates.
    - Data Committee: No updates.
    - System Performance: No updates.
    - Rating and Ranking: No updates.
    - YAB: Continue to work on recruitment. Axel is going to DL and Fargo in August to recruit.
    - YHDP Workgroups.
        - Education: No updates.
        - Overall Health & Well-being: No updates.
        - System Navigation: No updates.
9. Other Discussion
10. The meeting was adjourned at 5:01 p.m.

Minutes approved by the board on October 21, 2024.