



SLC Heading Home Governance Board Meeting
Cotton Community Center /Post Office
9087 Hwy 53, Cotton, MN 55724
Call in Number: 1-240-454-0887 Access Code: 929 250 832
Thursday, March 21, 2019 1-3p.m.

1. Call to Order and Roll Call
2. Approval of Meeting Summary
 - a. February 21, 2019 Meeting Summary (Attachment)
3. February Action Items
 - a. Board member Appointments
 - City of Duluth_Appointment pending of At Large and Affordable Housing Coalition members at March 25th City Council meeting & Update on remaining appointments
 - b. Board attendance check-in sheet
4. Terms/Open Seats/Applications/Recruiting
5. Board Development
 - c. Bylaws sent to City and County attorneys (Attachment)
6. Updates:
 - a. State Updates (5-10 min)
 - b. St Louis Co updates: (5-10 min)
 - i. CoC Coordinator position
 - c. City of Duluth updates (5-10 minutes as needed)
 - d. HMIS updates: (5-10 min)
7. Committee action items: (Committees will only present important/voting items)
 - a. Housing Response Committee (Attachment)
 - b. Evaluation
 - c. Advocacy / Education
 - d. Rural Housing Coalition (Attachment)
 - e. Affordable Housing Coalition (Attachment)
8. Funding updates – action items if needed
 - a. CoC – NOFA
 - b. ESG – City

- c. ESG - County
 - d. FHPAP
 - e. Landlord Incentive Program
 - f. SUD
 - g. HSASMI
 - h. Housing Support
9. Adjourn

Next Meeting:

Thursday, April 18, 2019 from 1-3p.m.
Cotton Community Center



Heading Home Governance Board February 21, 2019 from 1-3pm at Cotton School

Present: Kate Bradley, Cynthia Finley, Kristy Eckart, Keith Hamre, Shelly Holmes (phone), Pam Hughes (phone) Drew Klinkert (phone), Pat Leary, Rochelle Lentz, Linnea Mirsch, David O'Leary (phone), Stacy Radosevich, JoAnn Solin, and Nathan Thompson

Absent: Daris Norby, Katy O'Sullivan, Salaam Witherspoon, Heather Lindula, and Lynette Zupetz

Welcome/Introductions: Name and position on the board.

Terms/Open Seats/Applications/Recruiting:

Motion was made by Cynthia Finley and seconded by Nathan Thompson to approve the three St. Louis County appointments (Heather Lindula –Rural Housing Coalition; Pam Hughes – Bois Forte; David O'Leary – Homeless Advocate). *Vote was taken for each position and all were approved.*

There was a discussion about meeting attendance and overall membership. The committee acknowledged that there have been some challenges with attendance in the group and that there has not been consistent documentation to properly address attendance issues. Nathan Thompson suggested creating a sign in sheet that all members would initial when they were present so that all members could see where there were gaps in attendance. The by-laws will also be reviewed and updated to reflect the groups expectations on attendance. Stacy reminded the board that there are carpooling opportunities, video and conference calling. The board will discuss utilizing some FHPAP administration funds for mileage stipends for those that need it, if the 2019 application is approved with this new line item in it.

Keith Hamre described how the City of Duluth's Board and Commission membership requirements worked. We may be able to use some of their ideas for the HHGB By-laws. The By-Laws subcommittee (*Steve Nelson, Heather Lindula, Salaam Witherspoon, Cynthia Finley, and Nathan Thompson*) will meet before the City of Duluth's next meeting March 11th to get the HHBG By-laws updated. The City appointments are now waiting on the By-law approval. This can be introduced at the same City of Duluth Meeting on March 11th. Nathan asked if we had a summary describing the Governance Board for the new appointments. Stacy said she did and would send out to the group (see attached to minutes).

City of Duluth Report: The City of Duluth is waiting for the Governance Board to finish the HHGB By-Laws before filling open City seats on the Board. Keith mentioned that a solution to filling city appointed positions that have not been filled, would be to swap some named positions with the county, or include more at-large positions that are filled by representatives that have recommended backgrounds given in the Federal Register.

City Community Planning is assigning Kate Van Daele .5 FTE for a couple of months to work on CoC Board development and other tasks until the CoC Coordinator position is filled. There was a question as to how a City staff member would represent a countywide position. Keith responded that Kate would report part-time to Adam Fulton at the City and part time to Linnea Mirsch at St. Louis County PHHS with support from Steve Nelson in the St. Louis County Planning Department. The timeline for Kate to serve in this role is projected to be 3 to 4 months.

A high priority for the City of Duluth is affordable housing. Low income housing tax credits will soon be reviewed. There are currently five development projects that are expected to apply for these credits to date.

The City is working on their 5-year Consolidated Plan, which is the City's plan on how to invest resources and address gaps within their community.

SLC Report:

Hiring the CoC position is still in process. The position is in the process of being changed to a Planner position. This will change includes additional skills including: grant writing, grant management and community engagement. The position will be posted through the Minnesota Merit System. Interim planning will continue to be a team effort in the Homeless Programs Unit. Linnea has been working with the Planning Department as we move forward to fill the CoC position.

Mary Bishop's lead work on the application was successful in receiving all Tier One and Tier Two projects and an increase in the Planning grant. Patty Beech, CoC coordinator for the Northeast Continuum, has been contracted to help with the CoC work until the position is filled. The Planning grant has some money that can be used for Board development after September 2019.

State Report by Pat Leary: Discussed the State's work on the Long Term Homeless Support Services grant. There are many RFPs out at the same time: PATH, Bridges, FHPAP, and LTHSS. Make sure you apply for what you need. Grants can't give grantees more than they ask for so don't be afraid to ask for more money. LTHSS January 31st intermediary grantee meeting was rescheduled for March 7th.

ICA Report – Main work right now is the HMIS PIT Data Correction. Drew has contacted the providers and copied Stacy and JoAnn.

Committee Actions:

* **Housing Response Committee** – The FHPAP grant is approved and submitted. Stacy handed out a part of the FHPAP application on Practice and Core Components. She discussed what they are looking for in each of these areas: (*Equity Focus; "Nothing about us without us."; Early Identification and Trauma-informed Responses; Two-generational Approaches; Progressive Engagement; Housing First; Leveraging Mainstream Resources and Continuous Improvement*). The St. Louis County project has agreed to work on several of these components to improve the housing response system. The application request was +41% from the current 24 month program to a 27 month program. Case manager and data report evaluation support the increased ask. Award notification will be mid-April 2019.

* **Evaluation Committee** – Moving the meeting date from 2nd Monday to 3rd Wednesday of the Month. Meetings will continue to be in the HRA Conference Room. They have a push on to build up this committee and encourage GB members to consider joining. They look at the CoC data, successful outcomes, and evaluation of the APR.

* **Advocacy Committee/*Youth Board/*RHC/AHC** – none.

Funding updates:

* **CoC – NOFA** – none.

* **ESG – City** – none.

* **ESG County** -none

* **FHPAP** – none

* **HSASMI/SUD** -none.

* **Housing Support** – They are working on getting Oversight policy approved.

* **LIP** – have had 3 claims in the 1 ½ year of this grant.

NEXT MEETING: March 21, 2019, 1- 3 pm. Cotton Town Hall



Board Description by Stacy Radosevich

The Heading Home St. Louis County Governance Board is the planning entity that provides leadership and strategic planning to address the needs and resources of the homeless population within St. Louis County. Membership of the Governance Board consists of nine members appointed by the St. Louis County Board and six members appointed by the Duluth City Council. There is also a Minnesota Interagency Council on Homelessness (MICH) Representative assigned to the Board.

The Governance Board currently meets the 3th Thursday of each month from 1:00-3:00 in Cotton, MN. The meeting time is periodically re-evaluated based on Board member availability. Governance Board members are expected to also participate in one of the workgroup Committees:

1. Housing Response Committee (Coordinated Entry System and Prevention Rapid Re-Housing Committees merged) meets 2nd Wednesday each month from 9:00-11:00.
2. Evaluation Committee currently meets the 3rd Monday each month from 9:00-11:00 at the Duluth HRA 2nd floor Community Room. Contact Kate Bradley at KBradley@duluthhousing.com
3. Advocacy Committee-contact Jennifer Kuoppala in the north at jennifer.kuoppala@aeoa.org
Or Joel Kilgour, Chair of the Affordable Housing Coalition in Duluth at jkilgour76@gmail.com

Feel free to call if you have questions. Thanks!

Stacy Radosevich, Homeless Programs Planner at radosevichs@stlouiscountymn.gov

**ST. LOUIS COUNTY CONTINUUM OF CARE
ADVISORY COMMITTEE
BYLAWS**

Article I - Organization

Section 1: Name

The official name of the group is the St. Louis County Continuum of Care Advisory Committee, commonly referred to as the “CoC Advisory Committee”.

Section 3: Service Area

The St. Louis County Continuum of Care covers the entire geographic region of St. Louis County, including the City of Duluth.

Article II - Mission and Authority

Section 1: Mission

The mission of the CoC Advisory Committee is as follows:

Promote a community-wide commitment to ending homelessness; prevent homelessness and rapidly re-house the homeless; promote access to and streamlining of mainstream resources; and optimize self-sufficiency among people experiencing homelessness.

Section 2: Charter

The CoC Advisory Committee is an advisory group to both the St. Louis County Board of Commissioners and the Duluth City Council. The CoC Advisory Committee assesses and provides feedback for the Continuum of Care annual application, and overall program evaluation. Funding recommendations of the CoC Advisory Committee require final approval from St. Louis County and the City of Duluth.

The CoC Advisory Committee is the planning entity that provides leadership and strategic planning to address the needs and resources of the homeless population within the St. Louis County Continuum of Care. It assists with the development of the Continuum of Care Plan to End Homelessness and makes funding recommendations to the City of Duluth and St. Louis County. The recommendations are made with support from subcommittees, task forces further sought and Ad Hoc Committees as appropriate.

Article III – Membership

Section 1: Members

Membership of the CoC Advisory Committee shall consist of nine members appointed by the St. Louis County Board and six members appointed by the Duluth City Council. County staff, City of Duluth staff and the Minnesota Interagency Council on Homelessness representative will serve as ex-officio members of the CoC Advisory Committee with no voting privileges. The CoC Advisory Committee positions will be made based on the categories further identified in Attachment 2 (Membership Roster).

Section 2: Attendance

It shall be the duty of the members of the CoC Advisory Committee to attend its meetings and to take part in its deliberations. If any member fails to attend three consecutive in a year, a recommendation for removal from the Advisory Committee will follow.

Section 3: Vacancies

The term of each member shall be three years and may serve an additional two terms. In the event of a vacancy on the CoC Advisory Committee by resignation, removal, or any reason other than term expiration, St. Louis County and the City of Duluth shall solicit applications to fill the vacancy.

The CoC Advisory Committee shall make recommendations to fill vacancies with final determination subsequently approved through the St. Louis County Board and/or Duluth City Council process. Tribal appointments are determined by their tribes per their recommendation.

Article IV- Meetings

Section 1: Regular Meetings

The CoC Advisory Committee shall meet a minimum of six times per year. The CoC Advisory Committee generally meets monthly and more often as deemed appropriate to accommodate state and federal funding determinations. Meetings are generally held in person. However, meetings may also be conducted via teleconference or video conference. Meeting attendees participating via teleconference or video conference will be considered present.

Commented [KVD1]: Review with Attorney's if this is a violation of MN Open Meeting Laws

Section 2: Special Meetings

Special meetings of the CoC Advisory Committee may be called for any purpose by the CoC Advisory Committee Chair, City of Duluth staff and/or St. Louis County staff. The requests shall state the purpose of the proposed meeting. Transactions at all meetings shall be confined to the agenda provided.

Section 3: Notice of Meetings

Each member of the CoC Advisory Committee shall have reasonable notice of scheduled meetings. The notice shall specify the time, place and agenda of the meeting. Notices will be posted in on the St. Louis County and City of Duluth websites, or social media page.

All meetings of the CoC Advisory Committee, its sub-committees, and Ad Hoc committees shall be open to the public. Meeting notices will be posted for every meeting on the St. Louis County Public Health & Human Services websites: www.stlouiscountymn.gov/headinghome as well as the City of Duluth website: www.duluthmn.gov and social media.

Section 4: Quorum

A quorum of the CoC Advisory Committee seated members must be present (in person or via remote/electronic communication) for transaction of business. Quorum is met at fifty percent (50%) attendance of seated members.

Section 5: Decision Making

A CoC Advisory Committee member shall have the right to one vote on any issue. Voting via email shall be allowed, when practical, by authority of the CoC Advisory Committee. A simple majority affirmative vote of the quorum is required to pass a motion before the CoC Advisory Committee.

Commented [KVD2]: Need to discuss with attorney's in regards to violating MN Open Meeting Laws

Section 6: Order of Business

Robert's Rules of Order shall be followed in conducting business of the CoC Advisory Committee.

Section 8: Minutes

Minutes shall be kept of every meeting and shall include, at a minimum, the date, time and location of the meeting, the names of all attendees, topics discussed, decisions reached, actions taken, reports made, and any other information as may be deemed necessary by the CoC Advisory Committee. The minutes of all CoC Advisory Committee, subcommittees, and Ad Hoc committees meetings shall be prepared, distributed, filed and protected by St. Louis County and the City of Duluth. The minutes shall be available to the public through posting on the respective websites and social media page listed above. The CoC Coordinator will prepare the agenda and minutes with input from the Chair.

Section 9: Appearance before the Advisory Committee

Individuals or groups who desire to appear before the CoC Advisory Committee shall submit their request to the CoC Advisory Committee Chair, City of Duluth staff, St. Louis County staff, or committee representative at least seven (7) days before a scheduled meeting of the CoC Advisory Committee. Individual or group representatives will be placed on the next available time on an agenda. Individuals or groups will be given an opportunity for public comment for a determined amount of time during the public comment part of the agenda.

Article V- Terms, Officers, and Duties

Section 1: Terms

Each member may serve three (3) terms. Each term is three years. After three consecutive terms, a member must take a year off before being able to reapply to serve another term.

Section 2: Officers

The CoC Advisory Committee shall elect a Chair Vice-Chair and at-large member. Annually at its January meeting for a one-year term of office. The CoC Advisory Committee Chair must have at least one year of experience on the CoC Advisory Committee. Each year, the CoC Advisory Committee officers shall be from different segments of the geographic region of the St. Louis County Continuum of Care. Equal representation from Northern and Southern St. Louis County will be required for these positions. In the event a CoC Advisory Committee Chair vacates his/her position prematurely, the position will be filled as follows:

- Vice-Chair will become Chair.

Section 3: Duties of Officers

1. Chair

- a. The Chair shall preside at all regular and special meetings, as well as the annual meeting.

- c. The Chair shall have the authority to sign all formal documents on behalf of the CoC Advisory Committee, when such documents have been approved by the CoC Advisory Committee.
- d. The Chair shall have the authority to call special meetings of the CoC Advisory Committee as deemed necessary to address time sensitive issues.
- e. The Chair shall perform other duties as assigned by the CoC Advisory Committee, city or county.
- f. Review agenda and minutes with the CoC Coordinator and provide feedback as necessary.

2. Vice-Chair

- a. The Vice-Chair shall exercise the duties of the Chair in his/her absence.

Article VI- Duties of the Advisory Committee

Section 1: In General

The CoC Advisory Committee shall be responsible for the following:

- 1) Provide input and evaluation for the annual CoC application and rank and review process.
- 2) Make final recommendation for the ranking of CoC projects within the annual application;
- 3) Provide support to the CoC Coordinator for policies, procedures, and standards of service for the St. Louis County Continuum of Care Coordinated Entry System.
- 4) Review policies, procedures, and plans for the of the HMIS (Homeless Management Information System); and

Provide input for annual review of of Continuum of Care, and other homeless funded programs including:ESG, FHPAP and other homeless funds. **Article VII: Appeals**

Appeal Process

The application of any agency that is a) unranked, or b) receives less funding than they applied for may appeal through the appeal process.

Applicants that have been found not to meet the eligibility requirements of funding are not eligible for an appeal.

Applicants may appeal if they can:

- Prove that their score is not reflective of the application information provided; or
- Describe bias or unfairness in the process

All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed.

The Appeal Committee has flexibility to allow for more options if it fits the deadlines of a funding stream. The options provided through this flexibility will apply to all applicants.

The decisions of the CoC Advisory Committee, after appeal will be final.

Appeal Process Timeline

Any agency aggrieved by the final decision of the CoC Advisory Committee will be notified, prior to applying, the time frame for appeal. The appeal process will include to whom the appeal should be

submitted and what method. The aggrieved will have the right to appear in person or ask for a review of the decision without appearing. The CoC Advisory Committee will render a decision in writing as outlined in the appeal process for each funding stream. The decision reached at this stage shall become the final decision of the CoC Advisory Committee. The CoC Advisory Committee decision will then be final and not subject to further appeal.

Article VIII- Conflict of Interest

Section 1: Definition

A conflict of interest may occur when a CoC Advisory Committee member takes an action, which results or has the appearance or intention of resulting, in any financial benefit to a CoC Advisory Committee member, his or her family members, spouse or partner, or any organization in which the member, his or her family members, spouse or partner serves in an official capacity. Services in an official capacity shall include service as an employee, owner, stockholder, director, board member, consultant or officer that represents any entity or organization which is seeking or receiving funding through recommendation of the CoC Advisory Committee but shall not include service solely as a volunteer or recipient of services.

Section 2: Recusal

On issues in which a voting member of the CoC Advisory Committee has a conflict of interest as described above, the member must recuse themselves from voting. The CoC Advisory Committee member may participate in discussion upon declaring a conflict of interest. St. Louis County and City of Duluth staff persons assigned to the CoC Advisory Committee will be responsible for monitoring conflict of interest in the process and documenting the disclosure of a voting member's conflicts of interest.

Section 3: Disclosure

In the event that a matter, which raises a potential conflict of interest, comes before the CoC Advisory Committee for consideration, recommendation and decision, the CoC Advisory Committee member shall disclose the conflict of interest as soon as he or she becomes aware of it, and the disclosure shall be in the minutes of the meeting. In order to identify disclosure, all CoC Advisory Committee members will be required to sign the Disclosure Statement (Attachment 3) upon becoming a member of the CoC Advisory Committee.

Section 4: Conflict Resolution – Grievance Procedure

The CoC Advisory Committee believes that all representatives have a responsibility to discuss and resolve disagreements with respect for the rights and opinions of others. In the event of a disagreement between individuals or groups associated with the CoC Advisory Committee, they agree to abide by the following conflict resolution protocol.

Step 1:

The grieving party (ies) will attempt to work out the dispute through informal communication and information sharing.

Step 2:

The grieving party (ies) will notify the Continuum of Care Coordinator and/or the CoC Advisory Committee Chair in writing of the nature of the dispute. Notification may also be provided to the Duluth Community Planning and Economic Development Director or St. Louis County Public Health and Human Services Department Director if the grievance involves staff persons of these jurisdictions.

Step 3:

The CoC Advisory Committee shall take the matter under advisement at its next meeting and recommend a resolution to the grieving party (ies). This resolution and decision is final, will be in writing and also provided to the City of Duluth and St. Louis County.

Article IX: Amendments

Section 1: Amending the Bylaws

Amendments or changes to these Bylaws may be recommended by the CoC Advisory Committee to the City of Duluth and St. Louis County for review and approval. The committee recommendation shall occur at any regular meeting by an affirmative vote of not less than two-thirds of the membership of the CoC Advisory Committee. Any proposed amendment to these Bylaws shall be submitted to the CoC Advisory Committee in writing. Members shall receive reasonable notice of any proposed changes to the Bylaws to review such changes. A vote on any change will take place at the next properly scheduled meeting, following proper notice.. Amendments or changes to the Bylaws become effective upon approval notification from the City of Duluth and St. Louis County.



SLC CESC
Housing Response Committee Agenda
9:00am – 11:00am
Cotton Community Center / Post Office
3/13/2019

In Attendance: Kate Bradley, Jackie Prescott, Kira Kallberg, Patrick Mainville, Dawn Shykes, Dusty Letica, Kim Randolph, Gretchen Ray, Jensina Rosen, Brian Makela, Rory Strange, Patty Beech-Dziuk, Cara Lundquist, Kim Fultz, Angie Neal, Adam Venne, Laura Birnbaum, Jon Livingston, Joann Solin, Patti Nadeau

1. Introductions
 - a. The WebX connection was tough. Very difficult to hear on the phone or computer. Next month Rochelle is going to try another piece of equipment that should help. (Thank you, Rochelle!)
2. Updates / Announcements -
 - a. The Iron Range Committee on Equal Justice is hosting an open house event for the community in both the Hibbing & Virginia courthouse locations!
 - b. April 5, 2019 in Virginia, 12:30 - 5:00 p.m.
 - c. May 3, 2019 in Hibbing, 12:30 - 5:00 p.m.
3. HMIS updates:
 - a. Drew was unable to attend. No HMIS updates
4. Scheduling / pre-screens/assessments – how it is going?
 - a. Less wait time in Duluth between prescreen and VI-SPDAT appointment, Rory estimated the wait is around 3 weeks currently – an improvement from multiple months. In Duluth, TSA is with county triage doing assessments on Monday afternoons. HDC will begin doing assessments at county triage soon – as soon as contracts are completed
5. Referrals – how is it going?
 - a. No complaints
6. FHPAP – (Update from Stacy)

- a. FHPAP update: Application submitted at +41% of current funds. Thanks to all for participation and good discussions. We will reconvene mid April when MN Housing Finance Agency announces awards.
 - b. MHFA has indicated the new MN Targeting Tool will be required starting in the next biennium. We will discuss this in the next couple of months and identify how this tool will replace the current SLC Targeting worksheet.
 - c. Stacy will be conducting the second (MHFA required) site visit to FHPAP sub grantees to review case files in the next couple of months. She will follow up with agencies to identify dates that work.
 - d. **Discussion item:** Housing Supports programming accessing FHPAP funds for deposits. Is this happening in the north? HS agencies get \$904 + (up to \$482 for additional services) Any amount NOT used for monthly rent gets added to a pool to be used for housing costs. Should Housing Support programs have to tap into their “pool” funds prior to FHPAP? Do we want to open the door for this with FHPAP funds going forward? Currently FHPAP is “last resort” funding for housing, after County and ESG. Do we change this? What are repercussions? This will be discussed going forward, but want to get it out there at our committee level.
 - i. **Discussion:** The North has been using the pool for some time. If the pool is used, that money is not available for other house needs. FHPAP sometimes works better for timing because HS can’t be processed until someone moves in. Jensina recommends using the pool first if there are enough funds, and if the pool is too low, use FHPAP.
7. Landlord Incentive
- a. Possibly a new claim coming in in the north. More info to come as that plays out. On the whole, program seems to be working, and there is demonstrated need in the community
8. ESG – No updates
9. CLI Letter of Support (Jensina)
- a. CLI grant application due soon. Jensina is asking for a letter of support from the HRC. Funds would be used to continue support around Housing Supports and allow for continued growth and positive oversight.
 - b. **Motion to approve the HRC writing a letter of support: Kate B, Seconded by Brad G.**
10. Review and vote on Picklist for cancelled and rejected closures in HMIS
- a. Printed list shared with attendees for discussion
Suggested changes for the picklist for cancelled and rejected closures from the CE in HMIS.
 (Canceled) Client disappeared or unreachable
 (Declined) Client unreachable after initial contact
 (Canceled) Client found housing (self-resolved)

(Declined) Client is eligible, but provider unable to accept
(Declined) Client is not eligible
(Canceled) Client moved outside CoC
(Canceled) Client placed in institutional setting
(Declined) Client placed in institutional setting
(Canceled) Client refused service
(Declined) Client refused service
(Canceled) Client is out of shelter
(Declined) Unable to locate housing
(Canceled) Deceased
(Declined) Other
(Declined) Client is not eligible, over income
(Declined) Property Management denial – Criminal History
(Declined) Property Management denial – Eviction History/Money Owed
(Declined) Property Management denial- Both Criminal and Eviction/Money Owed
(Declined) Property Management denial- Other

Motion to approve the pick list: Kim F, Seconded by Kim R

11. Review of CES Brochure

- a. Printed copies shared with attendees. Some discussion about changes, everyone encouraged to email Kate B with additional changes. Kate will have a new draft at the meeting next month.

12. Other items

13. Next meeting dates-

- a. Duluth Group: 3/21/2019, 9am-11am, CCHC Family TH
- b. **Housing Response Committee RETREAT in Cotton: 4/10/2019** (NE CoC will be joining us) Confirmation of times and agenda to be announced, but plan for the day in Cotton, 10-3ish?

Rural Housing Coalition Minutes for 3/7/2019

In attendance:

Angie (AEOA), Stacy (St. Louis County), Jensina (St. Louis County), Kate (Coordinated Entry Coordinator), Brian (RTH), Heather (Legal Aid)

Agenda Approval / Additions

No additions to the agenda

Round Robin (please discuss funding your agency has available and any new services your program offers)

N/A

Proposal for ES:

The shelter overflow continues to be in operation on nights when the temperature is 32 degrees or colder. All those in need of shelter are encouraged to call Bill's House at 218-741-2063 for assistance. The numbers are sent to the county consistently.

Discussion of the process took place. Suggested that there be a meeting to discuss the process.

Coordinated Entry:

The Governor has requested an end to Veteran homelessness in MN by Veterans Day 2019. Kate Bradly has been working with agencies to consolidate the veteran registry with the St. Louis County prioritization waitlist. The ending of veteran homelessness is based on the veteran registry and not the CE prioritization waitlist in the area.

There continues to be issues with 2-1-1 pre-screen including households being sent to the wrong address to have an assessment completed.

Heading Home St Louis County Governance Board:

The RHC would like to get the minutes from the GB. Heather will start to forward them to the RHC.

ESG:

AEOA has funding available

Turn-Aways:

Keep tracking. The data is crucial to identify unmet needs in our community.

FHPAP:

The grant was submitted. Now waiting to hear of funding allotment.

Landlord Incentive Program:

AEOA continues to work on addressing household needs and adding them to the program as appropriate.

CoC:

- ✓ The CoC Coordinator position has been reclassified as a “Planner” position. This position is still filled through the MN Merit System.
- ✓ Patty Beach Consulting has been contracted to assist with CoC tasks – much of it pertaining to the upcoming NOFA and the tasks that must be completed to be in compliance for future funding.
- ✓ The City of Duluth has volunteered a .5 position to assist with CoC tasks. The determination of those tasks is being addressed between St. Louis County and the City of Duluth.

HSASMI:

- ✓ We are in receipt of the service plans. Heather will send them to Angie. She will work on adapting plans that AEOA will begin to use ASAP. These will then be sent to Bois Forte as well.
- ✓ HSASMI providers will be meeting with Gary Travis on Tuesday, the 19th of March at 10AM via web or conference call. Northern providers will meet at the Youth Foyer for the meeting.
- ✓ Heather will send the VI-SPDATS and supplemental questions to Stacy and Laura B.

SUD:

A meeting is being held following the Housing Response Committee on March 13th in Cotton.

Other:

The Committee for Equal Justice is hosting an Open House event at both the Virginia and Hibbing courthouses. Please see the attached flyer. All are welcome to attend. Please share the flyer broadly.

Next Meetings:

4/4/2019 – Access North – Hibbing
5/2/2019 – Youth Foyer – Virginia
6/6/2019 – Access North – Hibbing
7/4/2019 – Youth Foyer – Virginia – CANCEL
8/1/2019 – Access North – Hibbing
9/5/2019 – Youth Foyer – Virginia
10/3/2019 – Access North – Hibbing
11/7/2019 – Youth Foyer – Virginia
12/5/2019 – Access North - Hibbing

Affordable Housing Coalition Minutes
February 19, 2019

Present: Joel Kilgour, Jared Hendler, Will Richardson, Ellen Anderson, Aaron Axford, Ashley Grimm, JoAnn Solin, Emily Nygren, Kristy Eckart, Kim Holak, Pam Kramer, Charlotte Karsh, Jensina Rosin, Rochele Lentz, Liz Strohmeier, Stacy Radosevich, Kate Bradley, Jill Keppers, Jeff Corey

1. Introductions/Announcements:
 - a. L&F Fundraiser: Sunday March 17 from 2—5 at St Paul’s Episcopal Church, Ceili Dance.
 - b. Jared Hendler: Will be surveying member agencies about housing priorities to prepare for the committee of the whole meeting that will be happening with the City Council.
 - c. 5,000 muffin update: Bob Tavani medical respite. Open house/muffins every Saturday morning 10am-noon for anyone interested in learning more about the house or how to volunteer.
2. Treasurer’s Report: Tabled until next month.
3. Approval of January’s Minutes: MSC with correction regarding open position at SLC being Continuum of Care Coordinator and not Coordinated Entry Coordinator – Jill, Kate, unanimous
4. SLC/Governance Board Updates:
 - a. Just submitted FHPAP app is submitted to Minnesota Housing for \$1,080,000. Decision mid-late April.
 - b. McKinney-Vento award of \$3.2 million was approved. No new projects were funded (Garfield and a domestic violence project were not funded). Planning grant funds were approved as well which will help pay for staffing the coordinated entry system. Kate expressed disappointment that no new projects were funded and gratitude that all tier 2 projects were funded. Tier 2 projects are required to be at least 15% of renewals and getting them funded is very difficult. We should pay more attention to what we can do to get funding from this source for new projects going forward. Perhaps do some strategizing with Patty Beech. Stacey will ask Patty to come to a future meeting.
 - c. Working to create a provider’s manual for use of Housing Supports. Expecting DHS to release a grant to support outreach, housing navigation, and compliance for this program. SLC is planning to do quarterly information sessions for housing providers.
 - d. County also put forward \$50,000 to pay for a warming center in Duluth. This has worked out well for us.
 - e. Governance Board: Meeting is Thursday in Cotton at the Town Hall from 1—3PM. Both City and County leadership are expected to be in attendance.
5. City of Duluth Updates: Nobody here from the City. Jill reported the following:
 - a. Stay tuned to learn about reorganization of the Planning and Community Development divisions.
 - b. It is likely that there will be up to 5 LIHTC applications this spring. Accessible Space Incorporated (ASI) is looking to develop 75 units of housing for disabled and/or homeless veterans. Jill suggested ASI contact the County for clarity and assistance. Applications are due in early June.

6. Homeless Day on the Hill: March 13 is the day. Looking for people to sign up. Look for an email from CHUM. Strongly encourage people to help recruit attendees with experience of being homeless. Will be picking people up from various locations in Duluth and doing some prep work on the bus to help folks feel comfortable with talking to their elected officials. Liz is hoping to do some pre-work to help people most effectively convey their messages to officials. Liz, Pam MSC unanimous that AHC help pay for the bus by contributing \$500.
7. SLC/Duluth Days: Jill is pinch-hitting for Carol for SLC/Duluth Days tomorrow. She has prepared some information for sharing with people. Pam and Jeff will also be there. One Roof is splitting the booth with the AHC. There was much discussion about the Medical Exchange District
8. Warming Center Update: Typically between 20—37 people have been staying in recent weeks when the shelter is open. 302 sign ins as of 2/11, 111 unique individuals. Advocates are hoping to increase the temperature next year and/or a drop-in center on the west side of town.
9. Review of annual meeting and setting 2019 priorities: Priorities were agreeable to everyone.
10. 2019 Policy Working Group: Volunteers signed up for working groups corresponding to 2019 priorities as follows:
 - a. Dedicated Source of Revenue for Housing - Emily Nygren, Pam Kramer, Ashley Grimm, Charlotte Karsh, Jill Keppers, Jeff Corey, Joel Kilgour, Joel Kilgour, Liz Strohmayer
 - b. Expand & Improve Housing with Supports - Jensina Rosin, Rochele Lentz, Kate Bradley, Ellen Anderson. Rochele will reach out to Center City
 - c. More Visible Housing Advocacy
 - i. Salvation Army willing to lead the Summit. Jensina, Stacey, L&F willing to participate as well.
 - ii. SLC Health & Human Services: agreed to do again and update to include Housing Supports. Charlotte agreed to do outreach to SLC colleagues.
 - iii. Committee of the Whole - Joel will meet with Mayor Larson next week. Jill, Pam, Joel and Charlotte agreed to help plan.
11. Adjourn: