

Heading Home Governance Board
September 20, 2018 from 1-3pm at Cotton Town Hall

Present: Kate Bradley, Drew Klinkert, Pat Leary, Heather Lindula, Tracey Montgomery, Katy O’Sullivan, David O’Leary, Stacy Radosevich, JoAnn Solin, Salaam Witherspoon, and Lynette Zupetz.

- I. **Welcome/Introductions:** Name and position on the board.
- II. **Open HHGB seats:** The open seats are City-at-Large, Veteran Representative, Fond du Lac Representative, and Faith Based Representative. Cynthia Finley is now the County-at-Large representative. There are a couple of veteran’s representatives planning on applying. Katie O’Sullivan said she would bring the Faith Based opening to a meeting she will be attending. Salaam will also put this Faith Based opening on the CHUM website. Heather made a motion for the City of Duluth to make a report in the October meeting on the status of these open seats and how can the HHGB help to get them filled. Seconded by Saalam and passed. Discussion of Role of Governance Board, City of Duluth, and County, which should be defined in the By-Laws.
- III. **Heading Home Governance Board By-Laws:** Changes to the By Laws have been made, but need to be red-lined to be able to discuss changes. City of Duluth said that they would redline them. Stacy will check with Kate Van Daele on the status.
- IV. **Heading Home Governance Board Charter:** Is someone willing to look through the Charter, make changes, and redline them? Stacy and Tracey said they would do this and bring to the next meeting. Suggested to e-mail it out before the next meeting.
- V. **5-year Plan:** Heather is working on finishing details on the 5-year plan. Will be inserting updated homeless statistics, then bring to Board for review. Question as to what data to use? Housing Inventory Count (HIC) numbers or is there more accurate data? Drew has been meeting with agencies to try to get accurate bed counts. Heather and Kate B. will gather “projected” number of beds from agencies to use in the 5-year plan. Heather described how the 5-year plan was set up. The State put out their Guiding Principles and SLC set their goals and action steps in the 5-year plan.
- VI. **State Report by Pat Leary:** DHS/MHFA staff have been reviewing NOFA applications (McKinney-Vento funds). Discussed the state’s Coordinated Grant Committee work on all RFPs and questions to ask. Trying to get more streamlined grant integration and simplify RFPs. FHPAP will be one of the first to be done. Also, discussed the Tool, which is a data base designed to assist grant writers by region. Heather recommended someone in the Judicial Branch be involved to help with housing issues. Also, preparing for the Wilder Survey. Volunteers are needed to assist with Tribal surveys. Heather will reach out to Bois Forte to see if they will need help on the Wilder survey.
- VII. **SLC Report:** The NOFA application has been posted and submitted to HUD. Thanks to everyone who worked on this. Things we need to work on are educating agencies to work on the HIC and improving our poor Performance Measures. Essential for agencies to realize the importance of accurate data entry, how that affects HIC/PIT and performance measures used for ranking. We need to send out early in the year what the Performance Measure are and what agencies are scored on. Stacy described the Peer Review to challenge and help agencies in getting up their Performance Measures. A NOFA debrief will be happening shortly. The MESH Training, Nov. 1, at Fortune Bay will have Warren Duncan and Melisa Wright doing Harm Reduction; and Warren Duncan and Cortney Knoll doing Mindfulness training.
- VIII. **HMIS Report:** There is a new data element called the Housing Move-in Date. This is important because it affects homeless status and System Performance Measures. Need to make sure agencies are doing this correctly. Training will be done at the Oct. 10 Coordinated Entry System HMIS Refresher Training. This is for PSH, PH, RRH agencies. Drew thanks everyone for their hard work in HMIS.

- IX. Committee Actions:** Heather will send out the subcommittee minutes she receives. GB will only get action items to vote on. Discussed Youth Board. Heather to follow up with AEOA, LSS and Life House to determine how we can fill the need for youth input. Discussed FHPAP/Legal Aid case file management issue. MN Housing wants all documentation on case file review checklist complete and access to case files during site visits. Legal Aid is concerned about Client/Attorney Privilege. Legal Aid sent eight case files to MHFA for review with necessary redacted information. MHFA wants complete compliance going forward. Legal Aid is in internal discussion about how to proceed. MHFA requires solution by September 30, 2018 or all SLC FHPAP funding will be withheld. Legal Aid may need to cancel contract with County.
- X. Other:** Katie O’Sullivan was concerned about the people at NERCC not getting VISPDAT assessments done as people from SLC jail. This is a complex problem which has been having on-going discussion at the Coordinated Entry meeting. One approach was to use SOAR with on-going follow up, but the volume was too much. The NERCC staff can take the VISPDAT on-line training. Also, there is the Oct. 10 Coordinated Entry Refresher Training, which NERCC staff are welcome to attend.

NEXT MEETING: October 18, 2018, 1- 3 pm. Cotton Town Hall